

SBD1

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
BID NUMBER:	Q9558/2023	CLOSING DATE:	10 August 2023	CLOSING TIME:	11:00
DESCRIPTION	THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) REQUIRES A SERVICE PROVIDER FOR THE REPLACEMENT OF THE DAMAGED PALISADE FENCE AND PAINTING OF PALISADE FENCE AT THE LOWVELD NATIONAL BOTANICAL GARDEN IN MBOMBELA. PLEASE NOTE: IT IS ESTIMATED THAT TENDERERS SHOULD HAVE A CIDB CONTRACTOR GRADING DESIGNATION OF LEVEL 2 SQ OR HIGHER.				
Submission of proposals: proposals must be emailed to Ms. Masowa at M.Masowa@sanbi.org.za with a copy to 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	Mapula Masowa		CONTACT PERSON	Carona Mathipa	
TELEPHONE NUMBER	(012)843-5075		TELEPHONE NUMBER	(062) 703 7307	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	M.Masowa@sanbi.org.za		E-MAIL ADDRESS	C.Mathipa@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]		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX]
	☐ Yes ☐ No				☐ Yes ☐ No

Stop Fraud, Theft and Corruption without Fear or Favour - Call our Hotline 086 011 1899 Anytime

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

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

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

**PART B
TERMS AND CONDITIONS FOR BIDDING**

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

**Stop Fraud, Theft and Corruption without Fear or Favour - Call our Hotline 086 011 1899
Anytime**

PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

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

DATE:

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

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

2. Bidder's declaration

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

YES/NO

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

Full Name	Identity Number	Name of State institution

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

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

2.2.1 If so, furnish particulars:

.....
.....

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

YES/NO

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

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

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

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

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

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

3.5 There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted 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.

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

Stop Fraud, Theft and Corruption without Fear or Favour - Call our Hotline 086 011 1899 Anytime

- 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

**Stop Fraud, Theft and Corruption without Fear or Favour - Call our Hotline 086 011 1899
Anytime**

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: Q9558-2023**

LOWVELD NATIONAL BOTANICAL GARDEN MBOMBELA,

**Off R40 Madiba Drive
Turn off riverside junction
Riverside Mbombela
1201**

THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) REQUIRES A SERVICE PROVIDER FOR THE REPLACEMENT OF THE DAMAGED PALISADE FENCE AND PAINTING OF PALISADE FENCE AT THE LOWVELD NATIONAL BOTANICAL GARDEN IN MBOMBELA.

1. Background and Discussion

SANBI has been allocated funds by the National Department of Forestry, Fisheries & Environment (DFFE) for the period 2022 to 2023 for the refurbishment, upgrading, repair and maintenance of existing infrastructure. The infrastructure will address the needs of SANBI from administrative, research, security, and educational and tourism perspectives.

Projects have been identified for implementation over the GOSM at each of SANBI's existing campuses and sites across the country. The purpose of this tender is to procure a contractor for replacing damaged portions of the palisade fence and painting a section of palisade fence at the Lowveld NBG, Mbombela.

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

2. Invitation to Quote

Quotations are invited from service providers for replacing damaged portions of the palisade fence and painting a section of palisade fence at the Lowveld NBG, Mbombela.

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

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

3. Scope of Works

SANBI needs to perform maintenance painting and related works on a portion of palisade fence at the Lowveld NBG. The envisioned portion of fence is approximately 4.5 km long, of which 720m is 1,2m high and the remainder is 1,8m high.

The services to be provided under this contract include inter alia:

- Remove damaged section of Galvanized palisade fence and dispose to location specified by the Garden Manager (approximately 35m long, and 1,2m high)
- Supply, deliver and install new Galvanized palisade fence (approximately 35m long, and 1,2m high).
- Surfaces shall be thoroughly rubbed and cleaned down.
- Blistered or peeling paint shall be completely removed down to bare metal.
- Sand old paint surface to a matt finish, feather edges and dust off.
- Remove surface contaminants using Polycell Sugar Soap (or approved equivalent) solution; 500g Polycell Sugar Soap Powder (501703 or approved equivalent) dissolved in five litres of water, or Polycell Sugar Soap Liquid (5018010 or approved equivalent).
- For stubborn contaminants use hot water in the above mix and a bristle broom or scrubbing brush.
- Rinse with tap water to remove all traces of sugar soap and allow to dry. Ensure surfaces are clean, dry and sound.
- Apply "Plascon Metalcare Metal WB Primer (MWP1 or approved equivalent)" to bare and repaired areas. Allow 16 hours to dry.
- Finish with two coats "Plascon Metalcare WB Enamel (WBE 1 or approved equivalent)" with four hours drying time between coats (colour: SANBI Green, dye formula will be provided)
- The successful contractor is required furthermore to ensure that the application procedure/s of all materials, as specified by the manufacturer/s are adhered to and that all guarantees or warranties from said manufacturer, are supplied to SANBI's implementing agent at project close-out.

Fig 1: Palisade fence that needs painting maintenance



Fig 2: Palisade fence that needs painting maintenance



Fig 3: Palisade fence that needs painting maintenance



Fig 4: Damaged palisade fence that need replacement.



7. PRE- QUALIFICATION/SPECIFIC TENDER REQUIREMENTS

7.1 Evaluation process

This bid will be evaluated in two stages:

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):

Evaluation Criteria	Points														
Company information and profile: a. Brief overview of the company with an indication of its expertise to the scope of work: <table border="1"> <thead> <tr> <th>Sub-criteria</th><th>Point</th></tr> </thead> <tbody> <tr> <td>More than nine (9) years relevant experience</td><td>20</td></tr> <tr> <td>Six (6) to Nine (9) years relevant experience</td><td>16</td></tr> <tr> <td>Five (5)-Six (6) years relevant experience</td><td>12</td></tr> <tr> <td>Four (4) to five (5) years relevant experience</td><td>8</td></tr> <tr> <td>Three (3) to four (4) years relevant experience</td><td>4</td></tr> <tr> <td>Zero (0) to two (2) years' experience</td><td>0</td></tr> </tbody> </table>	Sub-criteria	Point	More than nine (9) years relevant experience	20	Six (6) to Nine (9) years relevant experience	16	Five (5)-Six (6) years relevant experience	12	Four (4) to five (5) years relevant experience	8	Three (3) to four (4) years relevant experience	4	Zero (0) to two (2) years' experience	0	20
Sub-criteria	Point														
More than nine (9) years relevant experience	20														
Six (6) to Nine (9) years relevant experience	16														
Five (5)-Six (6) years relevant experience	12														
Four (4) to five (5) years relevant experience	8														
Three (3) to four (4) years relevant experience	4														
Zero (0) to two (2) years' experience	0														
Previous experience related to this project: a. Provide names and contact details of the 3 traceable references for previous client (This should reflect name of client/project and rand value of the project). <table border="1"> <thead> <tr> <th>Sub -criteria</th><th>Points</th></tr> </thead> <tbody> <tr> <td>More than three (3) relevant reference letters with requested supporting documents</td><td>20</td></tr> <tr> <td>Between four (2) relevant reference letters with requested supporting documents</td><td>14</td></tr> <tr> <td>Between three (1) relevant reference letters with requested supporting documents</td><td>7</td></tr> <tr> <td>No submission</td><td>0</td></tr> </tbody> </table>	Sub -criteria	Points	More than three (3) relevant reference letters with requested supporting documents	20	Between four (2) relevant reference letters with requested supporting documents	14	Between three (1) relevant reference letters with requested supporting documents	7	No submission	0	20				
Sub -criteria	Points														
More than three (3) relevant reference letters with requested supporting documents	20														
Between four (2) relevant reference letters with requested supporting documents	14														
Between three (1) relevant reference letters with requested supporting documents	7														
No submission	0														

Qualification and experience (CV) of personnel:		30
Welding Trade Qualification		
a. Level of expertise and qualification of personnel that will be directly engaged in execution of the project including the main construction personnel.		
Sub-criteria	points	
More than six (6) years' experience	30	
Between five (5) and six (6) years' experience	25	
Between four (4) and five (5) years' experience	20	
Between three (3) and four (4) years' experience	15	
Between two (2) and three (3) years' experience	10	
Between one (1) and two (2) years' experience	5	
No submission	0	
Capability of the company:		30
a. Project previous work (15) b. Supervisory management plan (15)		
Total		100

** 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.

The Preferential Procurement Policy Framework Act (No. 5 of 2000) and SANBI procurement process applies to these Terms of Reference. Note that service providers are required to comply with the processes outlined here and failure will result in the disqualification of proposals 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 B-BBEE Status Level Certificate.

4. Information to be provided by SANBI

There are currently no drawings available for the proposed site and potential bidders must take note of this when pricing. All bidders must take note of the location and terrain conditions of the proposed site and all costs to be inclusive in their quotation.

5. Extent of Services

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

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

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

The contractor shall undertake to conduct all associated work on the following conditions:

- Any activities such as tests, measurements, replacements, installations, adjustments and repairs intended to restore the wetland and related infrastructure after the repairs has been completed, shall be done in a specified state to ensure that the wetland can perform its required functions.
- Ensure that all actions taken to retain material or equipment in a serviceable condition or to restore it to serviceability and repair is done at the highest possible standard.
- All supply and repair action.
- The contractor will supply all necessary equipment, labor, spares and materials necessary for the proper execution of the contract.
- The contractor will take adequate precautions to prevent damage to pond and fixtures on site.
- The contractor and personnel will at all times adhere to all security rules and regulations imposed by the Client on site.
- The contractor will safeguard all their employees in accordance with the latest revisions of the Regulations of the Occupational Health and Safety Act and any amendments thereof, together with equipment, plant, hand and power tools.
- The contractor will at all times proceed immediately to remove or dispose of any debris arising from damage to or destruction of the works and to rebuild, restore, replace and/or to repair the works.
- The contractor will ensure as far as reasonably possible the safety of staff and visitors when conducting work on the Pretoria National Botanical Garden estate while exercising due care not to cause unnecessary damage or harm to the environment, plants or animals.

6. Costing Requirements

- A high-level work plan should be developed with indicative level of effort (time, phasing and cost) towards activities and deliverables, and provide a clear allocation of roles, responsibilities and resources towards the deliverables.
- The work plan should also anticipate tasks that may be sub-contracted out (engineer for the structural design) and provide an indication of the budget for these tasks.
- All costs, including disbursements, must be shown separately for the duration of the project.
- The final contract amount must include VAT, all the identified required consultants, disbursements, required testing and additional services where applicable.

7. Health and Safety Requirements

The following will be required for all employees:

1. A valid Letter of good standing in accordance with Occupational Injuries & Diseases Act (COIDA).
2. The service provider must provide all personnel working under this contract with personnel protective clothing relevant to the activities which will be done and must clearly state the name of the service provider.
3. The Service Provider must ensure that all personnel working under this contract are adequately trained and competent in terms of executing the services.
4. Comply with OHASA 85 of 1993 (complete Form 37.2) and COVID 19 Health Protocols.
5. Maintain the Health and Safety File at all times.
6. All employees must undergo induction before work commences.

8. Reporting and Management

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

9. Compulsory briefing session and site inspection

Compulsory briefing session and site inspection will be held on site on 27 July 2023 at 11:00am.

Address: LOWVELD NATIONAL BOTANICAL GARDEN MBOMBELA,

**Off R40 Madiba Drive
Turn off riverside junction
Riverside Mbombela
1201**

Bidders are encouraged to direct all technical and bidding procedure enquiries to the email address below.

Service providers are encouraged to arrange a site visit and can make the necessary arrangements with the garden Manager Mr Carona Mathipa on 013 752 5531 or email C.Mathipa@sanbi.org.za

**Stop Fraud, Theft and Corruption without Fear or Favour - Call our Hotline 086 011 1899
Anytime**

10. Nature of appointment and contractual arrangement

Appointment:

- Contract duration 2 months

Contract and payment:

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

11. Supporting documents

- Complete all SBD forms, SBD Form 1, 4, 6.1, **(Must be fully completed and signed)**
- Valid Tax Clearance status or PIN to allow 3rd. party access should be enclosed in proposals. Tax compliant.
- A copy of the company Central Supplier Database (CSD) registration report.
- A copy of a valid B-BBEE Status Level Certificate / sworn affidavit. (Must be certified)
- Service providers with one or more employees are required by law to contribute to the Compensation Fund. A valid letter of good standing certificate with COIDA is required. The certificate should be issued by the Department of Labour.
- Proof of Public Liability Insurance

12. 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

- It is estimated that tenderers must have a CIDB contractor grading designation of **Level 2 SQ** or higher.
- A valid certified copy or original Broad-Based Black Economic Empowerment (B-BBEE) Status **Level 1** certificate. Note that for this tender, the following pre-qualification criterion for preferential procurement will be applied: A Tenderer having a B-BBEE status level of contributor **Level 1**.
- Quotations must include cost breakdown of all the specifications and the price must be VAT inclusive.

13 Proposal Submissions

Closing date for submissions: 10 August 2023 at 11:00

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

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

For Technical queries please contact Mr. Carona Mathipa Estate Manager: Lowveld National Botanical Garden, at Tel: **(062) 703 7307** or at the following e-mail address: C.Mathipa@sanbi.org.za