

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
RFQ NUMBER:	Q9166/2023	CLOSING DATE:	20 March 2023	CLOSING TIME:	11H00
APPOINTMENT OF A SERVICE PROVIDER FOR FUMIGATION OF THE HERBARIUM (DRIED PLANT) COLLECTION AT THE KWAZULU-NATAL HERBARIUM, DURBAN COMPULSORY-BRIEFING ON THE 14 March 2023 AT 10:00AM SANBI, KwaZulu-Natal Herbarium, 4 Problem Mkhize Road, Berea, 4001, Durban. Cell: 083 2306827 for directions.					
BID RESPONSE DOCUMENTS MAY BE E-MAILED TO BELOW ADDRESSES:					
Submission of proposals: Proposals must be emailed to Mr. Setimpu Mamabolo @ S.Mamabolo@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					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Setimpu Mamabolo		CONTACT PERSON	Dr Yashica Singh	
TELEPHONE NUMBER	012 843 5085		TELEPHONE NUMBER	031 202 4095	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	S.Mamabolo@sanbi.org.za		E-MAIL ADDRESS	Y.singh@sanbi.org.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		TICK APPLICABLE BOX] ☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.	

**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

DATE:

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 institution	State

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

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.

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 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
Total points for Price and SPECIFIC GOALS	100

- 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:

80/20

or

90/10

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

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	

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:

.....

.....

Q9166/2023

TERMS OF REFERENCE

**APPOINTMENT OF A SERVICE PROVIDER FOR FUMIGATION OF THE HERBARIUM
(DRIED PLANT) COLLECTION AT THE KWA ZULU-NATAL HERBARIUM, 4 PROBLEM
MKHIZE ROAD, BEREA, 4001, DURBAN.**

South African National Biodiversity Institute (SANBI)

Private Bag X101

Silverton

0184

1. INTRODUCTION

The South African National Biodiversity Institute (SANBI) is a Schedule 3A public entity established in terms of the National Environmental Management Biodiversity Act (Act No. 10 of 2004), whose mission is to champion the exploration, conservation, sustainable use, appreciation and enjoyment of South Africa's exceptionally rich biodiversity for all people.

SANBI is responsible for the co-ordination and leadership of three national scale projects that are funded by the Department of Science & Innovation (DSI). The three projects all involve multiple institutions in South Africa, and so communication between participants and SANBI is a critical activity. Communication is also important to promote the projects and their outputs to a wide range of society.

2. BACKGROUND

The SANBI requires a service provider to fumigate the Herbarium Collection at the KwaZulu-Natal Herbarium. The collection houses $\pm 130,000$ dried plant specimens as an archive. The collection is fumigated to maintain it from insect activity and damage to specimens. There has been recent building accessory activities and this has added risk to insect infestation, and the collection therefore needs to be fumigated urgently

3. SPECIFICATIONS/SCOPE OF WORK

3.1 Scope of work

3.1.1. FUMIGATION

Tented with signage

- Herbarium Building size: 24 (l) x 15 (w) x 7 (h) = 2520 m³

Two fumigations: March 2023 and August 2023

- Lecture Room Building size: 14 (l) x 7 (w) x 4 (h) = 390 m³

Once off Fumigation: March 2023

Chemical: METHYL BROMIDE GAS to kill off cigarette beetles in order to maintain the collection. If PROFUME® FUMIGANT (SULFURYL FLUORIDE) GAS, is used, please use a volume that will kill off cigarette beetle in any stage of its life cycle.

Schedule: soon after PO is issued.

3.1.2. SUPPLY INSECT TRAPS FOR MONITORING INSECT ACTIVITY

Supply and place monitoring traps for monitoring insect activity monthly for April to December 2023.

3.1.3. SITE VISITS

It is **compulsory** for the Service Provider to visit the site. As scheduled **(14 MARCH 2023) AT 10H00**

At SANBI, KwaZulu-Natal Herbarium, 4 Problem Mkhize Road, Berea, 4001, Durban.

Cell: 083 2306827 for directions.

For site visits and more information on the Terms of Reference, please contact **Dr. Yashica Singh** on Y.Singh@sanbi.org.za or Cell: **083 2306827**.

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

3.1.4 Pricing template

APPOINTMENT OF A SERVICE PROVIDER FOR FUMIGATION OF THE HERBARIUM (DRIED PLANT) COLLECTION AT THE KWAZULU-NATAL HERBARIUM, DURBAN

NO	Description	UOM (M ²)	Total
1	Herbarium Building size: 24 (l) x 15 (w) x 7 (h) = 2520 m3 (March 2023)	XXXX	XXXX
	Herbarium Building size: 24 (l) x 15 (w) x 7 (h) = 2520 m3 (August 2023)	XXXX	XXXXX
2	Lecture Room Building size: 14 (l) x 7 (w) x 4 (h) = 390 m3 (March 2023)	XXXXX	XXXXX
3	Monthly Monitoring (April to December 2023)	XXXXX	XXXXX
		Subtotal	XXXXX
		Vat	XXXX
		Total	XXXXX

NB: **Service Providers must provide their quotations on Companies' letterhead**

4. REQUIREMENTS FOR PROPOSALS

4.1 Mandatory documents required

Service Providers interested in this project should submit the following documents:

- Company profile, which includes brief descriptions of the products and services and clients that have been serviced in the last five (5) years.
- Signed letters of reference for relevant contract or service of fumigation and pest control within the last five (5) years.
- Capacity and relevant experience of key personnel who will be working on this project. Submit their individual three (3) paged Curriculum Vitae (CV).
- A concise written summary of no more than five (5) pages that demonstrates the methodology and approach to be used for this project. SBD 1, 4, 6.1 (**Must be fully completed and signed**)
- A copy of the company Central Supplier Database (CSD) registration report.
- Valid Letter of Good Standing from the office of the Compensation Commissioner as required by the Compensation for Occupational Injuries and Diseases Act (COIDA). The letter should be issued by the Department of Labour
- Proof of Public Liability
- Registration as an accredited pest control operator (**Department of Agriculture**)

Please note that failure to submit the mandatory documents may lead to disqualification of bids.

5. EVALUATION PROCESS AND CRITERIA

This bid will be evaluated in two stages:

5.1 The first stage will evaluate functionality, and the minimum threshold will be 70 points.

Evaluation of proposals will be done according to the following criteria (so sufficient information should be provided)

CRITERIA FOR EVALUATING FUNCTIONALITY				
No	Criteria	Sub Criteria		Weight
1	Company Experience			30
1.1	Bidders must demonstrate an in-depth experience and expertise in the field of Pest Control services within Government or Private sector, with relevant supporting documents provided.	More than nine (9) years' relevant experience.	4	
		Between six (6) to nine (9) years' relevant experience.	3	
		Between three (3) to six (6) years' relevant experience.	2	
		One (1) to three (3) years' relevant experience.	1	
		No submission of evidence or less than one (1) year relevant experience	0	
1.2	COMPANY TRACK RECORD			20
	<i>The Service Provider is required to provide details of previous work related to fumigation of items similar to dried herbarium specimens</i>	Five Clients	5	
		Four clients	4	
		Three clients	3	
		Two clients	2	
		one client	1	
		No submission	0	
	<i>List of clients comprising of:</i> <i>i. Company Name</i> <i>ii. Contact person</i> <i>iii. Telephone number</i> <i>iv. Services provided</i> <i>v. Contract Duration</i> <i>vi. Total value of contract over what time period</i>			
Provide reference letters from clients in the past five years			10	
1.3	<i>Signed reference letters must be on a letterhead of the client and must include the following:</i>	More than five (5) relevant reference letters within the past five years	3	
	<i>i. Company Name</i>			

CRITERIA FOR EVALUATING FUNCTIONALITY				
No	Criteria	Sub Criteria		Weight
	ii. Contact person iii. Telephone number iv. Contract duration v. Total value of contract for specified duration Supporting document of evidence (Official purchase order(s), Appointment letters or Service level agreements)	More than three (3) to five (5) relevant reference letters within the past five years	2	
		One (1) to three (3) relevant reference letters within the past five years	1	
		No submission	0	
2	Supervisory Qualification and experience			10
2.1	Site manager's qualification in the Pest Control Industry (Attach certified copies of qualification, i.e. certificates of site manager)	Matric or Grade 12 and Post matric Qualification in Pest Control	4	
		Matric or Grade 12	3	
		Below matric or Grade 12	2	
		Non-submission	0	
2.2	Site Manager's Experience in fumigating items similar to dried herbarium specimens			10
	(Submit curriculum vitae indicating site manager's experience in fumigating items similar to dried herbarium specimens as a supervisor)	More than six (6) years' relevant experience	5	
		Between four (4) to six (6) years' relevant experience	4	
		Between three (3) to four (4) years' relevant experience	3	
		More than one (1) to three (3) years' relevant experience	2	
		Below one (1) year relevant experience	1	
		Non-submission	0	
3	Methodology / Implementation Plan			20
3.1.	The Service Provider should present an implementation plan detailing how it proposes to manage fumigation and risks. - Method for tenting - Infrastructure risk management like gables on roof - OH&S Risk Management - The plan needs to be specific to the needs of the KwaZulu-Natal Herbarium	Plan includes method for tenting, Infrastructure risk management, OH&S risk management, is specific to KwaZulu-Natal Herbarium.	4	
		Plan includes method for tenting, Infrastructure risk management, OH&S risk management.	3	
		Plan includes method for tenting, Infrastructure risk management.	2	
		Plan includes method for tenting.	1	

CRITERIA FOR EVALUATING FUNCTIONALITY				
No	Criteria	Sub Criteria		Weight
		No submission	0	
	Total			100

NB**Service Providers who fail to score a minimum of 70 points out of a possible 100 points on functionality criteria will not be eligible for further consideration.**

5.2 The second stage – Specific Goals

The second stage will evaluate the price and Specific goals of those bids that meet the minimum threshold for functionality. In accordance with the Preferential Procurement

Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act (No. 5 of 2000), the 80/20-point system will be applied in evaluating proposals that qualify for further consideration, where price constitutes 80 points and a maximum of 20 points will be awarded based on the bidder's specific goals

Specific Goal	Total Points
Categories of persons historically disadvantaged by unfair discrimination on the basis of race. 100% black ownership=Max Points (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)
Categories of persons historically disadvantaged by unfair discrimination on the basis of gender. 100 % female ownership= Max Points (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)
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)

6. PREPARATION OF PROPOSAL

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

7. CONTRACTUAL ARRANGEMENTS

- a) A contract / Service level Agreement will be drawn up between SANBI and the Service Provider.
- b) Invoices to be submitted to SANBI on a monthly or quarterly basis.
- c) No upfront payments will be made. SANBI will pay for satisfactory completion of work within 30 days of submission of invoice.

8. PROPOSAL SUBMISSIONS

Closing date for submission of responses: 20 March 2022 @ 11:00am

Submission of proposals must be emailed to S.SCM-Quotations@sanbi.org.za and a copy to Mr at S.Mamabolo@sanbi.org.za

Emailed applications must not be more than 6MB in size.

Requests for further information on this Terms of Reference (ToR) must be directed to the Dr. Yashica Singh on Y.Singh@sanbi.org.za. Or 031 202 4095

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

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

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

Access to your Personal Information and purpose specification

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

Consent

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

Yes ☐

No ☐

Supplier Name

Date

Signature

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