

SBD1

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)

BID NUMBER:	Q8412/2022	CLOSING DATE:	16 September 2022	CLOSING TIME:	11:00 AM
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DESCRIPTION	APPOINTMENT OF THE SERVICE PROVIDER FOR A TERM CONTRACT MAINTENANCE AND REPAIRS OF CLOSED-CIRCUIT TELEVISION (CCTV) CAMERAS FOR THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE AT THE PRETORIA NATIONAL BOTANICAL GARDEN FOR A PERIOD OF TWO (2) YEARS NB: PLEASE NOTE THAT THIS PROCUREMENT INCLUDES LOCAL CONTENT AS PER SBD 6.2 AND FIND THE ATTACHED LOCAL CONTENT ANNEXURES
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COMPULSORY -BRIEFING

COMPULSORY BRIEFING ON THE 07 SEPTEMBER 2022 AT 11:00 AM IN PRETORIA NATIONAL BOTANICAL GARDEN

Submission of proposals: proposals must be emailed to S.SCM-Quotations@sanbi.org.za with a copy to Ms. R Maleka at ra.maleka@sanbi.org.za. Please state the Bid number as the reference number on the subject line when responding to the RFQ

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	Ramakgahlele Maleka	CONTACT PERSON	Dumisi Mokoena
TELEPHONE NUMBER	012 843 5109	TELEPHONE NUMBER	012 842 5000
FACSIMILE NUMBER	N/A	FACSIMILE NUMBER	N/A
E-MAIL ADDRESS	ra.maleka@sanbi.org.za	E-MAIL ADDRESS	d.mokoena@sanbi.org.za

SUPPLIER INFORMATION

NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				

SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA .
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

DATE:

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID

SBD4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read, and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	
Signature	Date
.....	
Position	Name of bidder

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

- a) The value of this bid is estimated to not exceed R500 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or
- b) The 80/20 preference point system will be applicable to this tender.

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

- 1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20

or

90/10

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

or

$$P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

$P_{\min}$ = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?
(Tick applicable box)

YES		NO	
-----	--	----	--

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE
(Tick applicable box)

YES		NO	
-----	--	----	--

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME	QSE
	√	√
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		

Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

- 8.1 Name of company/firm:.....
- 8.2 VAT registration number:.....
- 8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

8.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

- 8.7 Total number of years the company/firm has been in business:.....
- 8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:
- i) The information furnished is true and correct;
 - ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
 - iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
 - iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

WITNESSES

1.

2.

.....

SIGNATURE(S) OF BIDDER(S)

DATE:

SBD 6.2

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 1.2. Regulation 8.(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two-stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

- x is the imported content in Rand
- y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost.

1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation;

2. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
Optical fibre cables	90%
PVC pipe	100%

3. Does any portion of the goods or services offered
 have any imported content?

(Tick applicable box)

YES		NO	
-----	--	----	--

3..1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on www.reservebank.co.za

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

- Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

LOCAL CONTENT DECLARATION

(REFER TO ANNEX B OF SATS 1286:2011)

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF BID NO: Q8412/2022

ISSUED BY: (Procurement Authority / Name of Institution): **SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE.**

NB

- 1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
- 2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on <http://www.thdti.gov.za/industrialdevelopment/ip.jsp>. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, (full names),

do hereby declare, in my capacity as

of(name of bidder entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
 - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.

The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPPFA), 2000(Act No. 5 of 2000).

SIGNATURE: _____

DATE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____

TERMS OF REFERENCE FOR APPOINTMENT OF THE SERVICE PROVIDER FOR A TERM CONTRACT MAINTENANCE AND REPAIRS OF CLOSED-CIRCUIT TELEVISION (CCTV) CAMERAS FOR THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE AT THE PRETORIA NATIONAL BOTANICAL GARDEN FOR A PERIOD OF TWO (2) YEARS.

Physical Address:

Pretoria National Botanical Garden
2 Cussonia Avenue
Brummeria
Pretoria
0001

Postal Address:

Private Bag X101,
Silverton
Gauteng
0184

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1. BACKGROUND

Pretoria National Botanical Garden (PNBG) is one of thirteen gardens managed by the South African National Biodiversity Institute (SANBI). The main purpose of SANBI is to conserve and promote biodiversity conservation across South Africa and to champion the sustainable use of this biodiversity.

SANBI is seeking to appoint a service provider for a term contract maintenance and repairs of Closed Circuit Television (CCTV) cameras for the South African National Biodiversity Institute (SANBI) at Pretoria National Botanical Garden (PNBG) for a period of two (2) years.

The following are important minimum requirements that the Service Provider must fulfil:

- The Service Provider must be PSIRA (Private Security Industry Regulatory Authority) compliant with sufficient in-depth knowledge with regard to maintenance and repairs of CCTV cameras.
- The Service Provider must have a minimum of five (5) years' experience with regard to maintenance and repairs of CCTV cameras.
- Provide guaranties and warrantees of repaired or replaced security equipment.
- Repair and replace damaged parts affecting the functionality of the CCTV cameras system.
- Ensure that all CCTV cameras are always fully functional.
- Render maintenance, repairs, replacement of damaged equipment of the CCTV cameras for a period of two (2) years.
- Provide SANBI with annual standard price-list of CCTV camera equipment.
- Comply with all relevant South African legislation as well as with SANBI's Terms and Conditions including SANBI's security policy and specifications.
- Comply with all Safety, Health and Environment (SHE) conditions during the project period and when conducting work on SANBI premises.

2. INVITATION FOR QUOTATIONS

Quotations are hereby invited for appointment of a Service Provider for a term contract maintenance and repairs of Closed Circuit Television (CCTV) cameras for a period of two (2) years for the South African National Biodiversity Institute at the Pretoria National Botanical Garden (PNBG).

The quotation process will be coordinated by SANBI's Supply Chain Management (SCM) section at the following address:

The Deputy Director: Supply Chain Management

The South African National Biodiversity Institute (SANBI)
Private Bag X101,

3. SPECIFICATION FOR REQUIRED SERVICES

- 3.1. The work will cover the critical security components of the electronic security system which includes:
 - 3.1.1 IP CCTV cameras (Hik-Vision).
 - 3.1.2 Video Management Systems in terms of Network Video Recorder (NVR).
 - 3.1.3 Main security server and sub-servers.
 - 3.1.4 Network, Network Switches and Cabling (where applicable)
 - 3.1.5 Control room monitors and workstations (and software)
- 3.2. To provide proactive maintenance of the CCTV cameras and shall include routine preventative maintenance, corrective maintenance and predictive maintenance, as well as breakdown maintenance on all components of the complete system.
- 3.3. Repair and replace damaged parts affecting the effective operation and upkeep of the CCTV cameras system.
- 3.4. The successful bidder should be able to supply any parts or equipment components for repairs and replacement of faulty or non-functional equipment that may be required for that purpose, during a period of three (3) years.
- 3.5. Consumables and any other spares used during rendering of the services should be charged by the successful bidder using their standard price-list in force at the time when the service is rendered.
- 3.6. During the course of the work, if repairs or replacement of the CCTV camera equipment component(s) is identified, SANBI approval is required to obtain a quotation from the successful bidder. Supply Chain Management Unit approval is required to obtain purchase order number for the work to be done before the successful bidder may proceed with the work. Purchase order number must be included on the invoice.

4. TECHNICAL SPECIFICATION

	HIKVISION CCTV CAMERAS SYSTEM:	
NO.:	Description of Equipment:	Quantity:
1.	IP CCTV cameras (Dome), 2MP	45
2.	IP CCTV cameras (Bullet), 8MP	37
3.	IP CCTV camera (Fish Eye), 12MP	1
4.	Surge Plug Adapters	1
5.	Conduits	50
6.	Workstation. • Monitors (2 dell and 1 Hikvision) • Mouse • Keyboard • Speakers • Hikvision CPU • UPS	3 2 1 2 1 1
7.	Main Server (Hik-Vision)	1
8.	Sub-Serves (Hik-Vision)	10.
9.	NVRs (16 channels NVRs built in POE) Hik-Vision • Model DS-9600NI (series i16) • Hard drive 16 SATA (Capacity 8 TB) • Power supply (100 to 240 VAC)	3.
10.	Network switches • 3 X 8 Ports • 4 X 16 Ports • 3 X 24 Ports • 2 X 10 Ports	10
11.	Network cable patch panel	10
12.	CAT6 PPM and LAN Cables	+/- 1000m
13.	Cat 6, RJ45 shielded connectors & Boots	100
14.	WIFI communicator – (IEEE 802.11b/g/n), Frequency range: 2.4-12.5GHZ, Protocols: 802.11b, Channel bandwidth: 20M	7
15.	Sound Speakers	2
16.	Lightning surge protectors	82

5. GENERAL REQUIREMENT

- 5.1. The successful bidder shall submit a maintenance control plan (job card) to schedule the frequency of routine inspections done and status report of the system.
- 5.2. Maintenance during public holidays, afterhours and weekend shall be classified as an emergency and shall be treated as such.
- 5.3. The successful bidder should monitor and advise SANBI about any technical problem/s or a need to repair or replace damaged equipment.
- 5.4. The successful bidder should take note that all major maintenance, shutting down and testing of the system should be on weekend to avoid noise and disturbance of continuous service of SANBI.
- 5.5. All prices shall be firm and include transportation charges for providing services. The successful bidder's travel costs must be incorporated in the bid proposal price. Hourly labour rates begin with the successful bidder's arrival on site and end when the bidder leaves the site.
- 5.6. Only Original Equipment Manufacturers (OEM) parts shall be used, unless otherwise approved in advance of order and install.

6. **COMPULSORY BRIEFING SESSION**

Compulsory briefing session will be held on:

Date: 07 September 2022

Time: 11:00

Venue: Pretoria National Botanical Garden

Failure to attend the compulsory briefing session will disqualify a potential bidder's quotes.

7. OPERATING HOURS

The successful bidder will be required to provide maintenance and repair services within set SANBI operating hours which is between **08h00 and 16h00** from Monday to Friday.

8. DOCUMENTS REQUIRED

Quotes must accompany the following documentation (**Failure to submit this required documentation WILL lead to disqualification**):

- a) A **copy of the company Central Supplier Database (CSD) registration report**.
- b) The **company's valid Private Security Industry Regulatory Authority (PSIRA) registration certificate**.
- c) Valid letter of good standing from the office of the Compensation Commissioner as required by the Compensation for Occupational Injuries and Diseases Act (**COIDA**). The letter should be issued by the Department of Labour.
- d) A certified copy of **Liability Insurance Cover** for the company and for company employees and the amount available per claim (minimum R1 million). This must be valid during the duration of the service.
- e) Duly completed and signed SBD forms.
- f) An original or certified B-BBEE certificate or sworn affidavit (please note that failure to submit a valid certified B-BBEE certificate/sworn affidavit mentioned above will result in the tender not being awarded B-BBEE preference points).

9. OTHER REQUIRED DOCUMENTS

Potential Service Providers must also submit the following documents. However, the information contained in them is required for evaluation purposes:

- a) **Track record**: a list of similar contracts held in the past five (5) years that should include the name of the client, scope of the services provided, duration of the project and value of contract.
- b) **Three traceable reference letters**: signed letters of reference from at least three (3) current or previous clients that have been provided with electronic security services within the past 5 years.
- c) **Evidence of operational capacity to perform the required security services**:
 - a. Electronic Security Access Control Systems Technician:
 - i. Proof of company's security systems technician's CV, experience and qualifications.

NB: SANBI reserve the right to verify and vet all provided documentation with relevant third parties in line with the POPIA regulation.

10. CONFIDENTIALITY

Any or all information made available to the Service Provider by SANBI shall be regarded as confidential and shall not be made available to third parties without the prior written consent of SANBI.

11. EVALUATION CRITERIA

The proposal must reflect on the below criteria. In accordance with the National Treasury Instruction Note on the Amended Guidelines in Respect of Bids that include Functionality as a Criterion for Evaluation (Issued 3 September 2010), this bid will be evaluated in two stages:

Stages:

1. The first stage will evaluate functionality according to the criteria listed in the table below:

Stage 1: Functionality Evaluation

No.	Criteria	Sub-criteria		Weight
1.	COMPANY EXPERIENCE			15
1.1	Competence and Experience in the maintenance, repairs, and installations of Closed Circuit Television Cameras (A company profile should be attached).	15= The bidder has five years and more experience.	15	
		12= The bidder has four years' experience.	12	
		10= The bidder has three years' experience.	9	
		8= The bidder has two years' experience.	6	
		3= The bidder has one year experience.	3	
2.	TECHNICAL KNOWLEDGE/ CAPABILITY			35
2.1	<i>Demonstrate technical knowledge of the team to do the maintenance and repairs of Closed Circuit Television Cameras (CVs of the project leader and technical teams must be attached).</i>	The project team to be assigned has six (6) and more years plus combined experience.	15	
		The project team to be assigned has five (5) years plus combined experience.	12	
		The project team to be assigned has four (4) years plus combined experience.	9	
		The project team to be assigned has three (3) years plus combined experience.	6	

		The project team to be assigned has less than two (< 2) year combined experience.	3	
2.2	A brief description of the scope and scale of current and past projects undertaken.		20	
3.	PROJECT PLAN			25
3.1	Provision of a detail Maintenance-Plan	The bidder has submitted a detailed work-plan with timelines, technician/s, provision of parts, response time for emergency.	25	
		The bidder has submitted a work-plan with timelines, technician/s, provision of parts, but without response time for emergency.	20	
		The bidder has submitted a work-plan with timelines, technician/s, but without provision of parts and response time for emergency.	15	
		The bidder has submitted a work-plan with timelines but without technician/s, provision of part and response time for emergency.	10	
		The bidder has submitted a work-plan which only has list of technician/s.	5	
4.	THE BIDDER REFERENCES			15
4.1	Provide Three traceable reference letters : signed letters of reference from at least three (3) current or previous clients for electronic security systems/ CCTV cameras within the past 5 years. (company name, contact person, telephone number, services provided, total value of	The bidder with five (5) and more references.	15	
		The bidder with four (4) references.	12	
		The bidder with three (3) references.	9	
		The bidder with less than two (2) references.	6	

	the contract and contract duration with dates, performance of the service provider per service provided). The reference letters must be relevant to the tender.	The bidder with one (1) reference.	3	
5.	LOCALITY			10
5.1	The Bidder must provide documentary proof of address from the third (3 rd) party to indicate that the company has an operating office/business premises within the local municipality in which PNBG is based. (Municipal account, telephone account not older than three (3) months, or signed lease agreement, etc.)	Office/business within the local municipality where the service is to be rendered	10	
		Office/business within the Province where the service is to be rendered	5	
		Office/business in other Provinces	0	
		Non-submission of proof of address	0	
	TOTAL			100

Any Quotation that scores less than 70 out of 100 points against the functionality criteria in the table above will be disqualified from further consideration.

Stage 2:

The Second Stage will evaluate the price and preference points of those bids that meet the minimum threshold for functionality. In accordance with the Preferential Procurement Regulations, 2017 pertaining to the Preferential Procurement Policy Framework Act (No. 5 of 2000), the 80/20 point system will be applied in evaluating proposals that qualify for further consideration, where price constitutes 80 points and a maximum of 20 points will be awarded based on the bidder's B-BBEE Status Level Certificate.

12. PRICING STRUCTURE

The service provider must fill in their proposed fees as per table below. **(Attach a breakdown of two consecutive years standard price-list of the Hikvision CCTV camera system components)**

NO.:	Description of Equipment:	Year 1 – Component Cost		Year 2 – Component Cost	
		Unit Price Ex Vat	Unit Price Incl Vat	Unit Price Ex Vat	Unit Price Incl Vat
1.	IP CCTV cameras (Dome), 2MP	R	R	R	R
2.	IP CCTV cameras (Bullet), 8MP			R	R
3.	IP CCTV camera (Fish Eye), 12MP	R	R	R	R
4.	Surge Plug Adapters	R	R	R	R
5.	Conduits	R	R	R	R
6.	Workstation. • Monitors (2 dell and 1 Hikvision) • Mouse • Keyboard • Speakers • Hikvision CPU • UPS	R	R	R	R
7.	Main Server (Hik-Vision).	R	R	R	R
8.	Sub-Serves (Hik-Vision).	R	R	R	R
9.	NVRs (16 channels NVRs built in POE) Hik-Vision. • Model DS-9600NI (series i16) • Hard drive 16 SATA (Capacity 8 TB) • Power supply (100 to 240 VAC)	R	R	R	R

10.	Network switches • 8 Ports • 16 Ports • 24 Ports • 10 Ports	R R R R	R R R R	R R R R	R R R R
11.	Network cable patch panel	R	R	R	R
12.	CAT6 PPM and LAN Cables	R	R	R	R
13.	Cat 6, RJ45 shielded connectors & Boots	R	R	R	R
14.	WIFI communicator – (IPEEE 802.116/gh), Frequency range: 2.4.1.2GHZ, Protocols: 802.116, Channel bandwidth: 2M	R	R	R	R
15.	Sound Speakers.	R	R	R	R
16.	Lightning surge protectors.	R	R	R	R
	Component Total Costs	R	R	R	R
	Labour cost per hour	R	R	R	R
	Routine maintenance of the systems (four times per year)	R	R	R	R
	Total Costs	R	R	R	R

13. GENERAL INFORMATION

The Service Provider must ensure that its staff members comply with the rules, regulations, and by-laws of the site.

The SANBI reserves the right:

- To verify any information supplied in quotation documents.
- Not to appoint any Service Provider.
- To cancel or withdraw this RFQ at any time without attracting any penalties or liabilities.
- To have the final say in the appointment and this will be binding.
- To disqualify a quotation or cancel any subsequent contracts should it be found that information disclosed was factually inaccurate and/or that a misrepresentation of facts may have occurred?

- To disqualify potential Service Providers who may attempt to bribe or influence any person employed by SANBI during the course of this quotation process.

All documents submitted in response to this Request for Quote (RFQ) must be written in English.

TECHNICAL QUERIES

For Technical queries please contact Mr Dumisi Mokoena at the following e-mail address:

D.Mokoena@sanbi.org.za

14.SUBMISSION OF PROPOSALS

Proposals must be emailed to SANBI SCM at S.SCM-Quotations@sanbi.org.za with a copy to Ramakgahlele Maleka at ra.maleka@sanbi.org.za . Emailed applications must not be more than 10MB in size.

CLOSING DATE FOR SUBMISSIONS: 16 September 2022 at 11:00AM.