

SBD1

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
RFQ NUMBER:	SANBI: Q9200/2022	CLOSING DATE:	31 March 2023	CLOSING TIME:	11H00 AM
THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) REQUIRES THE SERVICES OF A SPECIALIST SERVICE PROVIDER FOR THE DESIGN, SUPPLY, INSTALLATION AND SERVICING OF A NEW TRACKLESS LOCOMOTIVE AT THE NATIONAL ZOOLOGICAL GARDEN IN PRETORIA					
BID RESPONSE DOCUMENTS MAY BE E-MAILED TO BELOW ADDRESSES:					
Submission of proposals: Proposals must be emailed to Ms.N.Giyama at N.Giyama@sanbi.org.za and copy S.SCM-Quotations@sanbi.org.za					
Please state the Bid number as the reference number on the subject line when responding to the RFQ					
A non- compulsory site inspection session will take place on site on 27 March 2023 from 11:00am to 12:00pm at the National Zoological Garden Staff Entrance 232 Boom Street					
Contact Lwandise Cungcu at 012 339 2710					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Noloyiso Giyama		CONTACT PERSON	Boitumelo Matyeka	
TELEPHONE NUMBER	012 339 2750		TELEPHONE NUMBER	012 339 2710	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	N.Giyama@sanbi.org.za		E-MAIL ADDRESS	BoitumeloM@bvi.co.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA

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

PART B TERMS AND CONDITIONS FOR BIDDING

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

DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.”

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

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.
- 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

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.

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

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

- 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:

80/20

or

90/10

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

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:

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

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)
1. Categories of persons historically disadvantaged by unfair discrimination on the basis of 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	
2. 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)	05	
3. Categories of persons historically disadvantaged by unfair discrimination on the 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)	05	
TOTAL	20	

DECLARATION WITH REGARD TO COMPANY/FIRM

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:	
	
	

REQUEST FOR QUOTATION TERMS OF REFERENCE

THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) REQUIRES THE SERVICES OF A SPECIALIST SERVICE PROVIDER FOR THE DESIGN, SUPPLY, INSTALLATION AND SERVICING OF A NEW TRACKLESS LOCOMOTIVE AT THE NATIONAL ZOOLOGICAL GARDEN IN PRETORIA

1. Background and Discussion

The NZG, which is surrounded by urban development, offers a much-needed green area and corridor for wildlife in the eastern suburbs of Pretoria. The garden is a favourite birding spot with over 220 bird species having been listed. Various mammals, nocturnal animals, bats and reptiles often visit the natural grassland for food or shelter. More than 50 butterfly species have been recorded and can be seen passing over the garden during the months of December to February.

This trackless locomotive is a specialist item and therefore would require a specialist service provider. The infrastructure will address the needs of SANBI from a tourism requirement and perspective.

The services of a specialist service provider are required for the design, supply and servicing of a new trackless locomotive at the National Zoological Garden in Pretoria.

The aim of this Terms of Reference is to ensure that all service providers invited to submit proposals based on the same understanding of the project.

2. Invitation to Quote

Quotations are invited from service providers for the the design, supply and servicing of a new trackless locomotive at the National Zoological Garden in Pretoria.

The procurement process will be co-ordinated by SANBI's Supply Chain Management (SCM) section at the following address:

SCM Manager
South African National Biodiversity Institute (SANBI)
Private Bag X101
Silverton
0184

3. Scope of Works

The purpose of this RFQ is to procure a service provider to implement SANBI's objective of the the design, supply and servicing of a new trackless locomotive at the National Zoological Garden in Pretoria.

The standard specifications and requirements of the Locomotive should include the following:

- Locomotive must be a 72V lithium operated unit, with 2 x 200ah lithium batteries, each working independently also with its own charger, which must be on-board.
- Batteries and all Trackless Train parts to have a 5-year warranty
- Supplier to provide a 5-year warranty on the operation of the Trackless Train
- 60 months servicing contract for the trackless train
- Locomotive must have an EM Brake system
- Locomotive must have a hydraulic brake system on all 4 wheels
- Locomotive & Carriages must have 14" wheels to ensure traction
- Locomotive's body must resemble a Land Rover/Landcruiser game viewer (or similar to be specified by the client) to go with the Zoo's surroundings
- Each coach must have its own A frame steering system that follows the coach in front. Cannot be a solid front axle as this will not allow the last coach to run on the same line as the locomotive
- Locomotive and coaches to be made from fiber glass and aluminium so that it can be easily repaired in case of damage
- Chassis and support frames of coaches to be manufactured from aluminium
- Chassis of locomotive to be manufactured from aluminium
- Each coach must have a sturdy roof covered with canvas
- All seats to be covered with canvas
- Trackless Train should have Microphone and speaker system
- Trackless train should be able to carry weight of 4 adults per carriage (320kg)
- Trackless train should be able to drive up a gradient of 6% and be able to maintain its speed when driving down the same gradient
- Trackless train should reach a maximum speed of 20km/h
- Trackless Train should be able to carry 20 (adult) passengers

3.2 Warranty Period

The Trackless Train, equipment and accessories are to be supplied with a minimum of 60 months' manufacture warranty. The warranty shall include the following:

- NZG can claim against the manufacturer for failures or malfunctions that occur (during normal, general use) within this time period
- If any part of the trackless train breaks unexpectedly, (or does not function as per the provided scope) the dealer's workshop must repair it at no cost of labour, parts or transport costs (if the train is to be taken off-site).

The warranty period commences when the train, with all its applicable accessories and equipment, has been received (delivery signed off) by SANBI's representative(s) and the project manager on-site.

The bidder's response must include a detailed description of what is included in the warranty and what the warranty period is.

3.3 Five-year Maintenance Plan

The bidder's response must include a detailed description of what is included in the 5-year maintenance plan. The bid price must include a 5-year maintenance plan which will include as a minimum, but not be limited to:

- Labour and parts costs of servicing the train four times per year
- Only original parts will be used in replacement
- General service:
 - Tyres: check tyre pressure, adjust if needed; condition of tyres and rims, replace if needed; check for alignment and adjust if needed
 - Brakes: clean and adjust; check brake shoe lining, replace if needed
 - Rear axle: check current condition; drain and replace fluid if needed; check for oil leaks
 - Front and rear suspension: check for strut oil leakage; check for excessive play in hubs / kingpins; check for worn bushings, replace if needed; check for loose / missing hardware
 - Steering assembly: check for excessive play; check for loose or missing hardware
 - Check for loose nuts and bolts on train, tighten when needed
 - Battery: check for corrosion and loose terminals, replace if needed; check charge receptacle condition, replace if needed; check battery cables, replace if needed; charge batteries
 - Electrical: check electronic speed control connections for corrosion or tightness; check all electrical components including forward / reverse switch and accelerator; check reverse warning buzzer, replace if needed

Services should be carried out on site. Trackless Train should only be removed from site if it cannot be repaired on-site. Transport costs (all collection and delivery charges) if the train, or any part thereof, has to be taken off-site must be included in the 5-year maintenance plan.

The cost of repairs outside of the warranty and/or maintenance plan will be submitted to and approved by the NZG before repairs are conducted. The maintenance period commences once the Trackless Train, with all its applicable accessories and equipment, has been received (delivery signed off) by SANBI's representative(s) and the project manager on-site.

4. Evaluation process

The 80/20 point system will be applied in evaluating proposals. Evaluation of proposals will be done according to the following criteria:

Preference Point System	
Description	Points Allocated
Price	80 Points
Specific goals	20 Points

FUNCTIONALITY

The following functionality criteria will be used for evaluating all proposals, where proposals must score an overall minimum of 70 points out of a possible 100 points on functionality criteria to qualify for further evaluation for preference points.

FUNCTIONALITY CRITERIA		
ID	CRITERIA	POINTS
1	Company profile and past performance: a. Supplier's capacity, delivery time frames and risk mitigating measures in providing the required locomotive b. List of five similar projects where locomotive, with all associated accessories, equipment, warranty and a maintenance plan, as highlighted in the scope of works. The list should include each project's contract value and contact numbers for reference purposes. References for vehicles other than new locomotive will not be considered	25 (15) (10)
2	Specifications of the locomotive, equipment, accessories and other services / products to be supplied relative to the specifications: a. Full points will be given for meeting i) all the minimum specifications and ii) providing a minimum 12-months' warranty and iii) providing a minimum 5-years' maintenance plan and iv) providing only new locomotive, accessories and equipment (refurbished and/or second-hand will not be considered) b. But zero points will be scored for not meeting i) all the minimum specifications and ii) providing no warranty or warranty less than 12 months' duration and iii) providing no maintenance plan or maintenance plan less than 5 years' duration and iv) not providing only new locomotive, accessories and equipment (refurbished and/or second-hand, and vehicles other than locomotive will not be considered)	50 (25) (25)
3	Post-sales services offered (see item 4.2): a. Services offered over and above 12-month warranty b. Services offered over and above the 5-year maintenance plan (for example, additional support, arrangements for urgent repairs and trouble-shooting including response time and delivery time, after hours support, windscreen cracks, dents, paint chips) c. Approach to training offered	25 (10) (10) (5)
TOTAL		100

Specific goals

The following specific goals will be applied.

Goal	Points
Categories of persons historically disadvantaged by unfair discrimination on the basis of race.	10
Categories of persons historically disadvantaged by unfair discrimination on the basis of gender.	5
Categories of persons historically disadvantaged by unfair discrimination on the basis of disability.	5

5. Information to be provided by SANBI

All bidders must take note of the location and terrain conditions of the proposed site and all costs to be inclusive in their quotation.

6. Extent of Services

The services to be provided in terms of this project are inextricably linked to the employer's three-year capital budget cycle. All services to be provided and executed shall therefore be programmed to make full use of, but not exceed, the budget provision in any given financial year.

It should be noted that while the employer has every intention of completing the full scope of work making full use of the budget provision given, the employer's budget is subject to periodic review. Should it become necessary to vary the scope of work or even suspend or terminate this contract, such variation, suspension or termination shall be dealt with in accordance with the provisions of the SANBI Independent Contractor Agreement.

The service provider is required to provide all aspects of the service with reasonable care, diligence and skill in accordance with generally accepted professional techniques and standards, and ensure that all legal requirements are met, and that all legal processes are adhered to.

Minimum of two days' training for NZG personnel (up to six staff members), on a date to be agreed to between all parties is to take place.

In addition to the services required, the supplier shall possess the following competencies:

- At least 5 years' experience in supply and maintenance of new, electrical trackless trains (or similar equipment).
- Experience in training of personnel in safe operation of electrical trackless trains (or similar equipment).
- Knowledge transfer for health and safety issues for on-site operation of electrical trackless trains (or similar equipment).

The bidder's proposal should give clear examples of all claimed proficiency and recent experience in terms of the above skills, abilities and competencies.

SANBI reserves the right to: verify any information supplied in the tender submission; to not appoint any supplier; to cancel or withdraw this tender at any time without attracting any penalties or liabilities; to have the final say in the appointment of the supplier and that this will be binding; to disqualify a tender or cancel any subsequent contracts should it be found that: 1) Information was omitted that should have been disclosed, 2) factually inaccurate information was provided and/or 3) that a misrepresentation of facts have occurred.

SANBI shall not be held liable for any cost that has been incurred by the supplier in the preparation of the proposal, the obtaining of certificates or any other cost that might be incurred in submitting the proposal.

7. Costing Requirements

- The final contract amount must include VAT, all the identified required disbursements, required testing and additional services where applicable.

8. Reporting and Management

- While the consultant will be working with a number of SANBI staff, final accountability rests with the SANBI project manager.
- Payment on approval of deliverables by the SANBI project manager.
- All reports must be in Microsoft Word and/or Excel.
- An electronic version of all reports must be submitted.

9. Non - Compulsory Briefing Session

Non - Compulsory site briefing session will take place on-site on 27 March 2023 from 11:00 – 12:00 at the National Zoological Gardens (Pretoria). Bidders are encouraged to direct all technical and bidding procedure enquiries to the email addresses below.

Department:	Supply Chain Management
Email:	S.SCM-Quotations@sanbi.org.za
Cc:	BoitumeloM@bvi.co.za
Cut-off date for enquiries:	29 March 2023 at 12:00

Non - Compulsory Briefing Session: 27 March 2023 at 11:00 – 12:00 at NZG (Bidders to use Staff Entrance of Pretoria Zoological Gardens)

10. Nature of appointment and contractual arrangement

Appointment:

- Contract duration: 60 months

Contract and payment:

- The contract will be drawn up between SANBI and the service provider.
- Invoices will be paid for upon deliverables received.
- Invoices must indicate the deliverable produced. No upfront payments will be made.
- SANBI will pay for the satisfactory completion of work within 30 days of submission of invoice.
- In the case of invoices to SANBI they must be addressed to the SANBI project manager.

11. Potential service providers are required to 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.
- A current copy of the Central Suppliers Database (CSD) registration report or registration number must be provided.
- Service providers with one or more employees are required by law to contribute to the Compensation Fund. 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.
- Quotations must include cost breakdown of all the specifications and the price must be VAT inclusive.

11.1 Additional Documentation Required

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

- Details of the bidder, including the bidding entity's company profile that outlines relevant skills, experience and track record in support of the required electrical trackless train, equipment, accessories, maintenance, and after sales services, as well as the mission statement and policies of the bidding entity.
- The bidder's company profile and past performance must include:
 - Bidder's capacity, delivery time frames and risk mitigating measures in providing the required electrical trackless train (refurbished and/or second-hand train / accessories / equipment, other than the infrastructure already available on-site, will not be considered)
 - List of five similar projects where at least an electrical trackless train, with all associated accessories and equipment as listed in section 3, were supplied with each project's contract value and contact numbers for reference purposes (refurbished and/or second-hand train / accessories / equipment, other than the infrastructure already available on-site, and vehicles other than the trackless train will not be considered). The list of projects must also specify if i) a warranty was included and if it was, the duration and what was covered and ii) whether a maintenance plan was included and if it was, the duration and what was covered in the plan and iii) whether the client was trained and what it entailed.
- The bidder's response must include:
 - Whether their electrical trackless train, equipment and accessories comply with the minimum specifications as listed in section 3 of this ToR by answering all items specified.
 - Detail descriptions on the warranty (what is included and what is not), maintenance plan (what is included and what not) and training (what is included and what not) requirements as described in section 3.
- Other services / products to be supplied in addition to the requirements in sections 3 must be clearly identified as such and included in the bidder's response. For

example:

- Services offered over and above 12-month warranty.
- Services offered over and above the 5-year maintenance plan (for example, additional support, arrangements for urgent repairs and trouble-shooting including response time and delivery time, after hours support, windscreen cracks, dents, paint chips).
- A statement from the bidder that:
 - The trackless train, accessories and equipment costed for are new and not refurbished or second-hand.
 - Only original manufacturer products and parts are used / included.

12 General Information

Fraud and Corruption

12.1 Any effort by a Bidder to influence the bid evaluation, bid comparisons or bid award decisions in any matter, may result in rejection of the bid concerned. SANBI shall reject a submission if the Bidder has committed a proven corrupt or fraudulent act, or any other improper conduct in bidding for any other work.

12.2 SANBI may disregard any submission if that Bidder, or any of its directors -

12.2.1 have abused the Supply Chain Management (SCM) system of any Government Department/ institution; have committed proven fraud, corruption or any other improper conduct in relation to such system; have failed to perform on any previous contract and the proof thereof exists; and/or

12.2.2 is restricted from doing business with the public sector if such a bidder obtained preferences fraudulently or if such bidder failed to perform on a contract based on the specific goals.

13 Closing date for quotations

The closing date for submission of responses is **31 March 2023 at 11:00**.

Submissions should be e-mailed to S.SCM-Quotations@sanbi.org.za with a copy to Ms. N. Giyama at N.Giyama@sanbi.org.za

For Technical queries please contact MS. Boitumelo Matyeka, Project Manager, BVI at the following email address: BoitumeloM@bvi.co.za

Alternatively, Mr. Lwandise Cungcu, Assistant Director: Technical Support at the following email address : L.Cungcu@sanbiorg.za

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