

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
RFQ NUMBER:	Q10376/2023	CLOSING DATE:	02 APRIL 2024	CLOSING TIME:	11H00 am
APPOINTMENT OF A SERVICE PROVIDER FOR RENDERING OF CLEANING AND HYGIENE SERVICES FOR THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE AT KWELERA NATIONAL BOTANICAL GARDEN FOR A PERIOD OF TWO (2) YEARS					
BID RESPONSE DOCUMENTS MAY BE E-MAILED TO BELOW ADDRESSES:					
A compulsory site briefing will be held on 26 March 2024 at 11:00PM at the following address: The South African National Biodiversity Institute (SANBI) Kwelera National Botanical Garden Kwelera Road East London 5259 Submission of proposals: Proposals must be emailed to Ms. Anathi Mbadla @ a.mbadla@sanbi.org.za and copy S.SCM-Quotations@sanbi.org.za Please state the Bid number as the reference number on the subject line when responding to the RFQ					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Anathi Mbadla		CONTACT PERSON	Nomama Mei	
TELEPHONE NUMBER	012 843 5085		TELEPHONE NUMBER	043 737 0061	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	A.Mbadla@sanbi.org.za		E-MAIL ADDRESS	N.Mei@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]		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX]
	☐ Yes ☐ No				☐ 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]
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

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

DATE:

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

.....

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

- 2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

- 2.3.1 If so, furnish particulars:

.....

3 DECLARATION

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

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

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

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

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

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

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

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

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:

80/20

or

90/10

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

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

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:	

**APPOINTMENT OF A SERVICE PROVIDER FOR RENDERING OF
CLEANING AND HYGIENE SERVICES FOR THE SOUTH AFRICAN
NATIONAL BIODIVERSITY INSTITUTE AT KWELERA NATIONAL
BOTANICAL GARDEN FOR A PERIOD OF TWO (2) YEARS**

PHYSICAL ADDRESS:

The South African National Biodiversity Institute (SANBI)
Kwelera National Botanical Garden
Kwelera Road
East London
5259

POSTAL ADDRESS

Private Bag 43
Kwelera River Mouth
5259

INTRODUCTION

The South African National Biodiversity Institute (SANBI) contributes to South Africa's sustainable development by facilitating access to biodiversity data, generating information and knowledge, building capacity, providing policy advice, and showcasing and conserving biodiversity in its national botanical and zoological gardens.

SANBI intends to outsource the cleaning services to service Kwelera National Botanical Garden (KweNBG), for a period of two (2) years.

1. INVITATION TO TENDER

Tenders are hereby invited for the appointment of a Service Provider to render cleaning, and deep cleaning of carpets to the Eastern Cape SANBI offices in Kwelera NBG in East London Eastern Cape for a period of 2 (two) years. The tender process will be coordinated by SANBI's Supply Chain Management (SCM) department, contactable at the following address:

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

2. COMPULSORY BRIEFING SESSION

A compulsory site briefing session will take place **26 March 2024 at 11:00AM in Kwelera National Botanical Garden, Plot FME 00736, Kwelera Road**. The compulsory site briefing session will provide bidders with an opportunity to clarify aspects of the process as set out in this document and to address any

substantive issues that bidders may wish to raise. Failure to attend the compulsory site briefing session will disqualify a bidder's proposal.

Bidders may direct technical enquiries to Ms Nomama Mei at n.mei@sanbi.org.za and bidding procedure enquiries to Ms Anathi Mbadla @ a.mbadla@sanbi.org.za .

3. REQUIREMENTS FOR PROPOSAL

3.1 REQUIRED DOCUMENTS

Tenderers must include the following documentation:

- A copy of the company Central Supplier Database (CSD) registration report.
- A formal quotation with letter head as per Annexure C and Annexure D attached.
- A valid letter of Good Standing from the office of the Compensation Commissioner as required by the Compensation for Occupational Injuries and Diseases Act (COIDA).
- The company's Occupational Health and Safety Policy and Training Plan.
- Completed and signed SBD forms issued by SANBI.
- Proof of Public Liability.

3.2 OTHER DOCUMENTS TO BE SUBMITTED

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

- Company information and profile: mission statement and policies with an indication of the management, communication, and supervision structures.
- Document on the management of staff on the campus.
- Training and Skills Development Plan (Please attach a detailed plan/program that the personnel will receive prior to commencement of work and for the duration of the contract).
- Risk Management Plan, see section 8.2
- Contingency Plan, see section 8.3
- Waste Management Plan, see section 8.4
- A list of five (5) previous similar projects that has been conducted by the Service Provider with contactable references in the past five (5) years.
- Three (3) letters of reference for similar contracts carried out by the Service Provider within the last three years.

4. SERVICE TO BE RENDERED

The services required are cleaning of offices and deep cleaning of carpets and servicing of SHE bins. The cleaning material for the various centres will be provided by SANBI Kwelera NBG.

4.1.1 LIST OF FACILITIES TO BE SERVICES IN KWELERA NATIONAL BOTANICAL GARDEN

- **STAFF FACILITY** -Floor area 507 m²
WINDOW GLAZING- 117.58 m²
- **GARDEN OFFICE** -180 m²
WINDOW GLAZING 18m²

5. OPERATIONAL CONDITIONS

- The Service Provider to be able to render services to SANBI centre Kwelera National Botanic Garden in East London Eastern Cape.
- The products utilized will be locally manufactured.
- SANBI will provide change rooms with lockers for both female and male workers.
- SANBI will provide of cleaning and detergents.

5.1 SCOPE OF WORK

5.2 SCOPE OF CLEANING AND DIMENSIONS OF AREAS TO BE CLEANED

Please see the following Annexures to obtain the information required for tendering:

- Annexure A: Buildings to be cleaned with dimensions, the number of offices/workspaces/ablution facilities.
- Annexures B: Scope of work.

5.1 STAFF REQUIREMENTS, MANAGEMENT AND TRAINING

The bidder must deploy cleaning personnel with relevant cleaning and hygiene services experience together with trained and competent management personnel. Bidders must indicate the site manager's supervisor's, cleaners' and ad hoc cleaners' wages in the pricing schedule (on a separate sheet to be part of the total bid price to be included in the pack marked "original").

5.2 GENERAL POINTS RELATING TO STAFF

- For security reasons, the appointed Service Provider must inform garden management or a delegated official when there is any removal or replacement of personnel.
- The appointed Service Provider's staff must all comply with SANBI's professional Code of Conduct and must abide by all Health, Safety and Environment regulations and practices.

- The staff to be employed by the appointed Service Provider on this contract must be South African citizens.
- The Service Provider to ensure that the jobs are to be created in the local community where the contract is to be executed. Priority must be given to unemployed people from previously disadvantaged groups, such as women, youth, and disabled people.
- Employment of existing contract staff by the appointed Service Provider, while not compulsory, is encouraged.

5.2.1 SUPERVISORS

The following requirements for the supervisors must be met:

- Supervisors will liaise directly with the management of Kwelera NBG (details to be provided to the successful bidder).
- Supervisors must ensure that cleaning personnel are assigned to all areas as required in line with the scope of work and to maintain high levels of service quality.
- Supervisors must come to site to monitor the work that the cleaning staff is executing also to make sure that cleaning material is enough.

5.2.2 SITE MANAGER

The following requirements for the site manager must be met:

- A site manager must be on-site at least once every month to inspect all cleaning areas.
- The site manager must ensure that the Service Provider's staff are performing their duties according to the specifications.
- The site manager must inspect all areas to maintain high levels of service quality.
- The site manager must have monthly meetings with the respective garden management to ensure efficient service delivery and to discuss any problems and matters that may be at hand.

- The site manager shall furnish a monthly and quarterly report of the cleaning services, problems, etc. which transpired in the previous month to the garden management.
- A thorough inspection of the service shall be performed by SANBI officials as well as the appointed Service Provider every three (3) months or as and when required.

5.2.3 STAFF TRAINING

The following requirements must be met by the Service Provider:

- The Service Provider must demonstrate/ensure that all personnel working under this contract are adequately trained prior to the commencement of the contract.
- A training programme must be submitted with the tender submission indicating the training programmes available and completed or how it will be implemented for the duration of the contract.
- The Service Provider's staff will be expected to attend induction training including evaluation procedures within the first week before commencing any work (signed register of such induction must be available in the Health and Safety file and available to the auditors).

5.3 EQUIPMENT AND MATERIALS

As stated above all equipment and materials to be used will be provided by SANBI KweNBG.

The following requirements must be met:

- All cleaning, hygiene equipment and detergents should be safely and securely stored daily at SANBI, Kwelera NBG premises.
- All toilet roll holders should be locked to prevent theft.
- The Service Provider should ensure that cleaning and hygiene services are conducted in accordance with any/all prescribed safety, health and

environment regulations and guidelines and should ensure that all necessary precautions are taken.

- The cost of repairs for any damages caused by the Service Provider may be deducted from SANBI's payment to the Service Provider.

7.5 CLEANING DAYS AND TIMES

- Weekdays from 07:30 to 16:30 except when there are evening functions or events where cleaners may be required to work beyond these times.
- Weekends and public holidays when necessary and required from 08:00 to 17:00 except when there are evening functions or events where cleaners maybe required to work beyond these times.

6. SAFETY, HEALTH AND ENVIRONMENTAL REQUIREMENTS

6.1 MINIMUM COMPLIANCE

All Service Providers entering into a contract with SANBI shall, as a minimum, comply with the following General Safety, Health and Environment (SHE) requirements:

- The Occupational Health & Safety Act (OHSA) (Act 85 of 1993) and its Regulations: A current, up-to-date copy of the Occupational Health and Safety Act as well as Safety, Health and Environment file for the company shall be always available on site.
- The Service Provider's staff will be expected to attend an induction training within the first week before commencing any work so that they become familiar with the parts of the garden they are stationed at and the evacuation procedures (a signed register of such induction must be available in the Safety, Health and Environmental file and be available to the internal and external auditors and SHE representatives of SANBI on request).
- The Compensation for Occupational Injuries & Diseases Act (Act 130 of 1996): The Service Providers will be required to submit a letter of good

standing from the office of the Compensation Commissioner as required by the Compensation for Occupational Injuries and Diseases Act. The letter should be issued by the Department of Labour. A current, up-to-date copy of the Compensation for Occupational Injury and Diseases Act (COIDA) shall be always available on site.

- The South African National Biodiversity Institute Health and Safety specifications and relevant policies.

6.2 RISK MANAGEMENT PLAN

Potential Service Providers are requested to submit a Risk Management Plan as part of their proposal. The plan must describe all aspects of the management of risk in terms of identifying, monitoring, and managing potential risks related to cleaning and hygiene services to SANBI.

6.3 CONTINGENCY PLAN

Potential Service Providers are to submit a contingency plan to indicate what measures will be put in place should any issue arise in the carrying out of its obligation regarding the Service Level Agreement agreed upon.

The list below should only be used as a guideline of possible issues that might arise and that may have to be addressed at short notice:

- An appointed staff member not arriving on time or at all for a day or more
- Strikes or any employee action by own company staff
- An appointed staff member is ill
- Civil unrest
- Loadshedding
- Transport problems
- Shortage of supplies and equipment, etc.

the management of waste that will be generated, collected, processed, or treated as part of the services to SANBI.

7. EVALUATION CRITERIA

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

7.1 Stage One

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.

Functionality Criteria

Item	Criteria	Sub-criteria	Weight
1.	Company experience: Cleaning, deep cleaning of carpets and Hygiene Industry related		30
1.1	Supply a list of similar projects undertaken by the Service Provider. Provide a brief description of the scope and scale of the work undertaken for each, the dates of the contract and the value of each contract.	Five (5) or more relevant projects	15
		Four (4) or more relevant projects	7
		Three (3) or more relevant projects	5
		One (1) or more relevant project	3
		Non-responsive	0

1.2	Provide reference letters from clients relating to cleaning and hygiene projects undertaken in the past five (5) years. The letters must include information such as company name, contact person, telephone number, services provided, the total value of the contract and contract duration with dates, the performance of the Service Provider per service provided.	More than five (5) relevant reference letters with requested supporting documents	15
		More than three (3) relevant reference letters with requested supporting documents	9
		One (1) or more relevant reference letters with requested supporting documents	6
		No submission of evidence.	0
2.	Team experience		30
2.1	Provide CV of a manager and supervisor that will be utilized in the execution of the contract (personnel skills, qualifications, and experience). The experience should be in relation to the duties of the site manager and supervisory in the cleaning, hygiene, , and administrative support of staff in the company. Provide certified copies of qualifications and each CV submitted	Combined (site manager & supervisors) relevant experience of eight (8) or more years, Matric and professional qualifications.	30
		Combined (site manager & supervisors)	20

	should not be longer than three (3) pages in total.	relevant experience of five (5) or more years, Matric and professional qualifications.	
		Combined (site manager & supervisors) relevant experience of more than three (3) years and Matric.	15
		Combined (site manager & supervisors) relevant experience of at least one (1) year and Matric.	10
		No submission of evidence	0
3.	Financial capability		30
3.1	Bank rating code: Bidders must submit a bank rating code letter valid for three (3) months showing the conduct of the account. Supplemented by the following financial documents: An audited financial statement showing the financial capacity to implement and run the	Undoubted for the amount of inquiry or Good for inquiry (Bank code: A)	30
		The subject has a good record of meeting their	20

	contract without foreseen cashflow challenges, (liquidity).	financial commitments, and the amount is well within the capacity of an ordinary business commitment. (Bank code: B)	
		The subject has a good record, the amount may appear high in relation to normal transactions on the account. (Bank code: C)	15
		The financial position of the subject is modest or unknown, but where the account is satisfactorily conducted, and the subject is considered satisfactory for moderate business commitments. (Bank code: D)	10

		The amount of the enquiry is too high for the subject and terms given. (Bank code: E)	5
		Non-submission of bank rating letter or other bank code	0
4.	Training and Skills Development Plan		10
4.1	Provide a detailed training and skills development plan that covers: • Code of conduct and new procedures of cleaning, hygiene, disinfection services. • Schedule of work/duty sheet/work plan with clear milestones. • Health and Safety procedures	Training and skills development plan with time frame that covers code of conduct, health and safety procedures, and a work plan with clear milestones in relation to cleaning, hygiene and disinfection services.	10
		Training and skills development plan with time frame that covers code of conduct, health and safety procedures	8

		Non-submission	0
TOTAL		100	

7.2 The second stage – Specific Goals

The second stage will evaluate the price and specific goals 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 based on the bidder's specific goals.

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 Points	20

8. TENDER DOCUMENTATION AVAILABILITY

Please note: No tender documents will be issued at the briefing session. Bidders are requested to download the tender documents from the SANBI website www.sanbi.org.

9. REPORTING AND MANAGEMENT

The Service Provider will supply the relevant SANBI Project Managers with a management report on a monthly basis. The report shall be based on the different services and shall cover all work performed and completed during the month.

10. CONTRACT PERIOD

The contract is for two (2) years, is performance-based and will be reviewed every six (6) months from the date of commencement. The contract to be signed will have a Service Level Agreement which must be adhered to by both the Service Provider and SANBI.

11. SUBMISSION REQUIREMENTS

Closing date for submission of responses: **02 APRIL 2024 @ 11:00am**

Submission of proposals must be emailed to Ms. Anathi Mbadla @ a.mbadla@sanbi.org.za and copy S.SCM-Quotations@sanbi.org.za

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

Any further enquiries in this regard should be directed to Ms Nomama Mei, at N.Mei@sanbi.org.za

12. PRICING

NB: Bidders must price for all line items under Annexure C and D attached.

The wages of the cleaners, supervisors and ad hoc cleaners should not be less than the minimum wage rates as prescribed by the Department of Labour (compliance must be in accordance with wage labour rates & the Basic Conditions of Employment Act as per the Department of Labour's regulations).

The total amount of the contract must be fixed for the full period of the contract and must be VAT inclusive and must factor in annual salary increases of the employees.

Annexure A

Spaces to be cleaned with dimensions in the Kwelera NBG

DESCRIPTION	TYPE OF FLOOR FINISH	TOTAL AREA IN SQUARE METRES
STAFF FACILITY		
- Gents Toilets and urinals, shower area - Ladies toilets and shower area - Canteen - Two store rooms - Scullery - All windows	Ceramic tiles	507m ²
Old Garden office		
4 offices - Kitchenette 1 bathroom - Total windows	Glass Carpets Ceramic tiles Ceramic tiles	117.58m ² 112m ² 68m ² 18m ²

Annexure B

Scope of work and monitoring standards

CLEANING SERVICE TASK DESCRIPTION	FREQUENCY
OFFICES, FOYERS, OPEN AREAS AND PASSAGES	
Vinyl Flooring & Tiles: Thoroughly sweep with a broom and clean with a wet mop	Daily
Dust/ wipe down all horizontal/ vertical surfaces with a damp cloth/feather duster e.g. walls, picture frames, glass, directory/notice boards, handrails/ bannisters, skirting etc.	Weekly
Spot clean marks from walls, doors, door handles, window handles and light switches	Daily
Dust furniture, fittings and computers with a dry cloth	Weekly
Polish furniture and fittings	Weekly
Wipe all telephones with a damp cloth with a suitably diluted disinfectant	Weekly
Empty dust bins and waste paper baskets	Twice daily
Wash office dustbins if necessary and replace plastic inners	Daily
Pick up, clean all waste and dispose of all litter	Daily
Clean glass doors at all entrances and passages with window cleaner	Weekly
Spot clean all glass, doors	Daily
Dust all accessible landings, beams, ledges, glass with long feather duster	Weekly

KITCHENS	
Vinyl, Tiles floors: ▪ Sweeping with a broom and cleaning with a wet mop ▪ Applying tile cleaners	Daily Once a month
Kitchen sink and cupboards must be disinfected and cleaned with water and detergent	Daily
Microwaves, fridges must be cleaned with water and detergents	Daily
Fridges must be defrosted and washed with water and detergents	Monthly
Cutlery, crockery and glasses used must be washed and kept safe	Daily
Stock taking of cutlery, crockery and glasses	Monthly
Empty dust bins must be washed when necessary and plastic inners replaced	Daily
Prepare tea/coffee for the Board Room for meetings and events	As required
Clean and wash kitchen utensils from the after meetings	As required
Where available, replace hand paper towels in holders	As required
Ensure supply of washing liquid, dish towels in all kitchens	As required
Disinfect All the areas (Current garden office , Visitors centre, staff facility and guard house	Once a year

TOILETS	
Floors: ▪ Sweep with dust control mop/broom ▪ Wash with wet mop ▪ Spot clean/wipe	Daily Daily As required
Wipe all horizontal/ vertical surfaces: tiles, mirrors, pipes, etc. with damp cloth	Weekly
Wash hand basins, toilet pans, wall mounted items with suitably diluted disinfectant	Twice daily
Replace toilet paper and hand towels in holders as required	As required

WINDOW CLEANING	
Clean accessible interior faces of all windows below 2 m with a window cleaner	Weekly

ANNEXURE C

SALARIES

NB: NOT TO BE INCLUDED IN THE ENVELOPE CONTAINING THE PDF COPY, ONLY IN THE DOCUMENT MARKED 'ORIGINAL'.

SITE MANAGER FOR KWELERA NATIONAL BOTANICAL GARDENS

SITE MANAGER	ANNUAL COST Excluding VAT
1 All salary-related costs + skills training levy	R

BIDDERS MUST PRICE FOR ALL LINE ITEMS, IF NOT, THE BID WILL BE DISQUALIFIED

The pricing must be fixed for the duration of the contract.

Provide a breakdown for cleaning staff as detailed in the tables below.

CLEANER	ANNUAL COST
Basic salary per cleaner (in line with sectoral determination for cleaners)	R
UIF per cleaner	R
Bonus per cleaner	R
Skills training levy per cleaner	R
Workmen's Compensation per cleaner	R
Total cost per cleaner per annum excluding VAT	R

AD HOC CLEANERS PER SHIFT (TO BE APPROVED BY THE DIRECTOR)

Cleaner	R
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Total costs for cleaning staff

CLEANERS	ANNUAL COST
2 × Basic salary per cleaner (In line with sectoral determination for cleaners)	R
UIF for the total of 2 × cleaning staff	R
Bonus for the total of 2 × cleaning staff	R
Workmen's Compensation for the total of 2 x cleaning staff	R
Skills training levy for 2 x cleaning staff	R
Total for 2 x cleaners for Year 1 excluding VAT	R

ANNEXURE D

PRICING SCHEDULE BREAKDOWN

PLEASE NOTE: SERVICE PROVIDERS TO REFER TO ANNEXURES;B,C AND D WHEN PRICING!

SITE MANAGER FOR KWELERA NATIONAL BOTANICAL GARDENS =

ITEM	YEAR 1	YEAR 2	TOTAL
Total cost to company for SITE MANAGER's salary (Including UIF, bonus, COIDA and skills levy training, leave etc.)	R	R	R

TOTAL BID PRICE FOR THE TWO-YEAR PERIOD (INCLUDING THE STATUTORY SALARY BILL INCREASES FOR YEARS 1, 2)

PRICING SCHEDULE BREAKDOWN FOR THE KWELERA NATIONAL BOTANICAL GARDEN

NB: NOT TO BE INCLUDED IN THE ENVELOPE CONTAINING THE COPIES, ONLY IN THE DOCUMENT MARKED 'ORIGINAL'.

BIDDERS TO PRICE FOR ALL LINE ITEMS AS OUTLINED BELOW, IF NOT, THE BID WILL BE DISQUALIFIED

LINE ITEM	YEAR 1	YEAR 2
Total cost to company for CLEANERS' salaries (Including UIF, bonus, COIDA and skills levy training, leave, etc.)	R	R
Ablution hygiene services	R	R
High level window cleaning	R	R
Bathroom fixed and maintained equipment	R	R
Steam cleaning of carpets	R	R
Steam cleaning of upholstery furniture	R	R
Overheads (items not included above)	R	R
Total excluding VAT	R	R
VAT @ 15%	R	R
Total including VAT	R	R

TOTAL BID PRICE FOR THE TWO-YEAR PERIOD (INCLUDING THE STATUTORY SALARY BILL INCREASES FOR YEARS 1, 2,) =R

AD HOC SERVICES

The below services are for as and when required and needs to be invoiced for actual days worked. The total days are for bidding purposes only.

ITEM	YEAR 1 (10 days)	YEAR 2 (15 days)
Total cost to company for ad hoc cleaner's salary (Including UIF, bonus, COID and skills levy training, leave etc.)	R	R

TOTAL BID PRICE FOR THE TWO-YEAR PERIOD (INCLUDING THE STATUTORY SALARY BILL INCREASES FOR YEARS 1, 2) =R