

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR THE REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
BID NUMBER:	SANBI: Q9202/2023	CLOSING DATE:	06 April 2023	CLOSING TIME:	11h00
DESCRIPTION	THE APPOINTMENT OF A CONTRACTOR TO PROVIDE AND INSTALL HIGH-VOLUME TRAFFIC BARRIERS (BOOM GATES) Please state the Bid number as the reference number on the subject line when responding to the RFQ.				
	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	Mark Howitt	
TELEPHONE NUMBER	012 843 5163		TELEPHONE NUMBER	0824961800/074074 5879	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	T.Lubisi@sanbi.org.za		E-MAIL ADDRESS	M.Howitt@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 ☐ Yes ☐ No		[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, 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.

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SBD 4

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

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.

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 where so required by the institution; and the bidder was not involved in the drafting of the specifications or

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.

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:

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

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 100% 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 100% Female ownership = 10 points	10	

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

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- ☐ 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

**For the appointment of a Contractor
to provide and install high-volume traffic barriers (boom gates)**

at

**Mokopane Biodiversity Conservation Centre
Thabo Mbeki Street, Mokopane, Limpopo**

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1. Background:

The National Zoological Garden (NZG) is a campus of SANBI, has a satellite campus; Mokopane Biodiversity Conservation Centre (MBCC) located on the northern outskirts of Mokopane, Limpopo.

MBCC requires locally manufactured high volume traffic automatic barriers (boom gates) to control access into and out of the main entrance gate. This is required for improved security and safety at the main entrance area.

The Specification pertaining to the required goods and services is defined in section 4 below "Specification of goods and services".

2. Site Inspection:

Bidders are welcome to contact Mr M Howitt to make an appointment to view the area of installation. Contact details: 082 496 1800 or 074 074 5879, email m.howitt@sanbi.org.za

3. Documentation:

The listed Mandatory documents in 3.1 below are all to be submitted and must be, complete, correctly dated and signed. The required certificates submitted are to be valid on the day of closure of the bid.

Bids must include the following documentation requested in section 3.1, 3.2, and 3.3.

Failure to submit any of the required mandatory documents (3.1) or submission of expired documents will lead to disqualification and the bidder will not be considered for price evaluation.

Only companies that have submitted the valid and correctly completed documents will be considered for price evaluation.

3.1. Mandatory documentation required

- i. A copy of the company Central Supplier Database (CSD) registration report. The contractor must ensure that the tax status is compliant throughout the contract process.
- ii. All duly signed and fully completed standard bidding document (SBD) forms.

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- iii. A valid certified copy or original Broad-Based Black Economic Empowerment (B-BBEE) status
- iv. Annexure A. Quotation with the
 - a) Quotation on Company letter head valid for a period of 30 days from the closing date of the bid.
- v. Electricians' certification documents of who will be conducting the electrical installation - Red Seal Certificate and Installation Wiring certification (SABS 10142).
- vi. CIBD valid registration: Electrical Engineering works – Building (Class EB), with a minimum CIBD grade 1.
- vii. The bidder must submit an originally certified and signed electrical contractor's certificate issued in the name of the enterprise / company, by the department of labour.

Companies that fail to submit required documents, incomplete, or expired documents will be disqualified.

3.2. Additional documentation

Each tender 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:

- i. Company Profile: brief statement of the company with an indication of its expertise.
- ii. Reference letters of previous experience with regard to similar projects. The reference letter to be on the referee's letterhead, contact details, specify work done, the value and duration and completion date.
- iii. The Product that will be provided and installed - description and specification.

3.3. Pricing:

- i. Provided quotations will be evaluated against the project costing to ensure competitive fair pricing practice has been applied and over pricing is counter managed. If the price is unfairly quoted (overpriced) the bid will be cancelled and redone to ensure fair pricing in alignment with cost containment and financial management practices.
- ii. The quoted prices are to be fixed and valid for 60 days after the closing of the bid.
- iii. The quotation provided must be broken down as per specification and priced as per specification.
- iv. All costs must be described, and no hidden costs are to be left unexplained in the quote. The quote is to include all hidden costs, e.g. delivery, installation, transport, labour, VAT, etc.
- v. The provided grand total is regarded as the final quoted price.

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- vi. Returnable document for prices evaluation the “Quotation” (Annexure A) below is to be submitted together with the companies own quotation on their letterhead.

4. Specification of goods and services:

- i. The following is required:

No.	Description	Quantity
a	High-volume Industrial Traffic Barrier (Boom gate): - 3m boom - 7Ah Battery back-up (sufficient for a minimum of 4–5-hour use) - Rapid boom pole raising to a minimum of 85° angle. - High-torque boom pole operation - Rated daily operations 3000 openings - Slim line, robust operation casing - LCD user interface for simple setup with onboard code-hopping multichannel receiver with selective add and delete - Pre-galvanised enclosure - Powder coated aluminium with condensation shield to protect the electronics from moisture damage. - Both AC and DC isolation - Yellow with red top enclosure - Input Voltage 220-240V (AC, 50Hz) - Motor voltage 12v (DC) - Motor power supply Battery-driven – 2A charger - Boom pole raising time less than 2 seconds - Duty cycle – mains present 80% - Barrier Pole Aluminium, round profile Epoxy coated white, red reflective tape - Remote control: programmed for opening only - Infra-red sensors for safety with auto closing function. - o The sensor must prevent accidental closing on vehicle and people. - Manual over-ride to open the boom into an open position after hours or with no power the default position of the boom is to be upright, open position.	1
b	High-volume Industrial Traffic Barrier (Boom gate): - 4m boom	1

No.	Description	Quantity
	- 7Ah Battery back-up (sufficient for a minimum of 4–5-hour use) - Rapid boom pole raising to a minimum of 85° angle. - High-torque boom pole operation - Rated daily operations 3000 openings - Slim line, robust operation casing - LCD user interface for simple setup with onboard code-hopping multichannel receiver with selective add and delete - Pre-galvanised enclosure - Powder coated aluminium with condensation shield to protect the electronics from moisture damage. - Both AC and DC isolation - Yellow with red top enclosure - Input Voltage 220-240V (AC, 50Hz) - Motor voltage 12v (DC) - Motor power supply Battery-driven – 2A charger - Boom pole raising time less than 3 seconds - Duty cycle – mains present 80% - Barrier Pole Aluminium, round profile Epoxy coated white, red reflective tape - Remote control: programmed for opening only - Infra-red sensors for safety with auto closing function. - o The sensor must prevent accidental closing on vehicle and people. - Manual over-ride to open the boom into an open position after hours or with no power the default position of the boom is to be upright, open position.	
c	Installation: - The electrical installation may only be done by a certified Electricians with a Red Seal and SABS 10142 Installation Wiring certification. - A COC must be issued after installation is complete and tested. - Circuit breaker/s, labels for the DB board required, plus all required wiring installed according to electrical specification, protected. - All required installation material, and supplies are to be provided by the installer. - The 3m boom (entry gate) - o Casing is to be installed on the left side of the entrance gate.	2

No.	Description	Quantity
	○ Power supply obtained from the DB board within the Cashiers office which is located on the right side of the entry gate. ○ Current surface for mounting the casing is concrete pavers. - The 4m boom (exit gate) ○ Casing is to be installed on the right side of the exit gate. ○ Power supply obtained from the DB board within the cashiers' office. ○ Current surface for mounting the casing is a brick 9' wall with rock overlay.	

- ii. Delivery and Installation Address:
- a) Delivery to the Mokopane Biodiversity Conservation Centre, located at Thabo Mbeki Street, Mokopane, Limpopo.

5. Evaluation Criteria

Evaluation process: two phase process.

Phase 1:

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:

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

FUNCTIONALITY CRITERIA	POINTS
Company Information and Profile: a) Company Profile, brief statement of the company with an indication of its expertise, specifically in similar projects.	30
Previous experience: a) Provide names and contact details of the 3 traceable references for previous clients. (This should reflect nature	30

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FUNCTIONALITY CRITERIA	POINTS
of work done, the value, duration of the project and date of completion.).	
Verification of product specification: a) The product that will be provided and installed meet the criteria of the specification.	40
TOTAL	

Bids that fail to score a minimum of 70 out of a possible 100 points for functionality will not be eligible 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.

Phase 2

Organisational Procurement goals and Pricing

In accordance with stipulated guidelines provided by National Treasury and that SANBI as an organ of the state is required to comply with section 10 (b) of the B-BBEE Act and to implement organisational “Specific Goals” pertaining to preferential procurement policy.

The revised 80 / 20 point system is to be applied with this procurement evaluation, where price contributes 80 points and the maximum of 20 points will be awarded based on stipulated SANBI’s Specific Goals as defined below:

SANBI’s Specific Goals for a maximum of 20 points				
No	Specific Goals	Sub Criteria		Weight
a	Categories of persons historically disadvantaged by unfair discrimination on the basis of race			5
b	Categories of persons historically disadvantaged by unfair discrimination on the basis of gender.			5
TOTAL				20

Note: if supporting documents are not provided for evaluation the allocated score would be “zero”, or where the provided documents are ambiguous and/or unclear to evaluate requiring that assumptions are to be made, to clarify the provided documentation the allocated score

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would be “zero”.

With a “Zero” rating it does not disqualify the bidder from the bidding process. The bid will be awarded to the highest combined score (80 plus 20) out of 100 points.

6. General health and safety requirements

All Contractors entering a Contract with the South African National Biodiversity Institute shall, as a minimum, comply with the requirements of:

- i. The Occupational Health & Safety Act (OHSA) (Act 85 of 1993) and its Regulations. A current, up-to-date copy of the Occupational Health and Safety Act as well as Health and Safety file for the company shall be available on site at all times. The Health and Safety file will become SANBI property at the end of the contract.
- ii. Compensation for Occupational Injuries & Diseases Act (Act 130 of 1996). The principal Contractor will be required to submit a letter of good standing from the office of the Compensation Commissioner as required by the Compensation for Occupational Injuries and Diseases Act before being awarded the Contract. The letter should be issued by the Department of Labour. A current, up-to-date copy of the Compensation for Occupational Injury and Diseases Act (COIDA) shall be available on site at all times.
 - iii. National Environmental Management Act (Act No. 107 of 1998).
 - iv. The South African National Biodiversity Institute Health and Safety Specification and relevant policies.

The Contractor shall:

- i. Create and maintain a safe and healthy work environment.
- ii. Execute the works in a manner that complies with all the requirements of the OHSA and all its associated Regulations, and in so doing, minimize the risk of incidents occurring; and
- iii. Respond to the notices issued by SANBI’s Health and Safety Agent as follows:
 - a) Improvement Notice: improve health and safety performance over time so that repeat notices are not issued.
 - b) Contravention Notice: rectify contravention as soon as possible.
 - c) Prohibition Notice: terminate affected activities with immediate effect and only resume activities when it is safe to do so.

7. Evaluation and awarding:

The successful bidder will be appointed by the issuing of an appointment letter, and where applicable a service level agreement. Once the appointment letter and where applicable the service level agreement is signed, an official purchase order will be issued.

8. Proposal submissions

For Technical queries bidders are welcome to contact Mr M Howitt to make an appointment to view the area of installation. Contact details: 082 496 1800 or 074 074 5879, email m.howitt@sanbi.org.za

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

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

Annexure A: Quotation

Company Name: _____

Contact Person: _____

Contact Telephone Number: _____

Email Address: _____

Company CSD No.: MAAA_____

VAT No.: _____

	Service / Description	Unit Price (each)	Total Quantity	Price
1.	High-Volume Traffic Barrier 3m boom	R	1	R
2.	High-Volume Traffic Barrier 4m boom	R	1	R
3	Installation of each boom gate and issue of COC	R	2	R
	Quoted prices includes all hidden costs: delivery, Taxes, etc.			
Sub Total				R
VAT 15% (where applicable)				R
Grand Total				R

This Quotation is valid for a period of 30 days, from the closing date of this request for quotation.

Name: _____ Position in Company: _____

I am duly authorised to sign and approve this bid for services as specified and quoted for above.
Attach the Company's Official Quotation (on company stationery).

Signature: _____ Date: _____

**Stop Fraud, Theft and Corruption without Fear or Favour –
Call our Fraud Hotline 0800 160 999 (toll-free) anytime**