

SBD1

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
BID NUMBER:	Q9528-2023	CLOSING DATE:	23 October 2023	CLOSING TIME:	11:00
DESCRIPTION	THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) REQUIRES TO APPOINT A SERVICE PROVIDER FOR OCCUPATIONAL HEALTH AND SAFETY, HEALTH MEDICALS, BLOOD SCREEN TESTING AND GENERAL TRAINING FOR STAFF MEMBERS OF THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) AT THE PRETORIA NATIONAL BOTANICAL GARDEN (PNBG) FOR A PERIOD OF FIVE (5) YEARS.				
NON-COMPULSORY SITE BRIEFING:					
Submission of proposals: proposals must be emailed to S.SCM-Quotations@sanbi.org.za with a copy to Ms. Zozi at S.Zozi@sanbi.org.za and Ms. Nkomombini at s.nkomombini@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	Siphokazi Zozi		CONTACT PERSON	Mr. Mothei Seroalo	
TELEPHONE NUMBER	012 843 5292		TELEPHONE NUMBER	012 843 5077	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	S.Zozi@sanbi.org.za		E-MAIL ADDRESS	M.Seroalo@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:

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- 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:

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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.

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.

Full Name	Identity Number	Name of institution	State

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;

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- 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.

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

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.

CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature Date

.....
Position Name of bidder

SBD 6.1

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.

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- 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,

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- calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

- Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

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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

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table below.

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1. Categories of persons historically disadvantaged by unfair discrimination on the basis of race. 100% black ownership (Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof)	10	
2. Categories of persons historically disadvantaged by unfair discrimination on the basis of gender. 100 % female ownership (Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof)	10	

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company _____ registration _____ number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering process;

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- (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

TO APPOINT A SERVICE PROVIDER FOR A TERM CONTRACT FOR OCCUPATIONAL HEALTH AND SAFETY, HEALTH MEDICALS, BLOOD SCREEN TESTING AND GENERAL TRAINING FOR STAFF MEMBERS OF THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) AT THE PRETORIA NATIONAL BOTANICAL GARDEN (PNBG) FOR A PERIOD OF FIVE (5) YEARS.

Quotation No: Q9528 2023

PHYSICAL ADDRESS:

Pretoria National Botanical Garden
2 Cussonia Avenue
Brumeria
Pretoria
0001

POSTAL ADDRESS:

Private Bag X 101
Silverton
Gauteng
0184

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1. BACKGROUND

PNBG is one of the 13 National Botanical Gardens managed by SANBI. The main purpose of SANBI is to conserve and promote biodiversity across South Africa and to champion the sustainable use of this biodiversity. **The PNBG consist of Fifty (50) employees.**

SANBI is seeking to appoint a service provider for a term contract of Occupational Health and Safety, Health Medicals, Blood Screen Testing and General Training for staff members based at the PNBG for five (5) years. This is in line with the Occupational Health and Safety Act (OHSA) 85 of 1993.

2. INVITATION TO QUOTE

Service Provider (s) are hereby invited to submit quotations for term contract of Occupational Health Medicals, Blood Screen Testing and OHS General Training for the staff members of SANBI based at the PNBG for five (5) years. The quotation process will be coordinated by SANBI's Supply Chain Management (SCM) Directorate at the following address:

Deputy Director: Supply Chain Management
South African National Biodiversity Institute (SANBI)
Private Bag X 101
Silverton
0184

3. DESCRIPTION OF THE SERVICES:

SANBI requires the services of a suitably qualified service provider for Occupational Health and Safety, Health Medicals, Blood Screen Testing and General training for its staff members based at the PNBG according to the OHSA 85 of 1993.

The service provider and its officials providing the services should be registered with the relevant statutory body and certified to provide the requested services.

4. SCOPE OF WORK

4.1 OCCUPATIONAL HEALTH AND SAFETY MEDICALS

Occupational medicals must track important statistics of SANBI's employees to prevent and treat work-related injuries or illnesses caused by occupational hazards. Health practitioners rendering the services must be qualified doctors or nurses who specialise in occupational medicine, providing services at SANBI's facilities or alternatively at the client's premises only upon mutual agreement. The service provider should be able to travel for on-site medicals.

The awarded service provider officials must deliver Occupational Health and Safety advice on matters concerning employees' work roles and working environment, including issues involving their health. Alongside comprehensive Occupational Medical examination of the workers. Occupational Medicals are **required across all employment sectors**.

All precautions are carried out to ensure the fitness and general health of SANBI's staff members is up to standard, and important information is obtained and stored. Information includes Occupational History, Medical History, Health Risk and

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Physical Exam (**Body Mass Index (BMI), Blood pressure, Heart rate, Urine test, Blood glucose, Eye and ear examination, Systematic head to toe examination, Strength, Range of motion and balance, Vision screening, Heart, and lung auscultation**).

Risk Assessment Tests Conducted:

Electrocardiogram (ECG)	Drug Testing	Hearing Test
Chest X-Ray	Lung Function	Biological Monitoring
Heat or Cold Tolerance	Working at heights	Psychologic Questionnaire

After examinations the medical team must provide a certificate for the employee that will clarify whether the worker is: (A) Fit for the job assigned with no restrictions, (B) Fit for the job assigned with certain restrictions or conditions and (C) unfit for the job and therefore needs to be reassigned to another job if applicable.

NB: Must be registered with the **South African Nursing Council (SANC) and **Health Professions Council of South Africa (HPCSA)**.**

4.2 BLOOD TESTING

Entry, Annual, Exit and Red Blood, Serum, Electrolytes, Creatinine, Liver Function and Full Blood Count Blood Test Examinations:

Electrolytes	Creatinine	Liver Function	Full Blood Count
Sodium	Estimated glomerular	Bilirubin Total	Haemoglobin

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	filtration rate. (CKD-EPI)		
Potassium		Bilirubin Conjugated	Red Cell Count
Chloride		Bilirubin Unconjugated	Haematocrit
Total CO ₂		Alkaline Phosphate	MVC
Anion Gap		Gamma GT	MCH
		ALT	MCHC
		AST	RDW
		Total Protein	White Cell Count
		Albumin	Neutrophils Abs
		Globulin	Lymphocytes Abs
			Monocytes Abs
			Eosinophils Abs
			Basophils Abs
			Immature Granulocytes Abs
			Normoblast
			Neut: Lymph ratio
			Platelet Count
			FBC Comment

- Normochromic, Normocytic anaemia present.
- Neutrophils and lymphocytes appear morphologically normal.

NB: Must be registered with the **South African Nursing Council (SANC) and **Health Professions Council of South Africa (HPCSA)**.**

4.3 OCCUPATIONAL HEALTH AND SAFETY GENERAL TRAINING

TRAINING	DESCRIPTION OF SERVICES
First Aid Level: 1, 2 & 3	NQF Level:1 Credits: 5 Skills: Perform basic life support and first aid procedures. First Aid Level 1 training course content includes principles of the following incidents: • Choking • Wounds • Bleeding Artificial Respiration • One man CPR • Shock • Fainting and Unconsciousness • Fractures • Burns • Head and Spinal injuries • Basic Anatomy
Safety rep duties & responsibilities	NQF Level: 2 Credits: 3 Skills: Occupational Health and Safety representative duties and responsibilities.

	Training should enable employee to understand and demonstrate through the safety, health, and environmental program. Training course includes: • Conducting internal health and safety audits. Identifying potential hazards, risks and dangers • Investigating incidents and making recommendations towards health and safety • Conducting inspections and attend health and safety committee meetings/investigation or formal inquiries • Reviewing the effectiveness of health and safety measures • Inspect any document relating to health and safety matters • Accompanying an inspector and/or be accompanied by a technical advisor if approved by the employer.
Basic fire fighting	NQF Level: 1 Credits: 3 Skills: Applying firefighting techniques. Training should enable the employee to identify various types of fires and provide information about fire prevention and protection. Content includes: • Identifying different types of fire • Explain and practice fire prevention and protection

	• Operate basic firefighting and safety equipment • Perform basic firefighting procedures • Prepare for an emergency • Identify problems that may cause fires and hamper fire control
Chemical operator applicator training	NQF Level: 1 Credits: 3 Skills: Applying chemical applications techniques. Training should enable employees to identify types of weeds and provide information about weed control and eradication. After training, employees should be able to: • Prepare for chemical weed control • Apply chemical weeds • Practice safe working procedures when using agrochemicals • Maintain equipment
Emergency evacuation co-ordination	NQF Level: 2 Credits: 3 Skills: Evacuation planning course. Planning course includes: • Introduction and legal requirements for evacuation and planning • Evacuation floor plans • Key evacuation personnel roles and responsibilities • First and second stage evacuation procedures • Specific emergencies and responses

	• Dealing with emergency services • Emergency carry methods and anything significant in the process NB: Includes the employee and emergency preparedness, including response procedure courses on top of what is already covered above (Terminology, methods, functions, signs, alarms, procedures, comprehension and communication).
Stacking & storage supervision	NQF Level: 1 Credits: 2 Skills: Stacking and Storage content. Course should cover legal requirements, safety working systems, stacking procedures, stacking of different types of goods, workplace hazard, safety inspections and fire safety. Training should enable the employee to understand and demonstrate through safety, health and environmental program when stacking and storage is undertaken. Course covers: • Base of stack must be level and placed on a surface that will support the total weight of stack • Materials stacked upon each other must be similar in size and shape • Heavier materials must be stacked at the bottom and lighter items towards the top of the stack

	• Stacks should be stopped immediately where danger of collapsing is detected • When de-stacking, remove materials to interlock with each other to improve stability • Precautions must be taken where there is a danger to people or vehicles with a stack
Accident & incident investigation training	NQF Level: 3 Credits: 5 Skills: Investigate workplace incidents. Training course should enable employees to understand the basics of conducting a root cause analysis investigation. Content includes: • Introduction to Unit Standard/Accident investigation • Summary of the Act • Who investigates, and including preparing of investigations • Gathering and identifying facts • Examples of key facts • Incident analysis • What causes accidents/Underlying causes of accidents • How to record investigations and writing a report • Estimating costs and case studies • COIDA WCL Form 1 and Form 2
Occupational Health and Safety	NQF Level: 4 Credits: 4

Supervisor responsibilities training	Skills: Focused on the health and safety rights and responsibilities of workers, supervisors and employers. Understanding of concepts and principles in health and safety management in the supervisor role. Training content includes the following: • Understanding the concept of the Occupational Health and Safety act, including the role and functions of section 8 (2) (i) Supervisor • Explain why it is important to manage health and safety in the workplace • Understand what incidents and accidents are, and the basic concepts related to this kind of investigations • Explain the different types of control measures used in the workplace to manage risks safety • Describe the basic health and safety monitoring activities
HIRA (Risk Assessment)	NQF Level: 2 Credits: 2 Skills: Explaining the legal and specified requirements for conducting a continuous risk assessment, prepare and conduct a continuous risk assessment and initiate remedial action and follow up on continuous health and safety risk assessment. Training course includes and not limited to: • Explanation of the consequences of non-compliance to the procedures for initiating remedial

	action and follow-up on continuous risk assessment • Fostering teamwork and avoiding conflict during risk assessment • Assessing and evaluating various physical and environmental conditions which could exist • Tools regarded as fit for purpose when conducting risk assessment
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4.4 Pricing

Item	Dimension/ unit	Year 1 (Rand value Vat Inclusive)	Year 2 (Rand value Vat Inclusive)	Year 3 (Rand value Vat Inclusive)	Year 4 (Rand value Vat Inclusive)	Year 5 (Rand value Vat Inclusive)
Risk assessment Test Full Medical assessment	Per person					
Blood testing	Per person					
First Aid Level: 1,2,3	Per person					
Safety rep duties & responsibilities	Per person					
Basic fire fighting	Per person					
Chemical operator	Per person					

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applicator training						
Emergency evacuation co-ordination	Per person					
Stacking & storage supervision	Per person					
Accident & incident investigation training	Per person					
Occupational Health and Safety Supervisor responsibilities training	Per person					
Risk Assessment	Per person					
Total						

NB: When quotation is outsourced service providers will be requested to indicate travelling costs, as trainings will be conducted at SANBI premises. And rates should not exceed rates stipulated by Department of Transport.

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.

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6. BIDDING REQUIREMENTS

The 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.

- Valid Tax Clearance Certificate.
- SBD Form 1,4 and 6.1
- The equity status of the interested party per the attached form SBD 6.1.
- A copy of the Central Suppliers Database (CSD) registration report.
- Must be registered with the Health Professionals Council of SA (HPCSA).
- Must be registered with South African Nursing Council (SANC).
- A certified copy of Liability Insurance Cover for the company and the amount available per claim.
- Registration with the Health and Welfare Sector Education and Training Authority (HWSETA) to provide training services and required NQF certification (Proof of registration will be required).
- The Service Provider's official(s) providing the training must be registered and certified as a facilitator, assessor or moderator with the Health and Welfare Sector Education and Training Authority (HWSETA) to provide training and NQF assessments.

All documents submitted in response to this Request for Quote (RFQ) must be written in English and will not be returned to applicants.

STATUTORY OBLIGATIONS

Case reporting:

Should an employee be found to be suffering from an occupational disease, it is required that the attending practitioner (nurse/doctor) notify the employee directly,

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the employer and the local office of the Department of Labour (as prescribed by Section 25) in the Occupational Health and Safety Act.

Statutory reporting requires the completion of numerous documents and a thorough understanding of the statutory mechanisms that govern these submissions. It is strongly advised that an Occupational Medical Practitioner with the necessary experience is contracted for this component of the programme.

Case submission:

This comprises further data collection to satisfy the requirements of the Workmen's Compensation Commissioner, and the submission of a claim. This includes the completion of the following documents as a minimum:

- Employer's Report of an Occupational Disease" (WCI 1(e)), by the service provider
- First Medical Report of an Occupational Disease" (WCI 22), by the attending medical doctor
- Notification of an Occupational Disease" (WCI 14), by the employee with help from the company.

7. EVALUATION CRITERIA

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:	40

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Sub-criteria	Point
More than nine (9) years relevant experience	40
Six (6) to Nine (9) years relevant experience	35
Five (5)-Six (6) years relevant experience	20
Four (4) to five (5) years relevant experience	15
Three (3) to four (4) years relevant experience	10
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).		40						
Sub -criteria	Points							
Three (3) relevant reference letters or more with requested supporting documents	40							
Between two (2) relevant reference letters with requested supporting documents	30							
Between one (1) relevant reference letters with requested supporting documents	15							
No submission	0							
Qualification and experience (CV) of personnel: Occupational Health Medicals, Blood Screen Testing and OHS General Training Qualification a. Level of expertise and qualification of personnel that will be directly engaged in execution of the project including the main construction personnel.		20						
<table><tr><td>Sub-criteria</td><td>points</td></tr><tr><td>More than six (6) years' experience</td><td>20</td></tr><tr><td>Between five (5) and six (6) years' experience</td><td>10</td></tr></table>		Sub-criteria	points	More than six (6) years' experience	20	Between five (5) and six (6) years' experience	10	
Sub-criteria	points							
More than six (6) years' experience	20							
Between five (5) and six (6) years' experience	10							

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		
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.

8. SANBI SPECIFIC GOALS

Specific Goal	Total Points
1. Categories of persons historically disadvantaged by unfair discrimination based on 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)

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2. Categories of persons historically disadvantaged by unfair discrimination based on 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

- Quotations must include cost breakdown of all the specifications and the price must be VAT inclusive.

9. CONTRACTUAL REQUIREMENTS

A contractual agreement will be drafted by SANBI and must be signed by both parties prior to commencing the work. SANBI will draw up a Service Level Agreement (SLA) for monitoring and compliance purposes. The SLA will be monitored through compliance meetings which will be held monthly until the completion of the project. The Service Provider will also meet the designated SANBI representative as and when it deems necessary.

10. 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.

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

11. COMPULSORY SITE BRIEFING

Non-compulsory briefing session

12. PROPOSAL SUBMISSIONS

For Technical queries please contact Mr Mothei Seroalo, Email: M.Seroalo@sanbi.org.za

Alternatively, 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 SANBI SCM at S.SCM-Quotations@sanbi.org.za with a copy of Ms S. Zozi at S.Zozi@sanbi.org.za

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

CLOSING DATE FOR SUBMISSIONS: 23 October 2023.

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