

**PART A  
INVITATION TO BID**

|                                                                                                                                                                                                                                                            |                                                                                    |               |                                                                          |                                                                                                      |                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|---------------|--------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)</b>                                                                                                                                               |                                                                                    |               |                                                                          |                                                                                                      |                                                          |
| RFQ NUMBER:                                                                                                                                                                                                                                                | Q10319/2023                                                                        | CLOSING DATE: | 07 March 2024                                                            | CLOSING TIME:                                                                                        | 11H00am                                                  |
| <b>DESCRIPTION</b>                                                                                                                                                                                                                                         |                                                                                    |               |                                                                          |                                                                                                      |                                                          |
| THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) REQUIRES RENTAL OFFICE SPACE FOR A TEAM (4 STAFF) FROM THE BIODIVERSITY, RESEARCH ASSESSMENT AND MONITORING (BRAM) DIVISION IN EAST LONDON, EASTERN CAPE. (1 April 2024 – 31 March 2026) 2 years |                                                                                    |               |                                                                          |                                                                                                      |                                                          |
| <b>BID RESPONSE DOCUMENTS MAY BE E-MAILED TO BELOW ADDRESSES:</b>                                                                                                                                                                                          |                                                                                    |               |                                                                          |                                                                                                      |                                                          |
| Submission of proposals: Proposals must be emailed to <b>Ms. Ripfumelo Fumani @ <a href="mailto:r.fumani@sanbi.org.za">r.fumani@sanbi.org.za</a></b> and copy <b>S.SCM-Quotations@sanbi.org.za</b>                                                         |                                                                                    |               |                                                                          |                                                                                                      |                                                          |
| <b>Please state the Bid number as the reference number on the subject line when responding to the RFQ</b>                                                                                                                                                  |                                                                                    |               |                                                                          |                                                                                                      |                                                          |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>                                                                                                                                                                                                      |                                                                                    |               | <b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>                           |                                                                                                      |                                                          |
| CONTACT PERSON                                                                                                                                                                                                                                             | Ripfumelo Fumani                                                                   |               | CONTACT PERSON                                                           | Menzi Nxumalo                                                                                        |                                                          |
| TELEPHONE NUMBER                                                                                                                                                                                                                                           | 012 843 5035                                                                       |               | TELEPHONE NUMBER                                                         | 078 188 7844                                                                                         |                                                          |
| FACSIMILE NUMBER                                                                                                                                                                                                                                           | N/A                                                                                |               | FACSIMILE NUMBER                                                         | N/A                                                                                                  |                                                          |
| E-MAIL ADDRESS                                                                                                                                                                                                                                             | <a href="mailto:r.fumani@sanbi.org.za">r.fumani@sanbi.org.za</a>                   |               | E-MAIL ADDRESS                                                           | <a href="mailto:m.nxumalo@sanbi.org.za">m.nxumalo@sanbi.org.za</a>                                   |                                                          |
| <b>SUPPLIER INFORMATION</b>                                                                                                                                                                                                                                |                                                                                    |               |                                                                          |                                                                                                      |                                                          |
| 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>B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE</b>                                                                                                                                                                                                        | <b>TICK APPLICABLE BOX</b>                                                         |               | <b>B-BBEE STATUS LEVEL SWORN AFFIDAVIT</b>                               |                                                                                                      | <b>TICK APPLICABLE BOX</b>                               |
|                                                                                                                                                                                                                                                            | <input type="checkbox"/> Yes <input type="checkbox"/> No                           |               |                                                                          |                                                                                                      | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]1</b>                                                                                     |                                                                                    |               |                                                                          |                                                                                                      |                                                          |
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?                                                                                                                                                              | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES ENCLOSE PROOF] |               | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES, ANSWER THE QUESTIONNAIRE BELOW] |                                                          |
| <b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>                                                                                                                                                                                                          |                                                                                    |               |                                                                          |                                                                                                      |                                                          |
| IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?                                                                                                                                                                                            |                                                                                    |               | <input type="checkbox"/> YES <input type="checkbox"/> NO                 |                                                                                                      |                                                          |
| DOES THE ENTITY HAVE A BRANCH IN THE RSA?                                                                                                                                                                                                                  |                                                                                    |               | <input type="checkbox"/> YES <input type="checkbox"/> NO                 |                                                                                                      |                                                          |
| DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?                                                                                                                                                                                                 |                                                                                    |               | <input type="checkbox"/> YES <input type="checkbox"/> 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](http://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 interest<sup>1</sup> 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:

.....  
.....

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:

<sup>1</sup> 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.

### 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 consortium<sup>2</sup> 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 CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
 Signature

.....  
 Date

.....  
 Position

.....  
 Name of bidder

<sup>2</sup> 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.

## **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:

|                                                  | <b>POINTS</b> |
|--------------------------------------------------|---------------|
| <b>PRICE</b>                                     | <b>80</b>     |
| <b>SPECIFIC GOALS</b>                            | <b>20</b>     |
| <b>Total points for Price and SPECIFIC GOALS</b> | <b>100</b>    |

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:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)} \end{array}$$

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:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)} \end{array}$$

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<br>(80/20 system)<br>(To be completed by the organ of state) | Number of points claimed (80/20 system)<br>(To be completed by the tenderer) |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| <p>1. Categories of persons historically disadvantaged by unfair discrimination on the basis of race.</p> <p>100% black ownership</p> <p>(Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof )</p>    | 10                                                                                      |                                                                              |
| <p>2. Categories of persons historically disadvantaged by unfair discrimination on the basis of gender.</p> <p>100 % female ownership</p> <p>(Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof)</p> | 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:  
Provision of Rental Office Space  
for 4 BRAM Staff (1 April 2024 – 31 March 2026)**

**Quotation number: Q10319/2023**

**1. BACKGROUND**

The South African National Biodiversity Institute (SANBI) requires rental office space for a team (4 staff) from the Biodiversity, Research Assessment and Monitoring (BRAM) Division in East London, Eastern Cape.

**2. INVITATION TO QUOTATION**

Quotations are hereby invited for the provision of rental office space for 4 staff for a period of two years, from 1 April 2024 until 31 March 2026. The process will be co-ordinated by the SANBI's Supply Chain Management (SCM) Directorate.

**3. QUOTATION SPECIFICATION**

The service provider is required to provide a quotation for rental office space with secured and safe parking facilities, and other specifications as listed under Section 12.

**4. PRICING**

Use Annexure A to give a **specific pricing breakdown** for 2 years.

**5. COMPLIANCE**

Both the Service Provider and the SANBI will draw up an office rental lease agreement for monitoring and compliance purposes.

**6. RESPONSIBILITIES**

**6.1 The Service Provider will take responsibility for the following:**

- Responsible for adhering to municipal regulations.

**6.2. SANBI reserves the right:**

- a) To verify any information supplied in quotation documents, Offices will be viewed during the evaluation process
- b) Not to appoint any Service Provider;
- c) To cancel or withdraw this RFQ at any time without attracting any penalties or liabilities;
- d) To have the final say in the appointment and this will be binding;
- e) 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?
- f) To disqualify potential Service Providers who may attempt to bribe or influence any person employed by SANBI during the course of this quotation process.

## LIST OF REQUIRED DOCUMENTS

Quotes must accompany the following documentation (Failure to submit this required documentation will lead to disqualification):

- 1) A copy of the company Central Supplier Database (CSD) registration report.
- 2) Proof of public liability
- 3) Duly completed and signed SBD forms.

## SPECIFICATIONS

| Description                                                        | Quantity                                                                                                                                                                                                                        |
|--------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Office space                                                       | Must accommodate 4 work stations (at least 2 to 4 individual offices), and open plan office arrangement.<br>Airconditioned<br>Natural light and ventilation<br>Non-slip floor coverings – carpeted or non-slip tiles throughout |
| Kitchen with built-in cupboards and sink                           | 1                                                                                                                                                                                                                               |
| Clean toilets                                                      | 1                                                                                                                                                                                                                               |
| Safe overnight off-street parking for SANBI official vehicles      | Close proximity of parking area to building entrance for easy off-loading of heavy field equipment.                                                                                                                             |
| Safe off-street day parking for staff and visitors                 | 5                                                                                                                                                                                                                               |
| Location                                                           | Preferred location is Vincent, and close proximity to public transport.                                                                                                                                                         |
| Good security                                                      | Fenced or walled property.<br>Fitted alarm system.<br>24hr security patrol                                                                                                                                                      |
| Technology & communication                                         | IT infrastructure in place for telephone and internet installation and usage.                                                                                                                                                   |
| Building complies with municipal and Health and Safety regulations | Adequate number of fire extinguishers<br>Fire hose<br>All relevant certifications in place                                                                                                                                      |

## 13. EVALUATION CRITERIA

A two-phase evaluation process will be followed.

- The first phase, Technical Proposal, includes functionality and experience relevant to the nature of the project.

- The functionality evaluation will be based on the criteria as listed in ‘Stage 1 – Functionality Evaluation Criteria’.
- Pricing Proposals will only be considered after functionality phase has been evaluated and accepted. Only proposals that achieved a minimum qualification score for functionality will be evaluated further using the preference points system.

| FUNCTIONALITY CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | POINTS |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| <p><b>LOCATION:</b><br/>           Must be located in Vincent with close proximity to public transport</p> <p>Please supply:</p> <ul style="list-style-type: none"> <li>• Physical address</li> <li>• List of key activities in neighbouring properties/vicinity (e.g. other businesses, private residences, etc).</li> </ul><br><ul style="list-style-type: none"> <li>• Vincent park area {located within the 5 km} = 20</li> <li>• Vincent park area {located within the 10 km} = 10</li> <li>• Vincent park area {located within the 20 km} = 5</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 20     |
| <p><b>OFFICE SPACE SIZE and BREAKDOWN:</b></p> <p>The premises needs to be suitable for the intended use and be of appropriate size to accommodate the required number of workstations and other facilities. It should have natural light and ventilation, be air-conditioned, and have non-slip floor coverings.</p> <p>Please supply:</p> <ul style="list-style-type: none"> <li>• Office space layout plan with size dimensions</li> <li>• Written confirmation of office space meeting the specifications as stipulated below:</li> </ul> <p>Can accommodate 6 workstations with at least 2 to 4 individual offices, kitchen with built-in cupboards and sink, toilet, airconditioned and adequate floor covering.</p><br><ul style="list-style-type: none"> <li>• Detailed office layout, 6 workstations and a least 2 individual offices = 30</li> <li>• Detailed office layout, 6 workstations and at least 1 individual office = 15</li> <li>• Detailed office layout, 6 workstations and at least 0 individual office = 5</li> </ul> | 30     |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| <p><b>BUILDING COMPLIANCE WITH REGULATIONS:</b></p> <p>The building must comply with municipal and Health and Safety regulations e.g. have an adequate number of fire extinguishers on site, fire hose, etc.</p> <p>Please supply the following certifications of compliance:</p> <ul style="list-style-type: none"> <li>• Electrical COC</li> <li>• Electrical COC provided = 15</li> <li>• Electrical COC in process = 5</li> <li>• Electrical COC not provided = 0</li> </ul>                                                                                                                                                                                                                                                                                                                                                                      | 15         |
| <p><b>PARKING:</b></p> <p>Safe overnight secured parking for 2 official SANBI vehicles, safe and secured parking for 5 staff vehicles.</p> <ul style="list-style-type: none"> <li>• Parking plan provided, 5 vehicles = 20</li> <li>• Parking plan provided, 2 vehicles. = 10</li> <li>• Parking plan provided, 1 vehicle. = 5</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 20         |
| <p><b>SECURITY AND TELECOMMUNICATION INFRASTRUCTURE:</b></p> <p>Premises should be fenced/walled, and the building should have good security and infrastructure in place to facilitate commencement of work on occupation.</p> <p>Please supply:</p> <p>Property boundary fenced or walled, electronic gate for vehicles and intercom system for controlled access for visitors. Building has fitted alarm system, burglar guards on windows, and IT infrastructure in place for telephone and internet installation and usage</p> <ul style="list-style-type: none"> <li>• Security and telecommunication plan, access controlled, alarm, IT infrastructure = 15</li> <li>• Security and telecommunication plan, access controlled, alarm or IT infrastructure = 10</li> <li>• Security and telecommunication plan, access controlled = 5</li> </ul> | 15         |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>100</b> |

**NB:Service providers who fail to score a minimum of 70 points out of a possible 100 points on functionality will not be eligible for further consideration**

**The second stage – Price and Preference** The second stage will evaluate the price and preference points of those bids that meet the minimum threshold for functionality. In accordance with the Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy 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 on the bidder's specific goals.

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

## SPECIFIC GOAL

| 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) |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| <p>1. Categories of persons historically disadvantaged by unfair discrimination on the basis of race.</p> <p>100% black ownership<br/>           (Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof )</p>    | 10                                                                                |                                                                           |
| <p>2. Categories of persons historically disadvantaged by unfair discrimination on the basis of gender.</p> <p>100 % female ownership<br/>           (Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof)</p> | 10                                                                                |                                                                           |
| <b>Total</b>                                                                                                                                                                                                                                                                                          | <b>20</b>                                                                         |                                                                           |

**ANNEXURE A.  
PRICING SCHEDULE**

| <u>Office rental</u>         | Total Square meters | Rate/m <sup>2</sup> (VAT Excl.) | Monthly cost | Annual cost: Year 1 (12 months), from 1 April 2024 – 31 March 2025) | Annual cost: Year 2 (12 months), from 1 April 2025 – 31 March 2026) |
|------------------------------|---------------------|---------------------------------|--------------|---------------------------------------------------------------------|---------------------------------------------------------------------|
| Office size available        |                     |                                 |              |                                                                     |                                                                     |
| Costs for office rental      |                     |                                 | R            | R                                                                   | R                                                                   |
| Percentage escalation        |                     |                                 |              |                                                                     | %                                                                   |
| Total cost for office rental |                     |                                 |              |                                                                     |                                                                     |
|                              |                     |                                 | R            | R                                                                   | R                                                                   |

|                                 |  |  |   |   |   |
|---------------------------------|--|--|---|---|---|
| <u>Other costs:</u>             |  |  |   |   |   |
| Operating costs                 |  |  | R | R | R |
| Costs for office rental         |  |  | R | R | R |
| Breakdown of operating costs    |  |  |   |   |   |
| 1.                              |  |  | R | R | R |
| 2.                              |  |  |   |   |   |
| 3.                              |  |  |   |   |   |
| Total number of operating costs |  |  | R | R | R |

|                          |   |
|--------------------------|---|
| Tenant fit out allowance | R |
|--------------------------|---|

|                                         |          |
|-----------------------------------------|----------|
| Total for office rental for 23 months   | R        |
| Total for operating costs for 23 months | R        |
| Less the Tenant fit out allowance       | R        |
| Subtotal                                | R        |
| VAT                                     | R        |
| <b>TOTAL BID Price</b>                  | <b>R</b> |

Total bid offer in Rand Value: \_\_\_\_\_

Value Written in words: \_\_\_\_\_

Bidder Signature: \_\_\_\_\_

Pricing must be fixed for the duration of the contract.

## **SUBMISSION OF QUOTATIONS**

**Closing date for submission of quotes: 11h00am on 07 March 2024**

Proposals should be emailed to [S.SCM-Quotations@sanbi.org.za](mailto:S.SCM-Quotations@sanbi.org.za) with a copy to Ms. Ripfumelo Fumani [r.fumani@sanbi.org.za](mailto:r.fumani@sanbi.org.za)

For technical queries, please contact Mr Menzi Nxumalo at **078 188 7844** or at the following email address: [m.nxumalo@sanbi.org.za](mailto:m.nxumalo@sanbi.org.za)

**PLEASE NOTE: Emailed applications must not be larger than 8MB.**

**Consent form in terms of section 11 of the Protection of Personal Information Act No 4 of 2013 (POPIA)**

In order for the South African National Biodiversity Institute (SANBI) to consider the bidder's response to the RFQ / RFP to become a service provider of the SANBI, it will be necessary for the SANBI to process certain personal information which the service provider may share with SANBI for the purpose of the RFQ / RFP, including personal information, which may include special personal information (all hereafter referred to as "Personal Information")

The SANBI will process the Service Provider's Personal Information in accordance with the SANBI Privacy Policy.

*Access to your Personal Information and purpose specification*

Personal Information will be processed by SANBI for purposes of assessing the service provider's submission in relation to the RFQ / RFP i.e. the purposes of assessing current services required by the SANBI. We may also share the service provider's Personal Information with third parties, both within the Republic of South Africa and in other jurisdictions, including to carry out verification, background checks and Know Your Customer obligations in terms of the Financial Intelligence Centre Act, No. 38 of 2001 ("FICA"). In this regard, the service provider acknowledges that SANBI's authorised verification agent(s) and service providers will access Personal Information and conduct background screening.

*Consent*

By [ticking/clicking] "Yes" and signing below, you agree and voluntarily consent to the SANBI's processing of the service provider's Personal Information for the purposes of evaluating its RFQ / RFP submission, including to confirm and verify any information provided in the submission and service provider gives SANBI permission to do so. The service provider understands that it is free to withdraw its consent on written notice to SANBI and the service provider agrees that the Personal Information may be disclosed by the SANBI to third parties, including SANBI's affiliates, service providers and associates (some of which may be located outside of the Republic of South Africa). Please note that if you withdraw your consent at any stage, we may be unable to process your RFQ / RFP.

Yes ☐

No ☐

---

Supplier Name

---

Date

---

Signature

---

Authorised representative, who warrants that he/she is duly authorised.