

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
RFQ NUMBER: SANBI: Q9703/2023		CLOSING DATE: 27 September 2023		CLOSING TIME: 11H00 am	
THE APPOINTMENT OF A SERVICE PROVIDER FOR THE REFURBISHMENT OF SECURITY GUARD HOUSES FOR THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) AT THE PRETORIA NATIONAL BOTANICAL GARDEN (PNBG).					
NB: It is estimated that tenderers should have a CIDB contractor grading designation of Level 1 GB or higher					
BID RESPONSE DOCUMENTS MAY BE E-MAILED TO BELOW ADDRESSES:					
Submission of proposals: Proposals must be emailed to Ms. Anathi Mbadla @ a.mbadla@sanbi.org.za and copy S.SCM-Quotations@sanbi.org.za					
Please state the Bid number as the reference number on the subject line when responding to the RFQ					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Anathi Mbadla		CONTACT PERSON	Refilwe Malatji	
TELEPHONE NUMBER	012 843 5085		TELEPHONE NUMBER	012 843 5144	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	A.Mbadla@sanbi.org.za		E-MAIL ADDRESS	R.Malatji@sanbi.org.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		TICK APPLICABLE BOX] ☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					

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

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

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

2. TAX COMPLIANCE REQUIREMENTS

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

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

SIGNATURE OF BIDDER:

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

DATE:

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of 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**

2.2.1 If so, furnish particulars:

.....
.....

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.

- 2.3 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.
- 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.

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.

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

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

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20	or	90/10
$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \text{ or } P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$		

Where

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

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20

or

90/10

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

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1. Categories of persons historically disadvantaged by unfair discrimination on the basis of race. 100% black ownership	10	

(Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof)		
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 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

THE APPOINTMENT OF A SERVICE PROVIDER FOR THE REFURBISHMENT OF SECURITY GUARD HOUSES FOR THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) AT THE PRETORIA NATIONAL BOTANICAL GARDEN (PNBG).

Terms of Reference

Quotation No: SANBI: Q9703/2023

PHYSICAL ADDRESS:

Pretoria National Botanical Garden

2 Cussonia Avenue

Brummeria

Pretoria

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CONTENTS	PAGES
<u>BACKGROUND</u>	13
<u>DESCRIPTION OF THE SERVICES</u>	13
<u>SCOPE OF WORK</u>	13
<u>4.1 PRICING</u>	15
<u>OPERATING HOURS</u>	16
<u>BIDDING REQUIREMENTS</u>	16
<u>6.1 ADDITIONAL DOCUMENTATION</u>	17
<u>EVALUATION CRITERIA</u>	17
<u>7.1 EVALUATION AND AWARDING</u>	20
<u>OPERATING HOURS</u>	20
<u>GENERAL INFORMATION</u>	20
<u>10.1 GENERAL HEALTH AND SAFETY REQUIREMENTS</u>	21
<u>10.2 WASTE MANAGEMENT PLAN</u>	22
<u>10.3 FIRE PROTECTION EQUIPMENT</u>	22
<u>COMPULSORY SITE BRIEFING</u>	22
<u>PROPOSAL SUBMISSIONS</u>	22

1. BACKGROUND

PNBG is one of the thirteen (13) National Botanical Gardens managed by SANBI. The main purpose of SANBI is to conserve and promote biodiversity conservation across South Africa and to champion sustainable use of biodiversity. The Garden is surrounded by urban development that offers a much-needed outdoor experience and wildlife in the eastern suburbs of Pretoria. The ridge runs through the garden, natural grassland and large lawned areas containing theme gardens of indigenous plants that offer a habitat for indigenous species.

The Garden, located in the suburb of Brummeria in east of Tshwane, was established in 1946 after the University of Pretoria's experimental farm and private properties were acquired by the Department of Agriculture. The garden was formerly a research facility under the management of the Botanical Research Institute, which dates to 1903. The PNBG opened to the public in 1984.

SANBI is seeking to appoint a suitably qualified Service Provider for the refurbishments of three (3) existing security guard houses at the Boom gate, Visitors gates and Stanza Bopape at the PNBG.

2. DESCRIPTION OF THE SERVICES

SANBI requires the services of a suitably qualified Service Provider for the refurbishments of three (3) existing security guard houses at the Boom gate, Visitors gates and Stanza Bopape for SANBI, at the PNBG.

3. SCOPE OF WORK

We have three (3) existing security guard houses stationed at the Boom gate, Visitors and Stanza Bopape gates that needs renovations and must be done according to required specifications. The appointed Service Provider shall supply and install the floor tiles, and **only** supply SANBI with other requested items for the PNBG.

The scope of work includes the following:

Visitors Gate

- Removal of existing damaged floor tiles (1.99m x 2.05m).

- Surface preparation, supply and installation of similar floor tiles – see *figure 1* (5.06m² inclusive of 10% wastage).



Fig. 1: Existing internal floor tiles



Fig. 2: External view of guard house

Stanza Bopape Gate

Internal:

- Removal of existing damaged floor tiles (1.96m x 2.01m).
- Surface preparation and installation of similar tiles - see *figure 4* (4.33m² inclusive of 10% wastage).

External:

- Removal of existing damaged patio tiles (1m x 1.85m).
- Surface preparation and installation of similar tiles see *figure 4* (2.04m² inclusive of 10% wastage).



Fig. 3: External view of guard house



Fig. 4: Existing internal and external tiles

Boom Gate

- Removal of existing damaged floor tiles (1.99m x 2.05m).

- Surface preparation, supply and installation of similar floor tiles – see figure 1 (4.49m² inclusive of 10% wastage).



Fig. 5: External view of guard house

Additional items requested:

- Supply white PVA Dulux ceiling paint, approximately 8 litres to match existing.
- Supply broken white Dura 100 Lowsheen paint for internal walls, approximately 30 litres to match existing.
- Supply heritage green paint for three (3) standard doors, approximately 5 litres needed to match existing.
- Supply 3 x stainless steel window handles.

4.1 PRICING

Provided quotations will be evaluated against the project costing to ensure competitive fair pricing practice has been applied and over pricing is counter managed. If the price is unfairly quoted (overpriced) the bid will be cancelled and redone to ensure fair pricing in alignment with cost containment and financial management practices.

- I. The quoted prices are to be fixed and valid for 60 days after the closing of the bid.
- II. The quotation provided must be broken down as per specification and priced as per specification.
- III. All costs must be described, and no hidden costs are to be left unexplained in the quote. The quote is to include all hidden costs, e.g., delivery, installation, transport, labour, VAT, etc
- IV. The provided grand total is regarded as the final quoted price.

ITEM	DIMENSIONS/UNIT	PRICE EXC. VAT	PRICE INC. VAT
------	-----------------	----------------	----------------

Tiles and Installation	15.92m ²		
Paint supply (wall)	30 litres		
Paint supply (ceiling)	8 litres		
Paint supply (doors)	5 litres		
Window handles	3		
Total		R	R

5. OPERATING HOURS

The appointed Service Provider will be required to provide services within the set time of the project, operating hours will be those that are set by the garden which are from 08:00 to 16:30. No works/services will be permitted after 17:00.

6. BIDDING REQUIREMENTS

Potential Service Provider must comply with all relevant government legislations relevant to the industry in which they operate, as well as SANBI's terms and conditions including the service level agreement.

Mandatory documentation to be submitted (Service Providers that fail to submit documents indicated as compulsory will be disqualified):

- Completion and submission of all Bid Documents and Pricing Schedules: SBD Form 1, 4, 6.1
- It is estimated that tenderers should have a CIDB contractor grading designation of Level 1 GB or higher – Compulsory.
- A copy of the Central Suppliers Database (CSD) registration report.
- Proof of Liability Insurance Cover for the company.
- 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.
- Quotations must include cost break down of all the specifications and price must be VAT inclusive.
- The bidder must submit an originally certified and signed contractor's certificate issued in the name of the enterprise/company, by the department of labour - Compulsory

All documents submitted in response to this Request for Quote (RQF) must be written in English and will not be returned to applicants. Proposals submitted after stipulated closing date and time will not be accepted.

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

6.1 ADDITIONAL DOCUMENTATION

Each RFQ document should also include the following documentation. Failure to submit these documents will not result in disqualification, however, the information contained in them is required for evaluation purposes:

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

7. EVALUATION CRITERIA

In accordance with the National Treasury Instruction Note on the Amended Guidelines in Respect of Bids that include Functionality as a Criterion for Evaluation (issued 3 September 2010), this bid will be evaluated in two stages:

PHASE 1

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

Capability Evaluation Criteria		Weight
Provide detailed project plan, on all deliverables and activities to complete the project (USE SCOPE OF WORKS AS REFERAL)		30
Sub-Criteria	Points	
Detailed methodology approach and best timelines to complete the project	30	

Detailed methodology approach and timelines not detailed	20	
Detailed methodology but no times lines realistic to the project	10	
Company information and Profile		20
(a) Brief overview of the company with an indication of its expertise to the Scope work. Core business must be construction of building or refurbishment of buildings.		
Sub- Criteria	Points	
More than five (5) years’ relevant experience	20	
More than three (3) to Four (4) years’ relevant experience	15	
One (1) to two (2) years’ relevant experience	10	
Less than one (1) year relevant experience	5	
Personnel - Capacity & Experience		20
Sub - Criteria	Points	
CV with 5 + years’ experience - 2 personnel	20	
CV with 3 + years’ experience - 2 personnel	10	
CV with 1 year experience - 2 personnel	5	
Track record		30
At least three contactable references for current or recent clients, within the last five years. (Construction related – refurbishments and/or building)		
Sub Criteria	Points	
3 reference letters	30	
2 reference letters	20	
1 reference letters	10	
TOTAL		100

PHASE 2

Organisational Procurement goals and Pricing

In accordance with stipulated guidelines provided by National Treasury and that SANBI as an organ of the state is required to comply with section 10 (b) of the B-BBEE Act and to implement

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

Specific Goal	Total Points
Categories of persons historically disadvantaged by unfair discrimination on the basis of race. (Information will be verified on CSD report. Points will be allocated based on the percentage of ownership per goal) Black ownership = 10 points	(10)
Categories of persons historically disadvantaged by unfair discrimination on the basis of gender. (Information will be verified on CSD report. Points will be allocated based on the percentage of ownership per goal) Female ownership = 5 points	(10)
TOTAL	20

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

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

7.1 EVALUATION AND AWARDING

The successful bidder will be appointed by the issuing of an appointment letter. Once the appointment letter is signed and offer has been accepted, an official purchase order will be issued.

8. OPERATING HOURS

The appointed Service Provider will be required to provide services within the set time of the project, operating hours will be those that are set by the garden which are from 08:00 to 16:30. No works/services will be permitted after 17:00.

9. 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.

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 this quotation process.

9.1 GENERAL HEALTH AND SAFETY REQUIREMENTS

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

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

The Contractor shall:

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

9.2 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.

9.3 FIRE PROTECTION EQUIPMENT

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

10. COMPULSORY SITE BRIEFING

Compulsory site briefing for this quotation will be held on 21 September 2023 at 11:00AM at the Pretoria National Botanical Garden at African Pride parking lot.

Physical address:

Pretoria National Botanical Garden

2 Cussonia Avenue, Brummeria, Pretoria, 0001

12. PROPOSAL SUBMISSIONS

For Technical queries please contact Ms Refilwe Malatji, Garden Manager: Pretoria National Botanical Garden, at 012 843 5000/5144 or at the following email address: R.Malatji@sanbi.org.za

Submission of proposals must be emailed to A.Mbadla@sanbi.org.za and copy S.SCM-Quotations@sanbi.org.za.

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

CLOSING DATE FOR SUBMISSIONS: 27 SEPTEMBER 2023 @ 11:00AM