



PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE <i>(South African National Biodiversity Institute)</i>					
BID NUMBER:	SANBI: G431/2022	CLOSING DATE:	17 OCTOBER 2022	CLOSING TIME:	11:00am
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR RENDERING OF CLEANING, HYGIENE, DISINFECTION, AND PEST CONTROL SERVICES TO THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE AT THE FREE STATE NATIONAL BOTANICAL GARDEN, KWAZULU-NATAL NATIONAL BOTANICAL GARDEN AND WALTER SISULU NATIONAL BOTANICAL GARDEN FOR A PERIOD OF FIVE (5) YEARS.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT:					
Biodiversity Centre Pretoria National Botanical Garden, 2 Cussonia Avenue, Brummeria Pretoria					
Compulsory briefing session date:					
Virtual Compulsory Session will take place on 06 October 2022 from 09H00 to 10H30am.					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON			CONTACT PERSON		
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	sanbi.tenders@sanbi.org.za		E-MAIL ADDRESS		
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	MAAA

				No:	
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:

SBD 3.1

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....	Bid number: SANBI: G431/2022
Closing Time 11:00	Closing date: 17 OCTOBER 2022

OFFER TO BE VALID FOR.....DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY
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**** (ALL APPLICABLE TAXES INCLUDED)**

-
- Required by:
 - At:

 - Brand and model
 - Country of origin
 - Does the offer comply with the specification(s)?
 *YES/NO
 - If not to specification, indicate deviation(s)
 - Period required for delivery
 - *Delivery: Firm/not firm
 - Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

**** “all applicable taxes” includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.**

***Delete if not applicable**

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

2.2 Do you, or any person connected with the bidder, have a relationship

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. 6

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** R50 000 000 (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 last 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 BIDDERS(S)

DATE:
 ADDRESS

**APPOINTMENT OF A SERVICE PROVIDER FOR RENDERING OF CLEANING,
HYGIENE, DISINFECTION AND PEST CONTROL SERVICES TO THE SOUTH
AFRICAN NATIONAL BIODIVERSITY INSTITUTE AT THE FREE STATE
NATIONAL BOTANICAL GARDEN, KWAZULU-NATAL NATIONAL BOTANICAL
GARDEN AND WALTER SISULU NATIONAL BOTANICAL GARDEN FOR A
PERIOD OF FIVE (5) YEARS**

PHYSICAL ADDRESS:

The South African National Biodiversity Institute (SANBI)
Pretoria National Botanical Garden
2 Cussonia Avenue
Brummeria
Pretoria

POSTAL ADDRESS:

The South African National Biodiversity Institute
Private Bag X101
Silverton
0184

TENDER NO. SANBI: G431/2022

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1. INTRODUCTION

The South African National Biodiversity Institute (SANBI) contributes to South Africa's sustainable development by facilitating access to biodiversity data, generating information and knowledge, building capacity, providing policy advice, and showcasing and conserving biodiversity in its national botanical and zoological gardens.

SANBI intends to outsource the cleaning, hygiene, disinfection and pest control services to a Service Provider for three (3) of its centres i.e., the Free State National Botanical Garden (FSNBG), the KwaZulu-Natal National Botanical Garden (KZNNBG) and the Walter Sisulu National Botanical Garden (WSNBG) for a period of five (5) years. The current cleaning contracts for the three national botanical gardens will expire on 30 November 2022.

2. INVITATION TO TENDER

Tenders are hereby invited for the appointment of a Service Provider to render cleaning, hygiene, disinfection, and pest control services to the various offices at SANBI which are FSNBG, KZNNBG and WSNBG for a period of five (5) years. The tender process will be coordinated by SANBI's Supply Chain Management (SCM) department, contactable at the following address:

Deputy Director: Supply Chain Management
The South African National Biodiversity Institute (SANBI)
Private Bag X101
Silverton
0184
Email: sanbi.tenders@sanbi.org.za

The tender closes on: 17 October 2022

3. COMPULSORY BRIEFING SESSION

A virtual compulsory briefing session will take place on **6 October 2022 from 9:00 to 10:30 on Microsoft Teams**. The compulsory briefing session will provide bidders with an opportunity to clarify aspects of the process as set out in this document and to address any substantive issues that bidders may wish to raise. Failure to attend the virtual compulsory briefing session will disqualify a bidder's proposal.

Bidders who wish to attend the virtual compulsory briefing session are advised to make a booking by providing their email address to the following email: sanbi.tenders@sanbi.org.za with the tender number (SANBI: G431/2022) as the subject line by **3 October 2022 at 16:00**.

Bidders may direct technical and bidding procedure enquiries to Supply Chain Management at the email address below. All responses will be communicated via this tender's advertisement webpage on the SANBI website at sanbi.tenders@sanbi.org.za. All questions submitted by prospective bidders and responses to these questions by SANBI will be forwarded to all bidders who attended the compulsory briefing session.

Service providers are advised to visit all three (3) gardens in order to view the sites on the following dates:

- Free State NBG: 12 October 2022 at 11:00; contact person is Nondumiso Magija, email: magija@sanbi.org.za
- KwaZulu-Natal NBG: 11 October 2022 at 11:00; contact person is Sthembile Zondi, email: s.zondi@sanbi.org.za
- Walter Sisulu NBG: 10 October 2022 at 11:00; contact person is Xolelwa Mokoena, email: x.mokoena@sanbi.org.za

4. REQUIREMENTS FOR PROPOSAL

4.1 MANDATORY REQUIREMENTS

Tenderers must include the following documentation (Failure to submit this required documentation WILL lead to disqualification):

- A copy of the company Central Supplier Database (CSD) registration report.
- Fee/cost structure for Annexure D, E, F and G (NB: This information must only be included in the pack marked “original”). Financial and pricing information in the copy will lead to your bid being disqualified).
- A 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.
- The company’s Occupational Health and Safety Policy and Training Plan.
- Completed and signed SBD forms.
- A valid B-BBEE certificate.
- A certified copy of Liability Insurance Cover of five (5) million Rand available per claim.
- A valid proof of membership of a relevant national pest control association. If the pest control service is outsourced, a valid proof of membership as above is required for the outsourced company as well as a valid service level agreement between the bidder and outsourced company.
- A valid P-registration certificate of the pest controller(s) (be it company or outsourced company employees), as issued by the Department of Agriculture, Land Reform and Rural Development in line with the Fertilizer, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act 36 of 1947) as amended.
- Note that for this tender, the following pre-qualification criterion for preferential procurement will be applied: Section 4(1) (a) a Tenderer having a B-BBEE status level of contributor Level 1.

4.2 OTHER DOCUMENTS TO BE SUBMITTED

Each tender document should also include the following documentation, although failure to submit these documents will not result in disqualification. However, the information contained in them is required for evaluation purposes:

- Company information and profile: mission statement and policies with an indication of the management, communication, and supervision structures.
- Document on the management of staff on the campus.
- Training and Skills Development Plan (Please attach a detailed plan/program that the personnel will receive prior to commencement of work and for the duration of the contract).
- Risk Management Plan, see section 8.2
- Contingency Plan, see section 8.3
- Waste Management Plan, see section 8.4
- A list of five (5) previous similar projects that has been conducted by the Service Provider with contactable references in the past five (5) years.
- Three (3) letters of reference for similar contracts carried out by the Service Provider within the last three years.
- CVs for the required supervisor and site manager/operational manager for the respective gardens is as follows:
 - ✓ 1x supervisor for Free State NBG
 - ✓ 1x site manager/operational manager overseeing all three (3) gardens.

5. SERVICE TO BE RENDERED

This is inclusive of cleaning, hygiene, disinfection, pest control services, servicing of SHE bins and provision of cleaning material for the various facilities at the centres detailed below. Service Providers to note that disinfection services will be as and when required. (In most cases, disinfection services may be required at short notice due to a

case of Covid-19 or any other similar disease outbreak that may arise during the contract.)

Number of facilities to be serviced:

Centre	No. of Facilities	Reference Section
Free State National Botanical Garden	Eleven (11) facilities	Section 5.1
KwaZulu-Natal National Botanical Garden	Fourteen (14) facilities	Section 5.2
Walter Sisulu National Botanical Garden	Twenty (20) facilities	Section 5.3

5.1 LIST OF FACILITIES FOR FREE STATE NATIONAL BOTANICAL GARDEN

- Administration block
- Environmental Education Centre
- Kiosk
- Lapa
- Staff kitchen & male change room
- Female change room
- Ablution block
- Marketing & intern offices
- Wendy houses x 2
- Guard houses x 2
- Workshop

5.2 LIST OF FACILITIES FOR KWAZULU-NATAL NATIONAL BOTANICAL GARDEN

- Administration building
- Change rooms & kitchen
- New workshop
- Nursery offices
- Kiosk & veranda surface
- Ticket office & veranda surface
- Curio shop
- Entrance ablution
- Boom gate guard room
- Education Centre
- Lapa Zulu garden
- Lapa children's play area
- Camelia wedding pergola
- Clivia Hall

5.3 LIST OF FACILITIES FOR WALTER SISULU NATIONAL BOTANICAL GARDEN

- Imvelo building
- Nestle Centre
- Male change room
- Workshop
- Strelitzia Hall & Lapeng Lapa
- Pay point area and two (2) offices
- Imbizo Training Centre
- Nursery area
- House 1 & 2
- Garden office

- Library & Herbarium
- Ladies changeroom
- Entrance ablutions
- Imbizo area ablutions
- Arboretum ablutions
- Restaurant ablutions
- Milkwood terrace
- Nursery office
- Guard houses
- Standby house

6. OPERATIONAL CONDITIONS

- The Service Provider to be able to render services to SANBI three (3) centres i.e., the Free State National Botanical Garden (FSNBG) in Bloemfontein (Free State), KwaZulu-Natal National Botanical Garden (KZNNBG) in Pietermaritzburg (KwaZulu Natal) and Walter Sisulu National Botanical Garden (WSNBG) in Johannesburg (Gauteng).
- The products utilized should be locally manufactured.
- Product prices as quoted in Annexure E to be fixed for the duration of the contract.
- SANBI will provide change rooms with lockers for both female and male workers.
- SANBI will provide storage space for safeguarding of cleaning equipment and detergents.

7. SCOPE OF WORK

7.1 SCOPE OF CLEANING AND DIMENSIONS OF AREAS TO BE CLEANED

Please see the following Annexures to obtain the information required for tendering:

- Annexure B (1-3): Spaces to be cleaned with dimensions indicated for the number of offices/workspaces/ablution facilities.
- Annexures C (1-3): Scope of work.

7.2 STAFF REQUIREMENTS, MANAGEMENT AND TRAINING

The bidder must deploy cleaning personnel with relevant cleaning and hygiene services experience together with trained and competent management personnel. Bidders must indicate the site managers', supervisor's, cleaners' and ad hoc cleaners' wages in the pricing schedule (on a separate sheet to be part of the total bid price to be included in the pack marked "original"). Please note the table below that indicates the required staff per SANBI Centre:

SANBI centre	Staff and quantity required	Term of contract
Free State National Botanical Garden	Cleaners x 2 Supervisor x 1	Five (5) years
KwaZulu-Natal National Botanical Garden	Cleaners x 2	Five (5) years
Walter Sisulu National Botanical Garden	Cleaners x 3	Five (5) years
All three gardens	Site Manager x 1	Five (5) years

- Please see Annexure D (1-3): Salaries for staff required.

7.3 GENERAL POINTS RELATING TO STAFF

- For security reasons, the appointed Service Provider must inform garden management or a delegated official when there is any removal or replacement of personnel.

- The appointed Service Provider's staff must all comply with SANBI's professional Code of Conduct and must abide by all Health, Safety and Environment regulations and practices.
- The staff to be employed by the appointed Service Provider on this contract must be South African citizens.
- The Service Provider to ensure that the jobs are to be created in the local community where the contract is to be executed. Priority must be given to unemployed people from previously disadvantaged groups, such as women, youth, and disabled people.
- Employment of existing contract staff by the appointed Service Provider, while not compulsory, is encouraged.

7.3.1 SUPERVISOR

The following requirements for the supervisor must be met:

- The supervisor must be on duty once a week, preferably Fridays to supervise and monitor the cleaning personnel at Free State NBG.
- Supervisor will liaise directly with the management of the Free State NBG (details to be provided to the successful bidder).
- Supervisor must ensure that cleaning personnel are assigned to all areas as required in line with the scope of work and to maintain high levels of service quality.
- The KwaZulu-Natal NBG and Walter Sisulu NBG do not require a supervisor.

7.3.2 SITE MANAGER

The following requirements for the site manager must be met:

- A site manager must be on-site at least once every month to inspect all cleaning areas.
- The site manager must ensure that the Service Provider's staff are performing their duties according to the specifications.
- The site manager must inspect all areas to maintain high levels of service quality.

- The site manager must have monthly meetings with the respective garden management to ensure efficient service delivery and to discuss any problems and matters that may be at hand.
- The site manager shall furnish a monthly and quarterly report of the cleaning services, problems, etc. which transpired in the previous month to the garden management.
- A thorough inspection of the service shall be performed by SANBI officials as well as the appointed Service Provider every three (3) months or as and when required.

7.3.3 STAFF TRAINING

The following requirements must be met by the Service Provider:

- The Service Provider must demonstrate/ensure that all personnel working under this contract are adequately trained prior to the commencement of the contract.
- A training programme must be submitted with the tender submission indicating the training programmes available and completed or how it will be implemented for the duration of the contract.
- The Service Provider's staff will be expected to attend induction training including evaluation procedures within the first week before commencing any work (signed register of such induction must be available in the Health and Safety file and available to the auditors).

7.4 EQUIPMENT AND MATERIALS

All equipment and materials to be used must be provided by the Service Provider, must be of local content and must comply with the South African National Standards (SANS) and the Occupational Health and Safety Act (OHSA) and its regulations. For more information on the type of cleaning materials to be used, see Annexure E (1-3) attached.

The following requirements must be met:

- No equipment, tools or detergents that may cause damage to the environment, buildings, fittings and collections, or harm staff members and visitors may be used. SANBI has the right to reject harmful equipment, tools, and detergents.
- All cleaning, hygiene equipment and detergents should be safely and securely stored daily.
- All toilet roll holders and soap dispensers should be lockable to prevent theft.
- The Service Provider should install all SHE bins, automatic air freshener units, soap dispensers and toilet seat sanitizers in all areas where required.
- All dispenser batteries must be of high quality and durability, should be inspected regularly and replaced accordingly, and be disposed offsite following the prevailing environmental regulations. The Service Provider is required to indicate their disposal in the Waste Management Plan, see section 8.4.
- The Service Provider should ensure that cleaning and hygiene services are conducted in accordance with any/all prescribed safety, health and environment regulations and guidelines and should ensure that all necessary precautions are taken.
- Upon termination of the contract, the Service Provider must remove all equipment installed by them from the premises without causing any damage to the property; if there are any damages the Service Provider will be required to fix the defects.
- The cost of repairs for any damages caused by the Service Provider may be deducted from SANBI's payment to the Service Provider.

SANBI reserves the right to conduct tests and analyses on the selected cleaning and hygiene materials and equipment provided by the Service Provider to ascertain the level of local content and the quality and compliance with the South African National Standards.

7.5 CLEANING DAYS AND TIMES

7.5.1 FREE STATE NATIONAL BOTANICAL GARDEN

- Weekdays from 07:30 to 16:30 except when there are evening functions or events where cleaners may be required to work beyond these times.
- Weekends and public holidays from 08:00 to 17:00 except when there are evening functions or events where cleaners may be required to work beyond these times.

7.5.2 KWAZULU-NATAL NATIONAL BOTANICAL GARDEN

- Daily from 07:30 to 16:30 (including weekends and public holidays).

7.5.3 WALTER SISULU NATIONAL BOTANICAL GARDEN

- Daily from 08:00 and 17:00 (including weekends and public holidays), except when there are evening functions or events where cleaners may be required to work beyond these times.

8. SAFETY, HEALTH AND ENVIRONMENTAL REQUIREMENTS

8.1 MINIMUM COMPLIANCE

All Service Providers entering into a contract with SANBI shall, as a minimum, comply with the following General Safety, Health and Environment (SHE) requirements:

- The Occupational Health & Safety Act (OHSA) (Act 85 of 1993) and its Regulations: A current, up-to-date copy of the Occupational Health and Safety Act as well as Safety, Health and Environment file for the company shall be always available on site.
- The Service Provider's staff will be expected to attend an induction training within the first week before commencing any work so that they become familiar with the parts of the garden they are stationed at and the evacuation procedures (a signed register of such induction must be available in the Safety, Health and Environmental

file and be available to the internal and external auditors and SHE representatives of SANBI on request).

- The Compensation for Occupational Injuries & Diseases Act (Act 130 of 1996): The Service Providers will be required to submit a letter of good standing from the office of the Compensation Commissioner as required by the Compensation for Occupational Injuries and Diseases Act. The letter should be issued by the Department of Labour. A current, up-to-date copy of the Compensation for Occupational Injury and Diseases Act (COIDA) shall be always available on site.
- National Environmental Management Act (Act No. 107 of 1998).
- National Environmental Management: Waste Act (Act 59 of 2008).
- The South African National Biodiversity Institute Health and Safety specifications and relevant policies.

It will be expected of the potential Service Providers to supply an Occupational Health, Safety and Environmental file before signing the contract. This file will be checked for compliance by SANBI's Deputy Director: Health, Safety and the Environment before the contract can be signed. The Health, Safety and Environmental File will become SANBI property at the end of the contract. Compliance will be monitored for the duration of the contract.

8.2 RISK MANAGEMENT PLAN

Potential Service Providers are requested to submit a Risk Management Plan as part of their proposal. The plan must describe all aspects of the management of risk in terms of identifying, monitoring, and managing potential risks related to cleaning and hygiene services to SANBI.

8.3 CONTINGENCY PLAN

Potential Service Providers are to submit a contingency plan to indicate what measures will be put in place should any issue arise in the carrying out of its obligation regarding the Service Level Agreement agreed upon.

The list below should only be used as a guideline of possible issues that might arise and that may have to be addressed at short notice:

- An appointed staff member not arriving on time or at all for a day or more
- Strikes or any employee action by own company staff
- An appointed staff member is ill
- Civil unrest
- Loadshedding
- Transport problems
- Shortage of supplies and equipment, etc.

8.4 WASTE MANAGEMENT PLAN

In terms of Schedule 5B of the Constitution of South Africa (Act 108 of 1996), waste management is a local government competence that must be executed to protect human and environmental health.

Potential Service Providers are requested to submit a Waste Management Plan for each respective SANBI centre as part of their proposal. The plan must describe all aspects of the management of waste that will be generated, collected, processed, or treated as part of the services to SANBI.

The plan should emphasize the following:

- The management of waste generated through the cleaning, hygiene, disinfection, and fumigation services provided, such as used cleaning chemicals and empty containers from these and from fumigation material.

- The processes and responsibilities for the removal and disposal of sanitary waste in compliance with the current prevailing legislations.
- The legal disposal of waste collected and recyclable materials.
- An indication of how recycling will be conducted.

9. EVALUATION 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:

9.1 Stage One

The first stage will evaluate functionality according to the criteria listed in the table below. Bids that fail to score a minimum of 70 points out of a possible 100 points for functionality will not be eligible for further consideration.

Functionality Criteria

Item	Criteria	Sub-criteria	Weight
1.	Company experience: Cleaning, Disinfection, Pest Control and Hygiene Industry related		30
1.1	Supply a list of similar projects undertaken by the Service Provider. Provide a brief description of the scope and scale of the work undertaken for each, the dates of the contract and the value of each contract.	Ten (10) or more relevant projects	10
		Six (6) or more relevant projects	8
		Three (3) or more relevant projects	6
		One (1) or more relevant project	4

		Non-responsive	0
1.2	Provide reference letters from clients relating to cleaning and hygiene projects undertaken in the past five (5) years. The letters must include information such as company name, contact person, telephone number, services provided, the total value of the contract and contract duration with dates, the performance of the Service Provider per service provided.	More than five (5) relevant reference letters with requested supporting documents	10
		More than three (3) relevant reference letters with requested supporting documents	7
		One (1) or more relevant reference letters with requested supporting documents	5
		No submission of evidence.	0
1.3	Submission of Waste Management Plan including an agreement letter or certificate of disposal.	Submission of the plan with all the relevant documents	20
2.	Team experience		20

2.1	Provide CVs of site managers and supervisor that will be utilized in the execution of the contract (personnel skills, qualifications, and experience). The experience should be in relation to the duties of the site manager and supervisory in the cleaning, hygiene, disinfection, and administrative support of staff in the company. Provide certified copies of qualifications and each CV submitted should not be longer than three (3) pages in total.	Combined (site manager & supervisor) relevant experience of ten (10) or more years, Matric and professional qualifications.	20
		Combined (site manager & supervisor) relevant experience of five (5) or more years, Matric and professional qualifications.	15
		Combined (site manager & supervisor) relevant experience of more than three (3) years and Matric.	10
		Combined (site manager & supervisor)	5

		relevant experience of at least one (1) year and Matric.	
		No submission of evidence	0
3.	Financial capability		30
3.1	Bank rating code: Bidders must submit a bank rating code letter valid for three (3) months showing the conduct of the account. Supplemented by the following financial documents: An audited financial statement showing the financial capacity to implement and run the contract without foreseen cashflow challenges, (liquidity).	Undoubted for the amount of inquiry or Good for inquiry (Bank code: A)	30
		The subject has a good record of meeting their financial commitments, and the amount is well within the capacity of an ordinary business commitment. (Bank code: B)	20
		The subject has a good record, the	15

		amount may appear high in relation to normal transactions on the account. (Bank code: C)	
		The financial position of the subject is modest or unknown, but where the account is satisfactorily conducted, and the subject is considered satisfactory for moderate business commitments. (Bank code: D)	10
		The amount of the enquiry is too high for the subject and terms given. (Bank code: E)	5
		Non-submission of bank rating letter or	0

		other bank code	
4.	Training and Skills Development Plan		10
4.1	Provide a detailed training and skills development plan that covers: • Code of conduct and new procedures of cleaning, hygiene, disinfection and pest control services • Schedule of work/duty sheet/work plan with clear milestones. • Health and Safety procedures	Training and skills development plan with time frame that covers code of conduct, health and safety procedures, and a work plan with clear milestones in relation to cleaning, hygiene, disinfection and pest control services.	10
TOTAL		100	

9.2 Stage Two

The second stage will evaluate the price and Broad-Based Black Economic Empowerment (B-BBEE) preference points of those bids which meet the minimum threshold for functionality. In accordance with the Preferential Procurement Regulations, 2011 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 20 points will be awarded based on the bidder's B-BBEE Status Level Certificate.

10. TENDER DOCUMENTATION AVAILABILITY

Please note: No tender documents will be issued at the briefing session. Bidders are requested to download the tender documents from the SANBI website www.sanbi.org.

11. REPORTING AND MANAGEMENT

The Service Provider will supply the relevant SANBI Project Managers with a management report on a monthly basis. The report shall be based on the different services and shall cover all work performed and completed during the month.

12. CONTRACT PERIOD

The contract is for five (5) years, is performance-based and will be reviewed every twelve (12) months from the date of commencement. The contract to be signed will have a Service Level Agreement which must be adhered to by both the Service Provider and SANBI.

13. SUBMISSION REQUIREMENTS

This is a two-envelope tender process.

Service Providers are to submit (1) printed document with pricing included in an envelope, marked 'ORIGINAL', and in a separate envelope provide a copy of the document without pricing as a PDF file on a memory stick (not a disk).

NB! Financial or pricing details (Annexure D, E, F and G) should ONLY be included in the pack marked "ORIGINAL". Financial information included in the "copy" will lead to your bid being disqualified.

Tenders can be submitted in the Tender Box located in the Biodiversity Centre Building at the Pretoria National Botanical Garden, 2 Cussonia Avenue, Brummeria, Pretoria during office hours (08:00– 16:00).

Tenders may also be submitted by post addressed to:

The Deputy Director: Supply Chain Management

The South African National Biodiversity Institute (SANBI)

Private Bag X101

Silverton

0184

Tender Number: SANBI: G431/2022

NB: All documents must be clearly labelled.

The closing date for submissions is 17 October 2022 at 11:00.

Note: Emailed and faxed submissions will not be accepted. Late submissions will be disqualified. Contact the following officials for technical enquiries:

Mr. Thompson Mutshinyalo (Director – National Botanical Gardens),

e-mail address: t.mutshinyalo@sanbi.org.za

Ms. Nondumiso Magija (Garden Manager – Free State National Botanical Garden),

e-mail address: magija@sanbi.org.za

Ms. Sthembile Zondi (Garden Manager – KwaZulu-Natal National Botanical Garden),

e-mail address: s.zondi@sanbi.org.za

Ms. Xolelwa Mokoena (Garden Manager – Walter Sisulu National Botanical Garden),

e-mail address: x.mokoena@sanbi.org.za

Any queries in connection with the ToR must be submitted in writing to the following email address: sanbi.tenders@sanbi.org.za.

14. PRICING

NB: Bidders must price for all line items in ANNEXURES Annexure D, E, F and G. Failure to do so will result in disqualification.

The wages of the cleaners, supervisors and ad hoc cleaners should not be less than the minimum wage rates as prescribed by the Department of Labour (compliance must be

in accordance with wage labour rates & the Basic Conditions of Employment Act as per the Department of Labour's regulations). The total amount of the contract must be fixed for the full period of the contract and must be VAT inclusive and must factor in annual salary increases of the employees.

Service Providers to note that pricing for disinfection should be part of the total costs for this bid though this service will only be requested when required.

15. ANNEXURES

The Annexures below are attached to this document.

Annexure A: Special conditions of contract

Annexure B: Spaces to be cleaned with associated dimensions

Annexure C: Scope of work and monitoring standards

Annexure D: Salaries

Annexure E: Cleaning materials to be supplied

Annexure F: Pricing schedule breakdown

Annexure G: Total costs of the cleaning services