

SBD1

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
BID NUMBER:	Q9176/2022	CLOSING DATE:	31 March 2023	CLOSING TIME:	11:00
DESCRIPTION	SANBI REQUIRES A SERVICE PROVIDER FOR THE MAINTENANCE OF THE GEOLOGICAL HIKING TRAIL WALTER SISULU NATIONAL BOTANICAL GARDEN. PLEASE NOTE: IT IS ESTIMATED THAT TENDERERS SHOULD HAVE A CIDB CONTRACTOR GRADING DESIGNATION OF LEVEL 2 CE OR HIGHER.				
Submission of proposals: proposals must be emailed to S.SCM-Quotations@sanbi.org.za with a copy to Ms. Masowa at M.Masowa@sanbi.org.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mapula Masowa		CONTACT PERSON	Xolelwa	
TELEPHONE NUMBER	(012)843-5075		TELEPHONE NUMBER	086 100-1278	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	M.Masowa@sanbi.org.za		E-MAIL ADDRESS	X.Mokoena@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

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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:

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

DATE:

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder. Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state?

YES/NO

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read, and I understand the contents of this disclosure.

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.5 There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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

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

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

1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

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

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

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

1.4 To be completed by the organ of state:

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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
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	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
$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$	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)
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	
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)	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
- ☐ 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
QUOTATION NO: Q9176-2022
SPECIFICATIONS FOR THE MAINTENANCE FOR THE GEOLOGICAL HIKING TRAIL**

WALTER SISULU NATIONAL BOTANICAL GARDEN,

**Malcolm Road, Poortview, Roodepoort
Gauteng**

**PO BOX 2194
Wilropark
1731**

1. BACKGROUND

The South African National Biodiversity Institute (SANBI) requires an installation and maintenance Service Provider for the maintenance of the Geological Hiking Trail at Walter Sisulu National Botanical Garden (WSNBG). The WSNBG is located in a beautiful setting on the outskirts of Johannesburg. It is approximately 15km from Randburg and 25km from the center of Johannesburg, accessible from the N1 and garden arterial roads. The Ruimsig/Poortview area, in which the Garden is located, is one of the fastest developing up-market residential areas in Johannesburg. This Garden is one of the fastest-growing eco-tourism destinations in the Gauteng Province. The Garden comprises about 300 ha of land in the Western suburbs of Johannesburg. The garden is situated between the two municipalities namely Mogale Local Municipality and the City of Joburg. Of the total area of the garden, 27 ha is regarded as landscaped area, with the remaining 273 ha being either natural estate of the garden. The Garden is open to the public 365 days a year from 8:00 – 18:00 with entry by paying customers only till 17:00. The Garden receives about 292 000 visitors per year and this figure varies depending on how busy the garden has been in a given year.

2. INVITATION TO QUOTATION

Quotations are hereby invited for the removal of the existing old logs material, supply and installation of new material into the Geological hiking trail for rehabilitation of this area. The quote process will be coordinated by the SANBI's Supply Chain Management (SCM) Directorate at the following address:

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

3. QUOTATION SPECIFICATION AND SCOPE OF WORK

SANBI requires the services of a suitably qualified, experienced, and specialized service provider to:

- **Remove the existing old poles and steel droppers on all the trails.**

Specifications:

- The old (existing) poles and steel pegs currently installed on the Geological Hiking Trail must be removed and deposited in the designated area on site for their re-use or disposal.
- **Install new wood CCA-treated poles with steel dropper pegs**
- **Specifications for poles:**
 - Install new 125mm diameter CCA treated poles of appropriate length for each situation, to replace those that have been removed, secure them using 2 x steel pegs per pole (see specification for pegs).
 - The poles should each have two holes drilled in them to accommodate the steel pegs.
 - The poles must extend past the end of the footpath
 - The poles must be installed in each situation in order to slow the speed of drainage water and direct it away from the pathway
 - The poles should be installed at a slight angle (off 90°) to the path, but not a steep angle which will make them unsuitable as a step
 - Pegs must be countersunk into the surface of the pole
 - Pegs must be located out of the pathway of the hikers (away from the center of the step)

- Approximate quantities of poles are given below as an estimate:
 - 2.4m x 125mm x 150 units
 - 2.1m x 125 x 200 units
 - 1.2m x 125 x 150 units
 - 1.2m x 150 x 150 units

3.1 Specifications for steel pegs:

- Each steel peg must be made from 16mm rebar
- Each steel peg must be at least 350mm long
- Each steel peg must be bent at 90° for 40mm at one end (countersunk end)
- Each steel peg must be cut to a 45° angle at the other end, to facilitate ease of hammering into the ground
- Steel pegs must be countersunk into the wooden logs
- Steel pegs must be located out of the pathway of the hikers (away from the center of the step)
- Approximate quantities of steel pegs are given below as an estimate:
- Steel rebar pegs 16mm x 350mm x 1000units (see sketch below, Figure 1):

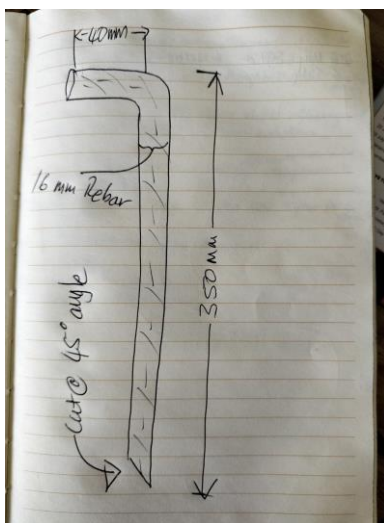


Figure 1

3.2 Build brick and cement in-situ rock-clad directional signage structures along the hiking trail :

3.3 Specifications for signage structures:

- Build 600mm x 400mm in-situ rock-clad brick structures (x 15 units) at designated locations along the hiking trail (see sketch below, Figure 2)
- Supply (or manufacture) 400 x 400mm directional arrow tile from concrete or similar strong moulded fire-resistant material (see sketch below, Figure 3)
- Install 400 x 400mm directional arrow tile on top of the structure
- Supply (or manufacture) directional arrow tile on top of the rock-clad structure (see sketch below) in a specific direction as per site instruction by the project manager for each structure.

- Materials required :

Sand - carry to site by hand

Bricks - carry to site by hand

Cement- carry to site by hand

Water - carry to site by hand

Rock cladding - source on site (to be collected from the pathways, disturbed areas, and stone cairn)

Waste - remove from the site by hand

Pre-molded arrow tile - carry to site by hand



Figure 2

Supply (or manufacture) directional arrow tile with an embossed arrow on top of the rock-clad directional structure (see sketch below, Figure 3) in a specific direction as per site instruction by the project manager for each structure.

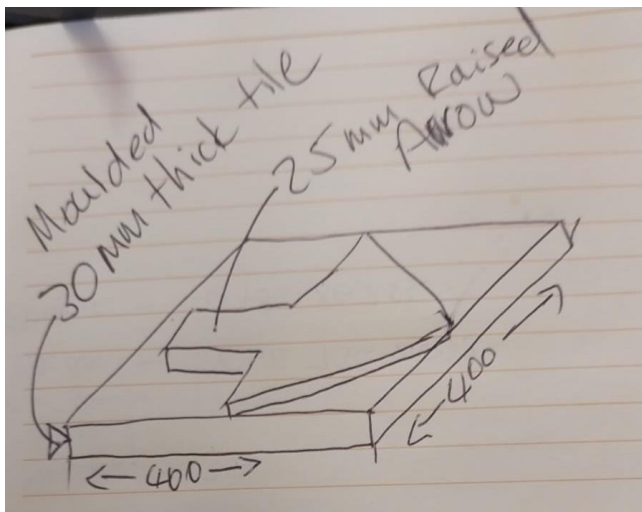


Figure 3

4 OPERATING HOURS

- The service provider will be required to provide services as per the request of the client during normal working hours Monday to Friday 8 am – 5 pm.
- Working over weekends will not be allowed, working outside normal working hours on weekdays may be allowed by special request and approval by the Curator.

5 GENERAL TERMS

- The Service provider or Company must comply with all relevant government legislations relevant to the industry in which they operate and to the site; as well as the SANBI's terms and conditions including the service level agreement.
- All documents submitted in response to this Request for Quote (RFQ) must be written in English and will not be returned to applicants.

5.1 Site-specificity conditions for this project:

- All the **work will be conducted in the nature reserve** part of the garden, this must be clearly communicated to all staff working on the site:

Working in the nature reserve - VERY IMPORTANT – STRICT COMPLIANCE IS VITAL TO PROTECT THE INTEGRITY OF THE NATURE RESERVE

- All staff working on the site must undergo a 2-hour site-specific induction (provided by SANBI)
- All litter and waste (including building waste) generated by the construction team must be removed and disposed of in designated locations on a daily basis
- All food waste must be removed from the site on a daily basis
- No fires will be allowed on the site whatsoever
- No collecting of plants (or parts thereof) or trapping or harming of animals is allowed
- Mixing of cement may only be done in designated areas as approved by the project manager
- All cement messed up during construction must be cleaned up on the same day to the satisfaction of the project manager
- All stockpiles of building materials (e.g., sand, cement, bricks, etc) must be placed on plastic sheets to protect the soil and may only be placed in locations approved beforehand by the project manager
- All stockpiles must be completely removed and the areas properly cleaned after construction of the phase to the satisfaction of the project manager

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- **All water on-site**, including drinking water and cement mixing water, must be carried to the site by the contractor's staff
- Working over weekends will not be allowed
- Staff working on the site must keep to the pathways as far as possible and avoid trampling of vegetation
- All access gates must be kept locked at all times during the working day and over weekends
- Staff working on the site may not be wondering around the site away from the place of work
- All workspaces must be shut down and made safe for the public over weekends and after hours
- Extended working hours during weekdays can be allowed subject to prior agreement with the project manager
- All working areas must be cordoned off to ensure the safety of garden visitors and staff during construction
- All staff working on site must be identifiable and must wear branded work uniforms and visibility vests
- There are **no toilet facilities** on site, the successful contractor must establish a site toilet on site before construction commences and arrange for removal after the project has been completed
- Arrangements and costs of the site toilet will be for the contractor's bill
- No soliciting from garden visitors/public will be allowed while on the property
- All communications with the public and or garden visitors must be channelled through the project manager

6 COMPLIANCE REPORTS AND MEETINGS

- Both the Service Provider and the SANBI will draw up a Service Level Agreement (SLA) for monitoring and compliance purposes. The SLA will be monitored through compliance meetings which will be held weekly. The Service Provider will also meet the designated SANBI representative as and when it is deemed necessary by either party until the project is completed.

7 GENERAL INFORMATION

- All staff members must complete site induction before being allowed to work on the site.
- SANBI will provide the site-specific induction, before the commencement of the project. The supplier needs to avail his staff to attend the induction. This can be done in 4 hours.
- The Service Provider must ensure that its staff members comply with the rules, regulations, and by-laws of the site, which will be covered during the induction

The SANBI reserves the right:

- To verify any information supplied in quotation documents.
- Not to appoint any Service Provider.
- To reduce the scope of work in the adjustment of the allocated budget
- To cancel or withdraw this RFQ at any time without attracting any penalties or liabilities.
- To have the final say in the appointment and this will be binding.
- To disqualify a quotation or cancel any subsequent contracts should it be found that information disclosed was factually inaccurate and/or that a misrepresentation of facts may have occurred?
- To disqualify potential Service Providers who may attempt to bribe or influence any person employed by SANBI during the course of this quotation process.

8 SITE INSPECTION

A NON-compulsory site inspection for this quotation will be held on 27 March 2023 from **11:00 to 13:00**. Potential Service providers will be directed to the area on the day of the site inspection.

Physical address:
Walter Sisulu National Botanical Garden
Cnr of Malcolm and Beacon Road
Poortview
Roodepoort
1724

9.1 Mandatory documents:

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Service Providers must submit the following documentation failure in which submissions will be disqualified:

- An original certified copy of the B-BBEE certificate or sworn affidavit.
- 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.
- A copy of **CIDB Grading 2CE or higher** (Civil Engineering) Registration Certificate
 It is estimated that tenderers should have a CIDB contractor grading designation of Level 2 CE or higher.
- Complete all SBD forms
- A certified copy of Liability Insurance Cover for the company and the amount available per claim.

6.4 SANBI SPECIFIC GOALS

Specific Goals that will be applied to this procurement:

Specific Goals	Points
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)	10
Total points	20

9 Proposal Submissions

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Closing date for submissions: 31 March 2023 at 11:00

Submission of proposals must be emailed to SCM (SCM.goutations@sanbi.org.za) with a copy to m.masowa@sanbi.org.za

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

For Technical queries please contact Mr. Sizwe Jobe Estate Manager: Walter Sisulu National Botanical Garden, at Tel: **086 100 1278** or at the following e-mail address: s.job@sanbi.org.za copy sisulugarden@sanbi.org.za and a.hankey@sanbi.org.za