

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
RFQ NUMBER:	Q10356/2023	CLOSING DATE:	18 March 2024	CLOSING TIME:	11H00 am
THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION, SERVICING AND MAINTENANCE OF TWO 8 SEATER ELECTRIC DRIVEN GOLF CARTS ON A THREE YEAR RENTAL AGREEMENT AT THE KIRSTENBOSCH NATIONAL BOTANICAL GARDEN.					
BID RESPONSE DOCUMENTS MAY BE E-MAILED TO BELOW ADDRESSES:					
Submission of proposals: Proposals must be emailed to Ms. Cynthia Mogapi @ c.mogapi@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	Cynthia Mogapi		CONTACT PERSON	Werner Voigt	
TELEPHONE NUMBER	012 339 2713		TELEPHONE NUMBER	(021) - 799 - 8758	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	C.mogapi@sanbi.org.za		E-MAIL ADDRESS	w.voigt@sanbi.org.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	TICK APPLICABLE BOX] ☐ Yes ☐ No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?					☐ YES ☐ NO

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

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

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

2. TAX COMPLIANCE REQUIREMENTS

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

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

SIGNATURE OF BIDDER:

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

DATE:

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

.....

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:

.....

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

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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.

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:

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

Where

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

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

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

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1. Categories of persons historically disadvantaged by unfair discrimination on the basis of race. 100% black ownership (Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof)	10	
2. Categories of persons historically disadvantaged by unfair discrimination on the basis of gender. 100 % female ownership (Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof)	05	
3. Categories of persons historically disadvantaged by unfair discrimination on the basis of disability. (Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof)	05	

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:

.....

REQUEST FOR QUOTATION TERMS OF REFERENCE

FOR

**THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION,
SERVICING AND MAINTENANCE OF TWO 8 SEATER ELECTRIC DRIVEN
GOLF CARTS ON A THREE YEAR RENTAL AGREEMENT AT THE
KIRSTENBOSCH NATIONAL BOTANICAL GARDEN**

Physical Address:

Kirstenbosch National Botanical Garden
99 Rhodes Drive
Newlands
Cape Town
7700

Postal Address:

The Deputy Director: Supply Chain Management
The South African National Biodiversity Institute (SANBI)
Private Bag X101,
Silverton
Gauteng
0184

1. INTRODUCTION AND BACKGROUND

Kirstenbosch National Botanical Garden is one of the most popular visitor and tourist attractions in Cape Town and as such provides important tourism services to many different groups of visitors. One such tourism service is the offering of golf cart guided tours which apart from normal admission fees, generates additional income for Kirstenbosch. The garden is well known for offering these informative guided experiences throughout the year and many key tourism partners such as the Cape Town Big Six, Cape Town Tourism, leisure travel agencies and numerous tour operators make use of these well established guiding services offered at the garden as part of their year round itineraries for local and international visitors to Cape Town and surrounds.

Due to the vast and steep topography on 38 hectares of cultivated gardens at Kirstenbosch, golf carts are the only mode of transport that visitors can use to provide guided experiences of the middle and upper parts of the botanical garden. The use of electric driven golf carts is particularly important for offering guided tours to older visitors but also for accommodating specialized tours that are offered with very tight timelines. Kirstenbosch aims to capitalise on this opportunity to reduce its carbon footprint by employing the latest battery operated technology for golf carts on the market, increase its revenue, while providing visitors with easy access to all the interesting and unique parts of the botanical garden. Apart from offering golf cart tours to daily visitors, Kirstenbosch very often need to receive, host and take around very important guests during special events such as ministerial functions, delegates of conferences and international diplomatic meetings as well as provincial and national government officials attending business engagements at Kirstenbosch. Golf carts are also used to quickly access areas where maintenance and repairs are required and for assisting safety and security officers to conduct safety and security activities on the campus.

Kirstenbosch requires the appointment of a service provider to provide, service and maintain electric driven golf carts namely two (2) 8 seater golf carts on a three year provision, service and maintenance contract.

2. INVITATION FOR QUOTATION

Potential suppliers are hereby invited to submit quotations for the supply and servicing of two (2) 8 seater golf carts on a three year provision, service and maintenance contract for the Kirstenbosch National Botanical Garden in Cape Town.

This Request for Quotation closes on 18 March 2024

BRIEFING SESSION AND SITE INSPECTION

There will be no briefing session for this Request for Quotation.

Potential suppliers are encouraged to direct all technical and bidding procedure enquiries to the email addresses below. All responses will be communicated via this RFQ advertisement webpage on the SANBI website www.sanbi.org.

Department: Supply Chain Management
 Email: S.SCM-Quotations@sanbi.org.za

Kirstenbosch Technical enquiries:

Mr. Elton Le Roux er.leroux@sanbi.org.za

Mr. Werner Voigt w.voigt@sanbi.org.za

Cut-off date for enquiries: 11 March 2024

3....SCOPE

The purpose of this RFQ is for the appointment of a suitably experienced supplier for the provision and maintenance servicing of electrical driven golf carts namely: 2x 8 seater golf carts, on a 3-year maintenance contract, at the Kirstenbosch National Garden in Cape Town.

4. SPECIFICATION OF GOLF CARTS, EQUIPMENT AND ACCESSORIES

4.1 Supply of Golf Carts

- 2x 8 (Eight) seater new, electric driven golf carts
- No other type of vehicle will be considered.
- All charging accessories required for charging the golf carts.
- Basic training on operation of golf carts

4.2 Detailed Specifications

Provisional suppliers are required to indicate in their response whether their golf carts, equipment and accessories comply with the minimum specifications as listed in the table below by answering "Yes" or "No" in the "Complies with Minimum Specifications? (Yes / No)" column. Photos and company brochures must be supplied for each component under the "Description" column.

Description	Minimum Specifications	Complies with Minimum Specifications? (Yes / No)
Controller	Solid state variable	
Brakes	Auto-park release	
	Electric stop (e-braking)	
	Hydraulic disc brakes on all four wheels	

Description	Minimum Specifications	Complies with Minimum Specifications? (Yes / No)
Batteries NB. Golf carts must be powerful enough to carry passengers in the botanical gardens on steep paths	Minimum of 48V Lithium-ion batteries or equivalent, best suited to each type of golf cart required	
	Must comply fully with “Safety requirements for secondary batteries” and battery installations Part 3: Traction batteries” SANS 62485-3:2014 or similar approved	
Seating capacity	4 (four) seater golf carts with cargo bin. All seats must face forward. For use of security and maintenance staff to carry out maintenance and patrol operations and for carrying small amount of tools and equipment.	
	8 (eight) seater golf carts. All seats must face forward or 6 seats must face forward and last row may face backwards. For taking tour groups on tour in various parts of the garden	
Upholstering	Durable, hard-wearing canvas, olive green, tan or similar approved colour. Suppliers must indicate colour availability in their proposals.	
Seat-belts	Quick-release waist seatbelts for each seat	
Rims	Steel rims only	
Chargers	Charger units fixed in-cart	
Minimum incline capability	30 degrees	
Minimum range (flat road)	20 kilometres	
Cart must have a windscreen	Must meet this specification	
Cart must have a roof	Must meet this specification	
Cart must have reliable and durable battery operation system for driving at capacity at Kirstenbosch	Must meet this specification	

5. PROVISIONING, SERVICING AND MAINTENANCE

Prospective suppliers must include a detailed description of what is included and covered in the 3-year contract offering.

The provisioning, servicing and maintenance of the required electric driven golf carts must include as a minimum, but not limited to:

- The provisioning of the specified golf carts with capabilities and accessories as described under the section 4 and 5, scope and specifications of this Terms of Reference.
- All labour and parts for the servicing and maintenance of each cart and which regular services shall be carried out as per the manufacture's servicing specifications. Parts and components must be compliant with the minimum standards as per servicing specifications.
- Only original parts will be used in replacement.
- Where carts are to be serviced, adequate provision shall be made without delay where needed for a replacement cart(s) in order to ensure uninterrupted provision of golf carts to Kirstenbosch National Botanical Gardens.
- General services shall include at least:
 - Tyres: check tyre pressure, adjust if needed; condition of tyres and rims, replace if needed; check for alignment and adjust if needed
 - Brakes: clean and adjust; check brake shoe lining, replace if needed
 - Rear axle: check current condition; drain and replace fluid if needed; check for oil leaks
 - Front and rear suspension: check for strut oil leakage; check for excessive play in hubs / kingpins; check for worn bushings, replace if needed; check for loose / missing hardware
 - Steering assembly: check for excessive play; check for loose or missing hardware
 - Check for loose nuts and bolts on cart, tighten when needed
- Battery: check for corrosion and loose terminals, replace if needed; check charge receptacle condition, replace if needed; check battery cables, replace if needed; charge batteries
- Electric: check electronic speed control connections for corrosion or tightness; check all electrical components including forward / reverse switch and accelerator; check reverse warning buzzer, replace if needed

Services should be carried out as far as is reasonably possible, on site in order to reduce down time of carts. Carts should only be removed from site if they cannot be repaired on-site. Transport costs (all collection and delivery charges) of the cart, or any part thereof, that has to be taken off-site must be included in the contract costs for the duration of the 3-year contract period and no additional costs shall be invoiced. In the event that a cart is taken off-site due to repairs or maintenance, reasonable provision must be made for a temporary cart at Kirstenbosch in order not to impact booked and/or planned tours where carts are essential.

Any costs for repairs outside of the warranty and/or maintenance plan will be submitted to and approved by the Kirstenbosch before repairs are conducted.

The maintenance period will typically come into effect on the agreed contract commencement date as stated in the contract and will apply to all three carts when said carts, with all its applicable accessories and equipment, have been received (delivery, tested and signed off) by SANBI's representative(s) and the project manager on-site.

6. CONTRACT PERIOD

- SANBI reserves the right to where deemed necessary, visit the bidder's premises to inspect, test and approve their proposed golf carts, equipment and accessories prior to awarding the contract to ensure that the minimum specifications in section 4 and 5 have been met.
- The contract shall come into effect in line with the commencement date as agreed to by both parties as contained in the contract at which point the successful bidder will be required to deliver all the carts, equipment and accessories at the delivery address being: Kirstenbosch National Botanical Garden, Rhodes Drive, Newlands, Cape Town.
- The successful bidder must provide adequate once-off training to Kirstenbosch staff on the operation of the golf carts at no additional costs prior to, or on commencement of the contract period.
- SANBI may terminate the contract for any reason good in law, including unsatisfactory performance by the supplier or its personnel, subject to thirty (30) days written notice to the supplier of such termination.
- The contract will automatically terminate at the end of the 3-year contract period unless otherwise indicated and agreed to in writing between the parties. SANBI may extend the contract upon written approval between the supplier and the client, the approval of such being withing reasonable and agreeable grounds between the parties.

8. EXTENT OF THE SERVICES

Services required during the contract period will include the following in addition to section 6 above:

- Transport and delivery to site of all carts, equipment and accessories
- Minimum of two days' training for Kirstenbosch personnel (up to six staff members), on a date to be agreed to between all parties.

In addition to the services required, the supplier shall possess the following competencies:

- At least 5 years' experience in supply and maintenance of new, electric golf carts.
- Experience in training of personnel in safe operation of electric golf carts.
- Knowledge on power supply and installations for electric driven golf carts.
- Knowledge transfer for health and safety issues for on-site operation of electric golf carts.

The bidder's proposal should give clear examples of all claimed proficiency and recent experience in terms of the above skills, abilities and competencies.

9. REQUIREMENTS FOR PROPOSALS

9.1 Mandatory Documentation Required

Each submission must include the following (*failure to provide below documentation will result in the submission being rejected*):

- A copy of the company/individual's latest Audited Financial Statements.
- A letter of Good Standing from the office of the Compensation Commissioner as required by the Compensation for Occupational Injuries and Diseases Act (COIDA). The letter should be issued by the Department of Labour.
- A copy of the Central Suppliers Database (CSD) registration report.
- Fully completed SBD forms.
- Proposed fee/cost structure.
- Proof of Public Liability

9.2 Additional Documentation Required

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

- Details of the bidder, including the bidding entity's company profile that outlines relevant skills, experience and track record in support of the required electric golf carts, equipment, accessories, maintenance, and after sales services, as well as the mission statement and policies of the bidding entity.
- The bidder's company profile and past performance must include:
 - Bidder's capacity, delivery time frames and risk mitigating measures in providing the required 2 new, electric golf carts (refurbished and/or second-hand golf carts / accessories / equipment, other than the infrastructure already available on-site, will not be considered)
 - List of five similar projects where electric golf carts, with all associated accessories and equipment were supplied with each project's contract value and contact numbers for reference purposes.
- The bidder's response must include:
 - Whether their new golf carts, equipment and accessories comply with the minimum specifications as listed in the table on page 5 of this ToR by answering "Yes" or "No" in the "Complies with Minimum Specifications? (Yes / No)" column.
 - Photos and/or company brochures for each component under the "Description" column of the table under section 5 of this ToR.
 - Detail descriptions on the warranty (what is included and what is not), maintenance plan (what is included and what not) and training (what is included and what not) requirements.
- Any other services / equipment to be supplied in addition to the requirements under sections 6, 7 and 8 must be clearly identified as such and included in the bidder's

response. For example:

- Services offered over and above warranties if any.
- Services offered over and above the servicing and maintenance plan (for example, additional support, arrangements for urgent repairs and trouble-shooting including turnaround time for replacements/repairs, minimum response time and delivery time, after hours support, windscreen cracks, dents, upholstery repairs, paint chips etc.).
- A statement from the bidder that:
 - The required electric golf carts, accessories and equipment costed for are new and not refurbished or second-hand.
 - Only original manufacturer products and parts are used / included.

10. SUBMISSION OF PRICING INFORMATION

The successful supplier must state the total contract costs over 36 months (3-years) together with a break down of a fixed monthly cost where the cumulative costs for each year over the three year contract period must not exceed the amount quoted for and agreed to in the total contract value.

Invoices must be submitted to SANBI monthly until the 3-year contract period has come to an end, with the last invoice being paid within 30 days of contract termination.

The price stated must be inclusive of VAT and, along with the Pricing and Payment Schedule SBD 3.3, will be considered the price for the duration of the 3-year contract.

Costs must be presented in a cost schedule as illustrated below:

Total 3-year cost inclusive of all VAT		Cost
		Cost
Year 1	Total cost for year 1 (12 months)	
	Fixed monthly cost	
Year 2	Total cost for year 2 (12 months)	
	Fixed monthly cost	
Year 3	Total cost for year 3 (12 months)	
	Fixed monthly cost	

11. EVALUATION CRITERIA SPECIFIC GOALS

Specific goals

The following specific goals will be applied:

Goal	Points
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
Categories of persons historically disadvantaged by unfair discrimination on the basis of disability. (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

12. GENERAL SAFETY, HEALTH AND ENVIRONMENTAL (SHE) REQUIREMENTS

All service providers entering into a contract with SANBI shall, as a minimum, comply with the following requirements:

- The Occupational Health & Safety Act (OHSA) (Act 85 of 1993) and its Regulations.
- The Compensation for Occupational Injuries & Diseases Act (Act 130 of 1996).
- The National Environmental Management Act (Act No. 107 of 1998).
- The National Environmental Management: Waste Act (Act 59 of 2008).
- The South African National Biodiversity Institute Health and Safety specification and relevant policies.
- The service provider's staff may be expected to attend induction training on commencement of the contract and before delivery of the golf carts or training of staff in order for them to become familiar with the garden operations and facilities and to become familiar with applicable evacuation procedures.

13. GENERAL

- All documents submitted in the response to this Request for Quotation (RFQ) shall be written in English.
- Potential suppliers shall not assume that information and/or documents previously supplied to SANBI, at any time prior to this RFQ, will be considered, and they shall not make reference to such information and/or documentation in their response to the RFQ.
- The appointment of a successful supplier shall be subject to all parties agreeing to mutually acceptable contractual Terms and Conditions. The preferred form of contract for

the services as per this RFQ will be the **SANBI Standard Contractor Agreement**.

- The contract will be drawn up between SANBI and the electric golf cart supplier.
- The supplier's invoice must be submitted to SANBI's monthly, for the duration of the 3-year contract and in line with the contract conditions in terms of invoice submission dates and payment terms. Payments of invoices shall be subject to the supplier's honouring the contractual specifications.
- No upfront payments will be made.
- Any or all information made available to the supplier by SANBI shall be regarded as confidential and shall not be made available to third parties without the prior written consent of SANBI.
- While the supplier will be working with a number of SANBI staff, final accountability rests with the relevant internal SANBI project manager.
- SANBI reserves the right to: verify any information supplied in the Request for Quotation submission; to not appoint any supplier; to cancel or withdraw this request for quotation at any time without attracting any penalties or liabilities; to have the final say in the appointment of the supplier and that this will be binding; to disqualify a proposal from prospective service providers or cancel any subsequent contracts should it be found that: 1) Information was omitted that should have been disclosed, 2) factually inaccurate information was provided and/or 3) that a misrepresentation of facts have occurred.
- SANBI shall not be held liable for any cost that has been incurred by the supplier in the preparation of the proposal, the obtaining of certificates or any other cost that might be incurred in submitting the proposal.

14. CLOSING DATE FOR QUOTATIONS

The closing date and time for submission of responses is **18 March 2024 at 11:00**.

Proposals must be emailed to S.SCM-Quotations@sanbi.org.za with a copy to c.mogapi@sanbi.org.za

For further information contact, Mr Elton Le Roux or Mr Werner Voigt
(021) 799-8758 or email:

Mr Elton Le Roux er.leroux@sanbi.org.za

Mr Werner Voigt w.voigt@sanbi.org.za

PLEASE NOTE: Emailed applications must not exceed 8MB