

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
BID NUMBER:	Q9612/2023	CLOSING DATE:	25 August 2023	CLOSING TIME:	11:00
DESCRIPTION	SANBI REQUIRES A SERVICE PROVIDER TO RENDER FIRE EXTINGUISHER SERVICES TO THE EASTERN REGION BOTANICAL GARDENS FOR PERIOD OF 3 YEARS. <i>It is estimated that tenderers must have a CIDB contractor grading designation of SF Level 1 or higher</i> Fire equipment can only be serviced by supplier that is registered with South African Qualification and Committee for fire industry (SAQCC Fire) and proof of professional registration must be provided. This is to certify that the service provider is authorized to service fire equipment. Failure to provide the proof of registration with SAQCC Fire Industry and list of previous similar work conducted by the service provider will lead to a disqualification				
Submission of proposals: proposals must be emailed to S.SCM-Quotations@sanbi.org.za with a copy to Ms. Noloyiso Giyama at N.Giyama@sanbi.org.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Noloyiso Giyama		CONTACT PERSON	Ms Morwesi Dladla	
TELEPHONE NUMBER	012 339 2750		TELEPHONE NUMBER	012 843 500	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	N.Giyama@sanbi.org.za		E-MAIL ADDRESS	M.Dladla@sanbi.org.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					

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

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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:

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

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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

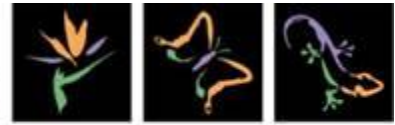
2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

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.

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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

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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.
- 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

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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

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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:

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80/20

or

90/10

$$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \quad \text{or} \quad P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

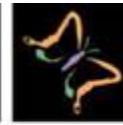
- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported 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.)

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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)	10	
TOTAL	20	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in

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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;

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

- (d) forward the matter for criminal prosecution, if deemed necessary
- (e) forward the matter for criminal prosecution, if deemed necessary

..... SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:	
DATE:	

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Terms of Reference

SANBI REQUIRES A SERVICE PROVIDER TO RENDER FIRE EXTINGUISHER SERVICES TO THE EASTERN REGION BOTANICAL GARDENS FOR PERIOD OF 3 YEARS.

1. BACKGROUND

SANBI requires a qualified service provider to render fire protection equipment service for a period of thirty-six (36) months at SANBI's Eastern Regions.

2. SERVICES REQUIRED

2.1 The service provider is required (not limited to):

- Service of fire protection equipment (Fire equipment, fire hoses, reels etc.)
- Pressure testing of fire extinguisher
- Renewal of fire equipment signs
- Replacement of damaged or redundant fire protection equipment
- Addition of relevant fire equipment (fire blankets etc.) as and when required

2.2 SANBI Gardens that require services:

2.2.1 KwaZulu-Natal National Botanical Garden

FIRE EQUIPMENT SERVICES

Description of the works

The South African National Biodiversity Institute (SANBI) requires the services of a suitably qualified and experienced service provider at the KwaZulu Natal National Botanical Garden for the servicing, maintenance, supply and repairs of all fire equipments within the campus for the period of three (3) years.

The scope of works includes but are not necessarily limited to the following:

- Annual maintenance and servicing of fire equipment
- Supply and installation of fire equipment
- Repairs of all fire equipment when needed.

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No.	Description of fire extinguisher	Quantity
1	Charge 4.5 kg Full mass 6.9 kg	4
2	Charge 9 kg Full mass 12.45 kg	6
3	Charge 4.5 kg Full mass 6.9 kg	6
4	Charge 4.5 kg Full mass 8.2 kg	3
5	Charge 4.5 kg Full mass 8.9 kg	2
6	Charge 2.5 kg Full mass 4.5 kg	1
7	Full mass 8.6 kg	1
8	Full mass 9.1 kg	1
9	Full mass 7.8 kg	1
10	Full mass 3.2 kg	1
TOTAL		26

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Description: Fire hoses and hose reels	Quantity
30m hoses, reels and spares (valves, clamps and others) meets SABS standards	8

Initial and once off repairs

Item	Quantity
Hose reels	X3

Other requirements

- Qualification of the personnel to be allocated this responsibility shall be in possession of relevant professional certifications.
- The service provider must have at least 3 years proven track record and experience in the field.
- Inspection, maintenance, repair and replacement of all fire related equipment including but not limited to installations of fire extinguishers and services, maintenance of fire hose reels, warning signs, evacuation plans and ect.

2.2.2 KZN Herbarium

SPECIFICATIONS FOR SERVICE OF FIRE EQUIPMENT AT THE KWAZULU-NATAL HERBARIUM, DURBAN

Scope of work

1. Service following fire extinguishers and refill

7 x Dry chemical powder, 7.7 kg to 13.8 kg
 2 x Dry chemical powder, 1 kg (vehicle extinguishers)
 4 x Flammable liquid, 5 kg & 5.5 kg
 2. Service 3 x Fire hoses

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3. Renew fire equipment signs that are deteriorating

2.2.3 Free State National Botanical Garden

SPECIFICATION: FIRE EQUIPMENT SERVICES

No.	Description of fire extinguisher	Quantity
1	9kg STP fire extinguisher	20
2	5kg Co2 fire extinguisher	3
3	2kg Co2 fire extinguisher	3
4	4.5kg STP fire extinguisher	10
5	1kg STP fire extinguisher	2
6	2.5kg STP extinguisher	9

Description: Fire hoses and hose reels		Quantity
7	30m hose reel	5

3. COMPULSORY BRIEFING SESSION

No briefing required for this project

4. EVALUATION CRITERIA

1. Evaluation process

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

Preference Point System	
Description	Points Allocated

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Price	80 Points
Specific goals	20 Points

FUNCTIONALITY

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

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

FUNCTIONALITY 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>Points</th></tr> </thead> <tbody> <tr> <td>More than nine (9) years' relevant experience</td><td>20</td></tr> <tr> <td>More than six (6) to nine (9) years' relevant experience</td><td>15</td></tr> <tr> <td>More than three (3) to six (6) years' relevant experience</td><td>10</td></tr> <tr> <td>One (1) to three (3) years' relevant experience</td><td>5</td></tr> <tr> <td>Less than one (1) year relevant experience</td><td>1</td></tr> </tbody> </table>	Sub-criteria	Points	More than nine (9) years' relevant experience	20	More than six (6) to nine (9) years' relevant experience	15	More than three (3) to six (6) years' relevant experience	10	One (1) to three (3) years' relevant experience	5	Less than one (1) year relevant experience	1	20
Sub-criteria	Points												
More than nine (9) years' relevant experience	20												
More than six (6) to nine (9) years' relevant experience	15												
More than three (3) to six (6) years' relevant experience	10												
One (1) to three (3) years' relevant experience	5												
Less than one (1) year relevant experience	1												
Previous experience in fire protection equipment: a) Provide names and contact details of the 3 traceable references for previous clients. (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 five (5) relevant reference letters with requested supporting documents</td><td>20</td></tr> <tr> <td>Between three (3) and five (5) relevant reference letters with requested supporting documents</td><td>15</td></tr> </tbody> </table>	Sub-criteria	Points	More than five (5) relevant reference letters with requested supporting documents	20	Between three (3) and five (5) relevant reference letters with requested supporting documents	15	20						
Sub-criteria	Points												
More than five (5) relevant reference letters with requested supporting documents	20												
Between three (3) and five (5) relevant reference letters with requested supporting documents	15												

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b)	Between (1) and three (3) relevant reference letters with requested supporting documents	7														
	No submission	0														
Qualifications and experience of personnel:				30												
a) Level of expertise and qualifications of personnel that will be directly engaged in execution of the project. (Curriculum Vitae and qualifications)																
<table><tr><th>Sub-criteria</th><th>Points</th></tr><tr><td>More than six (6) years' experience</td><td>20</td></tr><tr><td>Between four (4) and six (6) years' experience</td><td>15</td></tr><tr><td>Between three (3) and four (4) years' experience</td><td>10</td></tr><tr><td>Between than one (1) and three (3) years' experience</td><td>5</td></tr><tr><td>Below one (1) year experience</td><td>1</td></tr></table>				Sub-criteria	Points	More than six (6) years' experience	20	Between four (4) and six (6) years' experience	15	Between three (3) and four (4) years' experience	10	Between than one (1) and three (3) years' experience	5	Below one (1) year experience	1	
Sub-criteria	Points															
More than six (6) years' experience	20															
Between four (4) and six (6) years' experience	15															
Between three (3) and four (4) years' experience	10															
Between than one (1) and three (3) years' experience	5															
Below one (1) year experience	1															
b) Qualifications of personnel that will be directly providing engaged in execution of the project. (Proposed team) (10)																
Capability of the Company:				30												
a) Existing resources for carrying out the services as required (10)																
b) Approach and methodology (10)																
c) Waste management Plan (10)																
TOTAL																

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

Specific goals

The following specific goals will be applied.

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

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Sufficient information must be provided to allow the evaluation panel to score bids against all these criteria.

5. OPERATING HOURS

The service provider will be required to provide services during working hours, 08:00 – 16:00.

6. LABOUR

The service provider will be liable for its staff on site. The service provider is to supervise and give instructions to staff on site. The service provider will be responsible for all his/her staff's physical safety.

Technicians must be customer-service focused, courteous, value and treat all employees of the client and the client's patrons with due respect. Technicians must maintain the spirit of confidentiality of SANBI information at all times.

6.1 SUPERVISION OF WORK

The service provider shall supervise and exercise proper control over all personnel employed by him/her, and shall not hold SANBI responsible for any injury caused to the said personnel.

7. SAFETY REQUIREMENTS

In as much as the service provider will at all material times carry out the contract works for his/her/their own account as an independent service provider, the service provider shall ensure compliance, by him/her/their employees and any invitees to the site, with the relevant provisions of the Occupational Health and Safety Act No. 85 of 1993 ("the OHS Act"), and that all safety regulations and procedures prescribe under the regulations of the OHS or its Regulations are observed at all times.

8. WASTE MANAGEMENT PLAN

In terms of Schedule 5B of the Constitution of South Africa (Act 108 of 1996), waste management is a local government competence that must be executed to protect human and environmental health.

Potential service providers are requested to submit a Waste Management Plan as part of their proposal.

9. FIRE PROTECTION EQUIPMENT

Prospective service providers are to take note of implications of contravening the fire protection regulations and standards.

10. REPORTING AND DELIVERABLES

- The service provider will submit report for the duration of the project.

11. COSTING

- a. Rates as and when fire equipment services are required:

PRICING SCHEDULE

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Provide breakdown summary.

1. Service only:

	1. KwaZulu Natal NBG			2. KZN Herbarium			3. Free-State NBG		
Items	Year1	Year2	Year3	Year1	Year2	Year3	Year 1	Year 2	Year 3
9 KG DCP									
5KG DCP									
5KG CO2									
4.5KG DCP									
2,5KG DCP									
2KG CO2									
1,5 DCP									
Fire hydrant Maintenance									
Pressure testing									
Evacuation Chair				-	-	-			-
30m Hose reel									
Labour									
Travel costs									
TOTAL COSTS PER YEAR TAKING COGNISANCE OF THE QUANTITY PROVIDED AS PER THE ATTACHED TOR'S FOR EACH GARDEN									
TOTAL PER GARDEN FOR 3 YEAR PERIOD									

NB: An estimate amount for necessary repairs for the period of 3 years should be included in the quotation. However, a quotation will be submitted and approved by SANBI prior to the repairs.

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12. DOCUMENTATION REQUIRED

- a) SBD Form 1,4 and 6.1.
- b) A copy of the company Central Supplier Database (CSD) registration report.
- c) Valid Letter of Good Standing from the office of the Compensation Commissioner as required by **COIDA**. The letter should be issued by the Department of Labour.
- d) Proof of Public Liability.
- e) Fire equipment can only be serviced by supplier that is registered with South African Qualification and Committee for fire industry (SAQCC Fire) and proof of professional registration must be provided. This is to certify that the service provider is authorised to service fire equipment.
- g) It is estimated that tenderers must have a CIDB contractor grading designation of SF Level 1 or higher.

13. GENERAL INFORMATION

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 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.

All documents submitted in response to this Request for Quote (RFQ) must be written in English.

14. SUBMISSION

For queries please contact Mr Shaun Nkumane at 012 843 5000 or at the following e-mail address: s.nkumane@sanbi.org.za.

Submission of proposals must be emailed to SANBI SCM at S.SCM-Quotations@sanbi.org.za with a copy to Noloyiso Giyama at N.Giyama@sanbi.org.za

Emailed applications must not be more than 10MB in size.

CLOSING DATE FOR SUBMISSIONS: 25 August 2023

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