

SBD1

PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
BID NUMBER:	Q8824/2022	CLOSING DATE:	14 December 2022	CLOSING TIME:	11:00 AM
DESCRIPTION	SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) REQUIRES A CLEANING SERVICE PROVIDER TO PROVIDE CLEANING SERVICE AT KWELERA NATIONAL BOTANICAL GARDEN, EAST LONDON, EASTERN CAPE FOR A PERIOD OF 12 MONTHS/ONE YEAR				
COMPULSORY-BRIEFING COMPULSORY-BRIEFING ON THE 09 DECEMBER 2022 AT 11:00AM AT THE KWELERA NATIONAL BOTANICAL GARDEN EASTERN CAPE					
Submission of proposals: proposals must be emailed to S.SCM-Quotations@sanbi.org.za with a copy to at Ms. Ra 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	Ms Ramakgahlele Maleka		CONTACT PERSON	Ms Nomama Mei	
TELEPHONE NUMBER	012 843 5109		TELEPHONE NUMBER	043 737 0061	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	ra.maleka@sanbi.org.za		E-MAIL ADDRESS	n.mei@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]
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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.
- 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.

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 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**

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

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	☐
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- 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	☐
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- 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:.....

**Stop Fraud, Theft and Corruption without Fear or Favour –
 Call our Fraud Hotline 0800 434 373 (toll-free) anyti**

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 prosecut

WITNESSES 1. 2.	 SIGNATURE(S) OF BIDDER(S) DATE: ADDRESS
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TERMS OF REFERENCE

SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) REQUIRES A CLEANING SERVICE PROVIDER TO PROVIDE CLEANING SERVICE AT KWELERA NATIONAL BOTANICAL GARDEN, EAST LONDON, EASTERN CAPE.

1. INVITATION TO QUOTE

Quotations are hereby invited for the provision of cleaning services to Kwelela National Botanical Garden. The quote process will be co-ordinated by SANBI's Supply Chain Management (SCM) Directorate.

2. BACKGROUND

The South African National Biodiversity Institute (SANBI) requires a Cleaning Service Provider to provide cleaning services at Kwelela National Botanical Garden, 18km from East London. The Kwelela National Botanical Garden is a new national botanical garden under construction and currently renting premises close to the site in Kwelela.

3. QUOTATION SPECIFICATION

Number of cleaners	Period	Time	Duration
1	Weekdays: Mondays to Fridays	7:30am to 16:30pm	1 year

(In addition, from time-to-time additional cleaners may be required for special functions or for the cleaner to work on an extra day/s. This will be arranged through an ad hoc request based on the quote rates.)

3.1 SERVICES REQUIRED

3.1.1 CLEANING AND MAINTENANCE OF GARDEN OFFICE AND SURROUNDS

- Empty and wash out bins in all rooms.
- Tidy and dust staff room.
- Tidy and dust offices.
- Sweep floors with brushes or dust control mops.
- Mop floors with wet or damp mops.
- Sweep carpets.

- Vacuum carpets.
- Clean vacuum.
- Clean staff toilet, shower and hand basin.
- Wash floors of kitchen, bathroom and offices.
- Wipe around surfaces in kitchen.
- Clean kitchen cupboards and draws regularly.
- Wash staff dishes after teatime and lunch time.
- Damp dust where appropriate.
- Open blinds on entering in the mornings and close blinds on leaving in the afternoon.
- Ensure all windows are closed and secure when leaving in the afternoon.
- Undertake any other duties as may be required from time to time. Including but not limited to cleaning of all windows once to twice a month-inside and outside.
- Sweep and mop all allocated buildings including outside areas and garage.
- Clean kitchen after tea and lunch time.
- Empty all trash, sort for recycling on a daily basis and disposes of trash in designated areas.
- Wash window coverings in all rooms as needed.
- Dusts all counter tops, fixture and furniture as needed.
- Wipe blinds with a damp cloth to remove dust.
- Clean fridge
- Clean microwave
- Clean kettle
- Prepare tea/coffee for garden staff, meetings and special functions.
- Responsible for kitchen utensils and storage of them
- Clean and wash all utensils in the kitchen sink daily. Dry and pack away.
- Basic communication and information to staff and public.
- Reports emergency maintenance problems and /or environmental hazards immediately.
- Carpet deep cleaning once in every six months.

3.1.2 CUSTOMER AND VISITOR SERVICE

- Always act professionally to garden visitors and staff daily

3.1.3 STOCK MANAGEMENT AND CONTROL

- Keep a record of cleaning stock, stock to be available at all times. Report short stock in time to service provider supervisor.
- Keep all cleaning equipment in a good, clean and working condition.
- Do not let any materials go to waste.
- Ensure cleaning supplies are stored in appropriate area.
- Reports the need for any major or minor repairs to management.
- Comply with OHASA, legislation and regulations, assessment of risk when cleaning and reduction of this as far as possible.
- All possible risks proactively identified and reported immediately.
- Keep all cleaning materials safely and in the correct containers
- Make sure no cleaning items lie around or pose a hazard to staff.
- Report any wastage immediately.

4. PRICING

- A specific pricing breakdown to be provided for a one year contract indicated below.
- Pricing to be stable

4.1 Monthly service costs year 1:

	Excluding Vat	Vat	Cost including Vat
Monthly cost	R	R	R
Total cost (12 months)	R	R	R

5. COMPLAINTS, CONTACTS AND MEETINGS

- Letter of Good Standing from Department of Labour required
- Both the Service Provider and SANBI will draw up a Service Level Agreement (SLA) for monitoring and compliance purposes. The SLA will be monitored through compliance meetings which will be held monthly. The Service Provider will also meet the designated SANBI representative as and when it deems necessary.

6. GENERAL INFORMATION

The Service Provider must ensure that its staff members comply with the rules, regulations and bylaws of the site, which will be covered during the induction. Service provider will keep the existing staff member that is already in service from the previous service provider.

6.1 INDUCTION AND PLACEMENT OF CLEANERS

**Stop Fraud, Theft and Corruption without Fear or Favour –
 Call our Fraud Hotline 0800 434 373 (toll-free) anyti**

The Service Provider's staff member/s will have to undergo induction training regarding the site and the Emergency Plan for the site. Any new employee or a replacement staff member must first be inducted before placement on the site.

6.2 CLEANING MATERIAL AND EQUIPMENT

All chemicals and equipment must be provided by the service provider.

6.3 UNIFORMS

Staff must be provided with their own uniforms and be neatly presented at all times.

6.4 SUPERVISION OF WORK

The Service Provider will supervise and exercise proper control over its personnel and shall not hold SANBI liable for any loss or injury caused to the said personnel. The Service Provider will seek to resolve any problems relating to its personnel in line with legislation.

6.5 RESPONSIBILITIES

The Service Provider will take responsibility for the following:

- Responsibility for transportation of own staff yet transportation can be considered available from Kwa-Tuba Village only.
- Responsible for all PPE and other OHASA requirements.

7. Compulsory-BRIEFING

Date : 09 December 2022 at 11:00AM

Venue : Kwelera National Botanical Garden, East London, EC.

Physical address: Kwelera Road, Kwelera, East Coast Resorts

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

8. EVALUATION PROCESS

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:

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

Criteria	Points**
1. Past experience/Track record: This refers to the experience of the tenderer to undertake the scope of work involved in this tender. The tenderer is required to provide details of previously undertaken work related to cleaning services. (A brief description of the scope and scale of current and past projects undertaken, including three traceable references). The tenderer is required to provide details of previously undertaken work related to cleaning services. • Company profile supplied, providing evidence of more than 10 years of previous office cleaning work, and more than three traceable references =30 • Company profile supplied, providing evidence of 7 - 10 years of previous office cleaning work, and three traceable references = 24 • Company profile supplied, providing evidence of 4 - 7 years of previous office cleaning work, and three traceable references = 18 • No company profile supplied, but provided evidence of 2 - 3 years of previous office cleaning work, and two traceable references =12 • No company profile supplied, but provided evidence of less than 2 years of previous office cleaning work, including one traceable reference = 6	30
2. Team capacity/Allocation of resources-The tenderer should demonstrate the capacity of his/her team to carry out the work required. CVs of manager/supervisor AND cleaner for this project supplied, confirmation of resources (stock/supply of cleaning materials, human resources, etc) required to carry out the work in this contract = 20 • CVs of manager/supervisor OR cleaner for this project supplied, confirmation of resources (stock/supply of cleaning materials, human resources, etc) required to carry out the work in this contract = 16 • CVs not supplied, but confirmation of resources (stock/supply of cleaning materials, human resources, etc) required to carry out the work in this contract = 12	20

• CVs not supplied, and only confirmation of ~50% of the resources (stock/supply of cleaning materials, human resources, etc) required to carry out the work in this contract = 8 • CVs not supplied, and only confirmation of less than 50% of the resources (stock/supply of cleaning materials, human resources, etc) required to carry out the work in this contract = 4	
3. Method of supervision Organogram supplied, line management functions and project management structure of this particular contract are clearly defined, providing details on how this project will be managed and supervised, and by whom = 20 • Organogram not supplied, but line management functions and project management structure of this particular contract are clearly defined, providing details on how this project will be managed and supervised, and by whom = 16 • Organogram supplied or not, but application shows general line management functions and project management structures within the company (not specific to this contract) = 12 • Organogram not supplied, missing details on either project management or methods of supervision = 8 • Organogram not supplied, missing details on both project management or methods of supervision = 4	20
4. Staff training and performance management Evidence of five or more training courses/skills development opportunities for staff = 20 • Evidence of 3- 4 training courses/skills development opportunities for staff = 16 • Evidence of 2 training courses/skills development opportunities for staff = 12 • Evidence of one training courses/skills development opportunity for staff = 8 • Very little evidence supplied, or vague details of training/skills development opportunities available for staff = 4	20
5. Technical merit of the proposal: Completeness/level of detail provided; organisation of proposal • Full company profile supplied, proposal specific to this contract with clear (unvague) responses to all functionality criteria, all required documents in order and labelled correctly = 10 • Company profile not supplied, but proposal specific to this contract with clear (unvague) responses to all functionality	10

criteria, all required documents in order and labelled correctly = 8 • Company profile supplied or not, proposal specific to this contract but with vague responses to some functionality criteria, and required documents supplied not necessarily in order or labelled correctly e.g. had to search for responses = 6 • Company profile not supplied, proposal not specific to this contract (i.e. a general application) and 1 -2 items of required information were missing = 4 • Company profile not supplied, proposal not specific to this contract (i.e., a general application), and more than 2 items of required information were missing = 2	
TOTAL	100

Bids that fail to score a minimum of 60 out of a possible 100 points for functionality will not be eligible for further consideration.

8.2. 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 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 as per points allocated to a bidder on the B-BBEE Status Level Certificate.

Failure to submit the valid certified B-BBEE certificate/sworn affidavit mentioned above will not necessarily result in a bid being disqualified, but no points will be awarded for B-BBEE status.

Sufficient information must be provided to allow the Evaluation Panel to score bids against all these criteria.

9. MANDATORY DOCUMENTS

Potential Service Providers must submit the following documentation:

- SBD forms (SBD 1, 4, and 6.1). The Standard Bidding Forms (included in the bid documentation) must be completed and submitted with this proposal.
- An original or certified copy of B-BBEE certificate or sworn affidavit (please note that failure to submit a valid original or certified B-BBEE certificate / sworn affidavit mentioned above will result in the tenderer not being awarded B-BBEE preference points).
- Letter of Good Standing (COIDA) – A valid letter of good standing certificate with COIDA is required. The certificate should be issued by the Department of Labour).
- Proof of Public Liability Insurance.
- Service Provider must be registered on the CSD
- Submit a proposal/quotation that address the scope of work as per the above specifications and outputs.
- Quotation must include cost breakdown of all the specifications and price must be VAT inclusive
- A brief description of the scope and scale of current and past experience undertaken, including three traceable references.

10. SUBMISSION

Closing date for submission of responses: 14 December 2022 at 11:00 AM

NB: Late submissions will be disqualified.

Submission of proposals: proposals should be emailed to s.scm-quotations@sanbi.org.za with a copy to ra.maleka@sanbi.org.za

For technical enquiries please contact MS Nomama Mei on 043 7370061 or n.mei@sanbi.org.za

PLEASE NOTE: Emailed applications must not be more than 8MB.

Consent form in terms of section 11 of the Protection of Personal Information Act No 4 of 2013 (POPIA)

In order for the South African National Biodiversity Institute (SANBI) to consider the bidder's response to the RFQ / RFP to become a service provider of the SANBI, it will be necessary for the SANBI to process certain personal information which the service provider may share with SANBI for the purpose of the RFQ / RFP, including personal information, which may include special personal information (all hereafter referred to as "Personal Information")

The SANBI will process the Service Provider's Personal Information in accordance with the SANBI Privacy Policy.

Access to your Personal Information and purpose specification

Personal Information will be processed by SANBI for purposes of assessing the service provider's submission in relation to the RFQ / RFP i.e. the purposes of assessing current services required by the SANBI. We may also share the service provider's Personal Information with third parties, both within the Republic of South Africa and in other jurisdictions, including to carry out verification, background checks and Know Your Customer obligations in terms of the Financial Intelligence Centre Act, No. 38 of 2001 ("FICA"). In this regard, the service provider acknowledges that SANBI's authorised verification agent(s) and service providers will access Personal Information and conduct background screening.

Consent

By [ticking/clicking] "Yes" and signing below, you agree and voluntarily consent to the SANBI's processing of the service provider's Personal Information for the purposes of evaluating its RFQ / RFP submission, including to confirm and verify any information provided in the submission and service provider gives SANBI permission to do so. The service provider understands that it is free to withdraw its consent on written notice to SANBI and the service provider agrees that the Personal Information may be disclosed by the SANBI to third parties, including SANBI's affiliates, service providers and associates (some of which may be located outside of the Republic of South Africa). Please note that if you withdraw your consent at any stage, we may be unable to process your RFQ / RFP.

Yes ☐

No ☐

 Supplier Name
 Signature

 Date

 Authorised representative, who warrants that he/she is duly authorised.