

SBD1

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
RFQ NUMBER:	Q10238/2023	CLOSING DATE:	12 March 2024	CLOSING TIME:	11H00 am
APPOINTMENT OF SERVICE PROVIDER TO RENDER OCCUPATIONAL HYGIENE SURVEY FOR GARDENS AND DIVISIONS OF SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI)					
BID RESPONSE DOCUMENTS MAY BE E-MAILED TO BELOW ADDRESSES:					
Submission of proposals: Proposals must be emailed to Ms. K. Hlatshwayo@ K.hlatshwayo@sanbi.org.za and copy S.SCM-Quotations@sanbi.org.za					
Please state the Bid number as the reference number on the subject line when responding to the RFQ					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Khanyisile Hlatshwayo		CONTACT PERSON	Chulumanca Kgafela	
TELEPHONE NUMBER	(012)843-5336		TELEPHONE NUMBER	(012) 843- 5000	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	k.hlatshwayo@sanbi.org.za		E-MAIL ADDRESS	C.Kgafela@sanbi.org.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA

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

PART B

TERMS AND CONDITIONS FOR BIDDING

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

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

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

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

DATE:

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

employed by the state?

YES/NO

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

Full Name	Identity Number	Name of State institution

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

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

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

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

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

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

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

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

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

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

3.5 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

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

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20

or

90/10

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

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:

80/20

or

90/10

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Categories of persons historically disadvantaged by unfair discrimination on the basis of race. 100% black ownership (Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof)	10	
Categories of persons historically disadvantaged by unfair discrimination on the basis of gender. 100 % female ownership (Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof)	5	
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 because 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 because 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:	
	
	
	

**APPOINTMENT OF SERVICE PROVIDER TO RENDER OCCUPATIONAL HYGIENE
SURVEY FOR GARDENS AND DIVISIONS OF SOUTH AFRICAN NATIONAL
BIODIVERSITY INSTITUTE (SANBI)**

QUOTATION NUMBER: Q10238/2023

APPOINTMENT OF SERVICE PROVIDER TO RENDER OCCUPATIONAL HYGIENE SURVEY FOR GARDENS AND DIVISIONS OF SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI)

1. INTRODUCTION

The South African National Biodiversity Institute (SANBI) is an organization that leads and coordinates research, monitors, and reports on the state of biodiversity in South Africa.

2. BACKGROUND

SANBI is seeking to appoint a suitably qualified service provider to conduct Occupational Hygiene Surveys at seven (07) of its centers as per the requirement by Occupational Health and Safety Act, Act 85 of 1993 and its related Regulations.

Hazardous Chemical Agents Regulations, Hazardous Biological Agents Regulations, Lead Regulations, Ergonomics Regulations, Asbestos Regulations and Noise Induced Hearing Loss Regulations require that the workplaces where there is potential exposure to hazards posing a risk to the health of employees, the employer shall ensure measurement programs to identify, quantify and recommend means mitigate hazards and associated risks are carried out by an Approved Inspection Authority (AIA) at intervals not exceeding 24 months.

3. SCOPE OF WORK

An occupational hygiene survey is required in SANBI to establish compliance with the requirements of the Regulations of the Occupational Health and Safety Act, No.85 of 1993 that relates to lighting, noise, ventilation, heat stress and ergonomics, chemicals and to make recommendations where any non-compliances are identified.

3.1. SANBI Centres requiring service.

The bidder must be able to travel to or have a national footprint to provide service to all SANBI Centres mentioned below:

PROVINCE	TOWN	NAME OF THE CENTRE	SIZE
Eastern Cape	East London	Kwelera National Botanical Garden	X1 Office Block with 5 offices X1 Workshop
KwaZulu Natal	Durban	KwaZulu Natal Herbarium	X1 Office block Herbarium hall with x5 office cubicles
Limpopo	Mokopane	Mokopane National Zoological Garden	Garden Office- open plan Laundry room Staff Kitchen Ablution block Guest House

Northern Cape	Nieuwoudtville	Hantam National Botanical Garden	Admin Block Workshop
Western Cape	Betty's Bay	Harold Porter National Botanical Garden	Admin building with x6 offices. Workshop DMR store Kitchen Education hall Souvenir store Restaurant
	Worcester	Karoo Desert National Botanical Garden	Garden Admin Building with x5 offices. Boardroom Library Workshop DMR store Restaurant
	Kirstenbosch	Kirstenbosch National Botanical Garden	X 3 two story admin blocks X1 two story admin block with labs and herbarium Pearson Admin building with x2 annex buildings Garden Office with 2 annex office containers Herbicide store Flammable store Workshop Carpentry workshop Garden staff facilities Nursery Nursery staff facilities Drivers staff facilities X2 restaurants X1 coffee shop Old Mutual Hall Nursery store Painting store

3.2. Extent of the service

Service to be provided must include but not be limited to the following:

ITEM	DESCRIPTION
Hazardous Chemical Substance Monitoring Survey	Shall be carried out according to Hazardous: Chemical Substances Regulations • Chemical Risk Assessment • Personal Exposure chemical monitoring • Comparing chemical monitoring exposure results to legislation • Making recommendations
Hazardous Biological Agents Monitoring Survey	Shall be carried out according to Hazardous Biological Agents Regulations. • Hazardous Biological Agents Assessment • Personal Exposure monitoring • Making recommendations
Heat stress	Shall be carried out according to Environmental Regulations for Workplaces. • Externally imposed environmental heat • Internally generated metabolic heat • Exposure.
Noise Survey	Shall be carried out in accordance with Noise Induced Hearing Loss Regulations • Assess noise level on areas and activities with risk. • Determine noise zones. • Make recommendations for noise control. Noise dosimetry to be conducted on at least two (2) exposed personnel per Centre.
Ventilation	The survey shall be in accordance with the Environmental Regulations for Workplaces. • Ensure that adequate air changes are provided in all workplaces. • That the air breathed by employees do not endanger their health and well being • That the CO₂ levels do not exceed one half percent by volume of air over an 8-hour period. • That the CO₂ levels do not exceed three percent by volume of air at any stage Prescribed exposure limits of any airborne substances / contaminants are not exceeded Where specific ventilation systems are present, their effectiveness in controlling emissions must be evaluated.

Indoor Air Quality	• Provision of a continuous supply of fresh outside air. • Maintenance of temperature and humidity at comfortable levels. • Identification and measurement of air contaminants e.g., Carbon Dioxide, Carbon Monoxide, VOCs
Illumination	Shall be carried out in accordance with Environmental Regulations for Workplaces. • Measurements of all areas where employees carry out work. • Comparing the results to legislative requirements. • Identify reflections, glare, and contrast. • Making recommendations including those for improvement and maintenance.
Ergonomic Survey	To be conducted in accordance with Ergonomics Regulations. • Establish if the ergonomical design of the workstations, equipment, machinery, and tasks comply with Ergonomics Regulations requirements. • Exposure to vibrations
Comprehensive reports	On completion of the survey from each Centre, the bidder must provide a comprehensive report which includes amongst others: • The actual occupational exposure levels, comparative analysis of the actual vs. OEL - recommended limits, • The health implications of the occupational exposure, • Medical surveillance and biological monitoring requirements, compliance standards, • Recommend suitable control measures (both technical and administratively) and any other additional information deemed relevant for reporting. • Submit copies of calibration certificates equipment which will be used during the Survey e.g., Sound Level Meter, Lux Meter, Multi Indoor Air Quality Monitors, thermometer, humidity meter.

4. REQUIREMENTS FOR PROPOSALS

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

4.1. Mandatory documentation required: bidder not meeting requirements will be disqualified.

- SBD Forms (1,4 and 6.1) The standard Bidding Forms (included in the bid documentation) must be completed, signed and submitted with proposal.
- A copy of the Central Suppliers Database (CSD) registration report.

- Pricing details (see pricing schedule section 6).
- Official Quotation on the company letterhead.
- A valid Letter of Good Standing from the Compensation Commissioner as required by the Compensation for Occupational Injuries and Diseases Act (COIDA). The letter should be issued by the Department of Labour.

4.2. Additional Documentation: will be used for evaluation.

- Certificate of 17025 accreditation as an Inspection Body by SANAS.
- A valid Certificate of registration as an Approved Inspection Authority (AIA) issued by the Department of Labour.
- A company profile with a brief overview of the company with an indication of its expertise in Scope work.
- A list of similar projects undertaken on Occupational Hygiene Surveys. A minimum of five (5) signed letters of reference which include Occupational hygiene work done in the last five (5) years. The reference letter to be on the referee's letterhead, contact details, specify work done, the value and duration and completion date.
- Indicate capacity and relevant experience of key personnel who will be working on the project. Submit individual three (3) paged Curriculum Vitae (CV)
- A concise written summary of no more than five (5) pages that demonstrates the methodology and approach to be used for this project.
- Calibration Certificates or report or other suitable methods of recording the calibration and measurement data.

4.3. Requirements for the proposal

Service providers must submit a concise written proposal that addresses the scope of work and the above requirements and deliverables.

The following information needs to be included in the proposal:

- A comprehensive description of the proposed approach, methodology and deliverables.
- Implementation team capability and availability.
- Project schedule, including aspects of work to be undertaken and associated milestones and deliverables.
- Details, qualifications, and relevant experience of contractor/owner/members, including specialists.
- List of five similar projects carried out within the last 5 years with contact details of the client representative.

5. EVALUATION CRITERIA

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

Stage 1

The first stage will evaluate functionality according to the criteria listed in the table below. Bids that fail to score a minimum of 70 points out of a possible 100 points for functionality will not be eligible for further consideration.

CRITERIA FOR EVALUATING FUNCTIONALITY															
Ref	Criteria	Sub criteria	Total Points												
1.	Company profile: Brief overview of the company with an indication of its expertise in the Scope work-Occupational Hygiene Surveys	<table><tr><th>Sub-criteria</th><th>Points</th></tr><tr><td>No experience</td><td>0</td></tr><tr><td>Less than one (1) year relevant experience</td><td>5</td></tr><tr><td>One (1) to two (2) years relevant experience.</td><td>10</td></tr><tr><td>Three (3) to four (4) years relevant experience.</td><td>15</td></tr><tr><td>Five (5) years or more relevant experience.</td><td>25</td></tr></table>	Sub-criteria	Points	No experience	0	Less than one (1) year relevant experience	5	One (1) to two (2) years relevant experience.	10	Three (3) to four (4) years relevant experience.	15	Five (5) years or more relevant experience.	25	25
Sub-criteria	Points														
No experience	0														
Less than one (1) year relevant experience	5														
One (1) to two (2) years relevant experience.	10														
Three (3) to four (4) years relevant experience.	15														
Five (5) years or more relevant experience.	25														
2.	Reference letters: Provide a list of similar projects undertaken on Occupational Hygiene Surveys. A minimum of five (5) signed letters of reference from other clients for work done in the past five (5) years to be attached. Reference letters must indicate the following: • Must be on the company letterhead of the client. • Contact details of the client. • Year in which the service was rendered. • Description of work performed. • Must be signed and dated.	<table><tr><th>Sub-criteria</th><th>Points</th></tr><tr><td>No reference letters for similar projects</td><td>0</td></tr><tr><td>One (1) letter of reference</td><td>05</td></tr><tr><td>Two (2) letters of reference</td><td>10</td></tr><tr><td>Three (3) to four (4) letters of reference.</td><td>15</td></tr><tr><td>Five (5) or more letters of reference</td><td>25</td></tr></table>	Sub-criteria	Points	No reference letters for similar projects	0	One (1) letter of reference	05	Two (2) letters of reference	10	Three (3) to four (4) letters of reference.	15	Five (5) or more letters of reference	25	25
Sub-criteria	Points														
No reference letters for similar projects	0														
One (1) letter of reference	05														
Two (2) letters of reference	10														
Three (3) to four (4) letters of reference.	15														
Five (5) or more letters of reference	25														

3.	Project plan: A concise written summary of no more than five (5) pages that demonstrates the methodology and approach to be used for this project. Provide: - Detailed methodology approach - Realistic and reasonable timelines	<table><tr><th>Sub-criteria</th><th>Points</th></tr><tr><td>No submission of project plan.</td><td>0</td></tr><tr><td>Methodology and timelines are not detailed.</td><td>10</td></tr><tr><td>Detailed methodology but times lines not realistic to the project</td><td>15</td></tr><tr><td>Detailed methodology approach and timelines not detailed.</td><td>20</td></tr><tr><td>Detailed methodology approach and best timelines to complete the project.</td><td>25</td></tr></table>	Sub-criteria	Points	No submission of project plan.	0	Methodology and timelines are not detailed.	10	Detailed methodology but times lines not realistic to the project	15	Detailed methodology approach and timelines not detailed.	20	Detailed methodology approach and best timelines to complete the project.	25	25		
Sub-criteria	Points																
No submission of project plan.	0																
Methodology and timelines are not detailed.	10																
Detailed methodology but times lines not realistic to the project	15																
Detailed methodology approach and timelines not detailed.	20																
Detailed methodology approach and best timelines to complete the project.	25																
4.	Capacity of key personnel: Demonstrate the capacity and relevant experience of key personnel who will be working on the project. Submit their individual Curriculum Vitae (CV) and relevant Qualifications	<table><tr><th>Sub-criteria</th><th>Points</th></tr><tr><td>No submission of CV and qualifications</td><td>0</td></tr><tr><td>Less than one (1) year relevant experience</td><td>5</td></tr><tr><td>One (1) to two (2) years' relevant experience</td><td>10</td></tr><tr><td>Three (3) to four (4) years relevant experience</td><td>15</td></tr><tr><td>Four (4) to five (5) years relevant experience</td><td>20</td></tr><tr><td>More than five (5) years of relevant experience</td><td>25</td></tr></table>	Sub-criteria	Points	No submission of CV and qualifications	0	Less than one (1) year relevant experience	5	One (1) to two (2) years' relevant experience	10	Three (3) to four (4) years relevant experience	15	Four (4) to five (5) years relevant experience	20	More than five (5) years of relevant experience	25	25
Sub-criteria	Points																
No submission of CV and qualifications	0																
Less than one (1) year relevant experience	5																
One (1) to two (2) years' relevant experience	10																
Three (3) to four (4) years relevant experience	15																
Four (4) to five (5) years relevant experience	20																
More than five (5) years of relevant experience	25																
		TOTAL	100														

Stage 2:

The second stage will be evaluated on the price and specific goals of those bids that meet the minimum threshold for functionality.

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 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:

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

Preference Point System	
Description	Points Allocated
Price	80 Points

Specific goals	20 Points
----------------	-----------

The following specific goals will be applied.

Category	Specific Goal	Total Points
1.	Categories of persons historically disadvantaged by unfair discrimination on the basis of race. 100% black ownership (Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof).	(10)
2.	Categories of persons historically disadvantaged by unfair discrimination on the basis of gender. 100 % female ownership (Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof).	(10)
	Total	20

6. PRICING SCHEDULE

The cost of travelling and accommodation to the different Gardens will be claimed by the appointed service provider through provision of valid invoices. Travel arrangements by appointed service provider should take into consideration the following:

- Travel:
 - Flights- travel economy only.
 - Own vehicle- must not exceed tariffs issued by Department of Transport.
- Accommodation- must not exceed rates issued by National Treasury (up to 3-star accommodation).

SERVICE	HANTAM NBG	HAROLD PORTER NBG	KAROO DESERT NBG	KIRSTENBO SCH NBG	KWELERA NBG	KWAZULU NBG	MOKOPANE NZG
Hazardous Chemical Substance Monitoring Survey	R	R	R	R	R	R	R
Hazardous Biological Agents Survey	R	R	R	R	R	R	R
Noise Monitoring Survey	R	R	R	R	R	R	R
Ventilation Survey Including Indoor Air Quality and Thermal stress	R	R	R	R	R	R	R
Illumination Survey	R	R	R	R	R	R	R

Ergonomic Survey	R	R	R	R	R	R	R
Total cost per Centre (excl. vat)	R	R	R	R	R	R	R
Total cost per Centre (incl. vat)	R	R	R	R	R	R	R

6. 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 16:00. No work/services will be permitted after 17:00.

7. GENERAL HEALTH AND SAFETY REQUIREMENTS

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

- The Occupational Health & Safety Act (OHSA) (Act 85 of 1993) and its Regulations.
- The South African National Biodiversity Institute Health and Safety Specification and relevant policies.
- Execute the works in a manner that complies with all the requirements of the OHSA and all its associated Regulations, and in so doing, minimize the risk of incidents to their employees and SANBI employees.

8. PROJECT DURATION

Project duration must not exceed 60 days.

9. NATURE OF APPOINTMENT & CONTRACTUAL ARRANGEMENT

- The Service Level Agreement will be drawn between SANBI and the Service Provider.
- Invoices will be approved on acceptance of deliverables.
- **Payment will be made in milestones- on acceptance of a Health Risk Assessment Report and Medical Monitoring programme for each Garden by the Project Manager.**
- Invoices must indicate the deliverable produced. No upfront payments will be made.
- SANBI will pay within 30 days of date of invoice for the satisfactory completion of work.
- All invoices must be addressed to SANBI, but they must be delivered via the appointed Project Manager.

10. SUBMISSIONS

Closing date for submission of responses: 12 March 2024@11: am.

Submission of proposals must be emailed to S.SCM-Quotations@sanbi.org.za with a copy to Ms. Khanyisile Hlatshwayo @ K.Hlatshwayo@sanbi.org.za

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

For Technical queries and more information about the Terms of Reference, please contact please contact Ms. Chulumanca Kgafela on C.Kgafela@sanbi.org.za and Ms. Nkhensane Mathye on N.Mathye@sanbi.org.za