

PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR THE REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
BID NUMBER:	SANBI: Q9197/2023	CLOSING DATE:	06 April 2023	CLOSING TIME:	11h00
DESCRIPTION	THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) INVITES SERVICE PROVIDERS (SPS') TO SUBMIT QUOTATIONS FOR THE INSTALLATION OF AN OUTDOOR GREEN GYM AT PRETORIA NATIONAL BOTANICAL GARDENS. <u>Please state the Bid number as the reference number on the subject line when responding to the RFQ.</u> <u>It is estimated that tenderers should have a CIDB contractor grading designation of 2 CE or higher.</u>				
Submission of proposals: proposals must be emailed to S.SCM-Quotations@sanbi.org.za with a copy to Ms. T. Lubisi at T.Lubisi@sanbi.org.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Tryphina Lubisi		CONTACT PERSON	Refilwe Malatji	
TELEPHONE NUMBER	012 843 5163		TELEPHONE NUMBER	0128435144	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	T.Lubisi@sanbi.org.za		E-MAIL ADDRESS	R.Malatji@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, 2022, 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.

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 with any person who is employed by the procuring institution? **YES/NO**

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.

2.2.1 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.

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.

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.

- 3.6 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

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- 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 To be completed by the organ of state

a) The applicable preference point system for this tender is the 80/20 preference point system.

b) The 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20

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- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \mathbf{Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)}
 \end{array}$$

Where

Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
 - (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Categories of persons historically disadvantaged by unfair discrimination on the basis of race - Information will be verified on CSD report. Points will be allocated based on the percentage of ownership per goal Black ownership = 10 points	10	
Categories of persons historically disadvantaged by unfair discrimination on the basis of gender. Information will be verified on CSD report. Points will be allocated based on the percentage of ownership per goal Female ownership = 5 points	5	
Categories of persons historically disadvantaged by unfair discrimination on the basis of disability. Information will be verified on CSD report. Points will be allocated based on the percentage of ownership per goal Disability ownership = 5 points	5	

DECLARATION WITH REGARD TO COMPANY/FIRM

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4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

.....

.....

TERMS OF REFERENCE

QOUTATION NO: Q9197/2023

**THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) INVITES SERVICE
PROVIDERS (SPS') TO SUBMIT QUOTATIONS FOR
INSTALLATION OF OUTDOOR GYM AT :**

**PRETORIA NATIONAL BOTANICAL GARDEN (PNBG).
2 CUSSONIA AVENUE, BRUMMERIA ,PRETORIA,0184
PRIVATE BAG X101,SILVERTON,
0184**

1. Introduction and Background

The South African National Biodiversity Institute (SANBI) requires services at Pretoria National Botanical Garden (PNBG) for the design, layout and installation of the outdoor durable green gym. The garden is surrounded by urban development, offers a much-needed outdoor experience and wildlife in the eastern suburbs of Pretoria. The ridge that runs through the garden, the natural grassland and large lawned areas containing theme gardens of indigenous plants, which offer a habitat for our indigenous wildlife species. Our garden is visited by millions of tourists annually. The garden is 76 hectares in which fifty hectares of the total area are devoted to developed garden, using almost exclusively South African plants. All the flowering plant species to be seen including 50% of the country's tree species, make this Garden a botanical tapestry, offering the visitor a glimpse of different biomes such as Savanna, forest, fynbos and some plants of other biomes. A 35 m high quartzite outcrop divides the garden in two sections. Its frosty south-facing section and the north-facing, warmer section present two different worlds to the visitor and botanist. A paved nature trail gives access to the fascinating natural vegetation on the ridge, which boasts a diversity of indigenous fauna and flora. The garden is and is open to the public 365 days a year from 8:00 – 18:00 with entry limited until 17:00.

2. INVITATION TO QUOTATION

The purpose of this Request for Quotation (RFQ) is to invite prospective Service Providers (SPs') to submit quotations for installation of outdoor gym equipment at the Pretoria National Botanical Garden. Potential Service Provider with minimum 3 years' experience in the outdoor gym equipment industry as installers are expected to indicate the cost of equipment and installation as prescribes in the below, supported by portfolio of evidence for three previous projects. The quote will process will be co-ordinated by SANBI's Supply Chain Management (SCM) Directorate at the following address:

Deputy-Director: Supply Chain Management
South African Biodiversity Institute (SANBI)
Private Bag X101
Silverton
0184

3. DESCRIPTION OF THE PROJECT

South African National Biodiversity Institute (SANBI) seeks to appoint a Service Provider (SP) for installation of outdoor green gym equipment. Service Providers with relevant skills and five (5) years' experience in outdoor gym equipment and installation are hereby invited to submit quotations to SANBI. Portfolio of evidence will be required along with required quotation. The aim is to create a recreational space for all ages and fitness level to get active while having fun in promoting nature, physical and mental health in the society.

4. SERVICE TO BE RENDERED

- Installation of ten (10) gym equipment (refer the list below)
- Construction of oval shaped aerobic arena about 100m² (area). It must be 500mm above the ground level to accommodate 15 to 20 people spaced half a meter side way (To be rubberised).
- Installation of 1 meter-high treated wooden border fence around the selected area 140 square meters.
- Installation of rubber mat at the aerobic arena and surface floor of each equipment.

4.1. Specification of gym equipment required

- The equipment must be constructed with steel not less than 4mm thickness
- The seats of the equipment and stepping platforms must be user friendly
- The equipment must be user and safe to use by all age groups
- All pedals must be in a socket design.
- All steel parts must be galvanized and or powder coated for rust protection
- Equipment must be protected with a layer UV3/ similar for ultraviolet protection
- Any nuts and bolts used must be stainless steel for weather protection
- Each unit must have an instruction board for its operation
- Joint moving parts must be stainless steel with cast steel rollers, must not require lubrication and must not get affected by dust, sand and water

Discription	Graphics	Dimensions	Quantity
Rowing Machine		L 170 x W50 x H55 cm	1
Waist movement and stepper		L 120 x W 70 x H 147 cm	1
Leg extension		L 120 x W70 x H 147 cm	1
Push chair		L 240 x W92 x H176 cm	1
Frog kick		L 150 x W55 x H68 cm	1

Air walker		L 214 x W42x H130 cm	1
Three Person combo		L350 x W220 x H52 cm	1
Butterfly		L160 x W99 x H210 cm	1

Pull chair		L204 x W92 x H176 cm	1
Bicycle		L110 x W131 x H48 cm	1
Aerobic arena (matted)	Oval shape bricks slab 500mm high with gym mat and cladding , and wheel chair ramp.	Consists of oval shape Slab, cladding and Rubber Matting 15mm heavy duty gym mat with UV resistance (Roughly 100m ²)	1
Installation		Slabs with Rubber Matting & Paved Border	11
Grand Total			

5. COSTING

Item	Price ex vat	Vat	Price including Vat
10 Gym equipment	R	R	R
Aerobic area	R	R	R
Composite benches	R	R	R
Raised planter/ flowerbed	R	R	R
Rubber flooring mat (Grey)	R	R	R
Rubber flooring mat (Green)	R	R	R
Paving	R	R	R
Drinking water point	R	R	R
Irrigation installation	R	R	R
Total cost	R	R	R

6. MANDATORY REQUIREMENTS/DOCUMENTS

6.1. BIDDING REQUIREMENTS

Potential Service Providers must submit the following documentation:

- SBD forms (SBD 1, 4, 6.1.). The Standard Bidding Forms (included in the bid documentation) must be completed and submitted with this proposal.
- The equity status of the interested party per the attached form SBD 6.1.
- A copy of the Central Suppliers Database (CSD) registration report.
- 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.
- Proof of Public Liability Insurance.
- The bidder must demonstrate sufficient experience in the similar work

Note: Proposals submitted after the stipulated closing time and date will not be accepted.

6.2. OTHER ADMINISTRATIVE REQUIREMENTS

- Valid Tax Clearance status or PIN to allow 3 rd. party access should be enclosed in proposals.
- Only suppliers (including all parties to Joint Ventures/Consortiums and sub-contractors) who are registered on the Central Supplier Database (CSD), www.csd.gov.za will be considered for appointment. (Proof to be attached).
- Copies of the company registration documents (CIPC).
- Certified copies of Directors/ Shareholders' IDs.
- Detailed company profile.

Specific Goals:

Specific Goals that will be applied to this procurement:

Specific Goals	Points
(a) Categories of persons historically disadvantaged by unfair discrimination basis on race. 100% black ownership (Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof)	10
(b) Categories of persons historically disadvantaged by unfair discrimination on the basis of gender. 100 % female ownership (Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof)	5
(C) Categories of persons historically disadvantaged by unfair on basis of disability. (Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof)	5
Total points	20

N.B. 20 points must be attained through specific goals.

6.3. PROPOSAL

Potential service provider interested in rendering the requested services must submit a concise written proposal that addresses the scope of work including the above requirements and outputs. The proposal must include:

- A brief description of approach and methodology to address the objectives and specific requirement of the project. This should demonstrate an understanding of technical concept on installation of outdoor gym equipment
- A work plan that indicates the relative timelines including key deliverables and sub-activities.

7. 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), this bid will be evaluated in two stages:

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

7.1 Evaluation process

Evaluation Criteria		Points
Project plan: Proposed project methodology and implementation plan including project duration.		35
Sub-criteria	Points	
Detailed methodology with timelines	35	
Average methodology with timelines	25	
Poor methodology with timelines	10	
Methodology without timelines	5	

Previous experience related to this project: a. Evidence of previous undertaken project, duration and project value including portfolio of evidence.		40
Sub -criteria	Points	
Five relevant reference letters with requested supporting documents	40	
Four relevant reference letters with requested supporting documents	30	
Three relevant reference letters with requested supporting documents	20	
Two reference letters with requested supporting document	10	
No submission	0	
Qualification and experience of personnel: a. Level of expertise and qualification of personnel that will be directly engaged in execution of the project Supported by concise two page CV		25
Sub-criteria	points	
Five years' experience	25	
Four years' experience	20	
Three years' experience	15	
Two years' experience	10	
Between one month and twelve months	5	
No submission	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.

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

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pertaining to Preferential Procurement Policy Framework Act (No. 5 of 2000), the 100 point system will be applied in evaluating proposals that qualify for further consideration,

Sufficient information must be provided to allow the evaluation panel to score bids against all these criteria. Failure to do so may result in the disqualification of bids.

8. HEALTH AND SAFETY REQUIREMENTS

The following shall be required for all employees:

- The service provider must provide all personnel working under this contract with personnel protective equipment and clothing, relevant to the activities which will be done and must clearly state the name of the service provider.
- The Service Provider must ensure that all personnel working under this contract are adequately trained and competent in terms of executing the services.
- Comply with OHASA- Act 85 of 1993 (complete Mandatory Form 37.2) and COVID 19 Health Protocols.
- Maintain the Health and Safety File at all times, including all employees Medical records must be updated and in the file as well.
- All employees must undergo compulsory induction before work commences.

9. OPERATING HOURS

The service provider will be required to provide services during working hours between 08:00 – 16:00.

10. LABOUR

The service provider will be liable for its staff on site. The service provider is to supervise and give instructions to staff on site. The service provider will be responsible for all his/her staff's physical safety.

Technicians must be customer-service focused, courteous, and value and treat all employees of the client and the client's patrons with due respect. Technicians must maintain the spirit of confidentiality of SANBI information at all times.

10.1 SUPERVISION OF WORK

The service provider shall supervise and exercise proper control over all personnel employed by him/her, and shall not hold SANBI responsible for any injury caused to the said personnel.

11. 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 as part of their proposal.

12. FIRE PROTECTION EQUIPMENT

Prospective service providers are to take note of implications of contravening the fire protection regulations and standards.

13. PROJECT DURATION, REPORTING, AND DELIVERABLES

The service provider must submit a project implementation plan which includes project milestones and overall project duration.

The service provider will be expected to submit progress report for the duration of the project on a weekly basis.

14. GENERAL INFORMATION

The Service Provider must ensure that its staff members comply with the rules, regulations, and by-laws of the site, which will be covered during the induction.

- 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.

15. SUBMISSION

The closing date for submitting proposals is on 06 April 2023 at 11h00 am

Proposals submitted after the stipulated closing time and date will not be accepted.

Submission of proposals must be emailed to SANBI SCM at S.SCM-Quotations@sanbi.org.za with a copy to Ms. T Lubisi at t.lubisi@sanbi.org.za

NB. Emailed applications must not be more than 5MB in size.

16. Queries

For SCM-related queries contact Email address: t.lubisi@sanbi.org.za

For Technical related queries Contact Email address: Refilwe Malatji lr.malatji@sanbi.org.za / Ingrid Mudau i.mudau@sanbi.org.za

Annexure A

Layout plan :