

PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR THE REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
BID NUMBER:	Q10410/2024	CLOSING DATE:	10 April 2024	CLOSING TIME:	11h00
DESCRIPTION	THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) REQUIRES THE SERVICES OF A SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDER FOR THE REPAIR, SERVICE AND MAINTENANCE OF ALL HORTICULTURAL MACHINERY FOR PERIOD OF FIVE (5) YEARS AT THE KWAZULU NATAL NATIONAL BOTANICAL GARDEN. <u>When responding to the RFQ, please state the Bid number as the reference number on the subject line.</u>				
Submission of proposals: proposals must be emailed to S.SCM-Quotations@sanbi.org.za with a copy to Ms. T. Lubisi at T.Lubisi@sanbi.org.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Tryphina Lubisi		CONTACT PERSON	Simangaliso Fakude	
TELEPHONE NUMBER	012 843 5163		TELEPHONE NUMBER	033 344 3583	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	T.Lubisi@sanbi.org.za		E-MAIL ADDRESS	S.Fakude@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:

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

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 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.

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

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 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	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:

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
$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$	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 (CSD must be attached as proof)	10	

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company _____ registration _____ number:
.....

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

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

**Stop Fraud, Theft and Corruption without Fear or Favour –
Call our Fraud Hotline 0800 160 999 (toll-free) anytime**

- arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

	 SIGNATURE(S) OF TENDERER(S)
SURNAME AND NAME:	
DATE:	
ADDRESS:	

TERMS OF REFERENCE
QUOTATION NO:Q10410/2024

The South African National Biodiversity Institute (SANBI) requires the services of a suitably qualified and experienced service provider for the Repair, Service and Maintenance of all Horticultural machinery for period of five (5) years at the KwaZulu Natal National Botanical Garden.

**KZN NATIONAL BOTANICAL GARDEN
2 ZWARTKOP ROAD
PRESTBURY
PIETERMARITZBURG
3202**

TERMS OF REFERENCE

The South African National Biodiversity Institute (SANBI) requires the services of a suitably qualified and experienced service provider for the Repair, Service and Maintenance of all Horticultural machinery for period of five years at the KwaZulu Natal National Botanical Garden.

1. BACKGROUND

The South African National Biodiversity Institute (SANBI) requires services at the KZN National Gardens of South Africa for the maintenance, repair and servicing of motorised equipment. The Garden is in Prestbury, Pietermaritzburg.

2. INVITATION TO QUOTATION

Quotations are hereby invited for the appointment of a service provider for the maintenance, repair and servicing of motorised equipment, at the KZN National Botanical Gardens for a period of 5 (five) years. Potential Service providers are expected to indicate the call out fee and labour rate per hour as a quotation as other figures will be determined by the amount of work and number of machines to be repaired and serviced at a given time.

The quote process will be coordinated by SANBI's Supply Chain Management (SCM). Directorate at the following address:

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

3. DESCRIPTION OF THE WORKS

The South African National Biodiversity Institute (SANBI) requires the services of a suitably qualified and experienced service provider at the KwaZulu Natal National Botanic Gardens for the Maintenance, Servicing and the Repair of all Garden Machinery within the Garden. The scope of works includes but are not necessarily limited to the following machines.

The service providers are required to quote on labour rate per hour and call out fee for repairs and maintenance of the following items

EQUIPMENT	MANUFACTURER
Ride on mower	Ferris S65 Zero turn
Ride on mower	Husqvarna MZ28T Zero turn
Brush cutter	Stihl FS280
Brush cutter	Stihl FS460
Chainsaw	Stihl
Pole pruner	Stihl HT105
Pressure washer	Briggs & Stratton
Pressure washer	Subaru
Generator	Kohler Pro14
Generator	Ryobi
Bakkie Sakkie	Honda GX160
Blower	Stihl BR420
Blower	Stihl BG86
Air compressor	Mac Africa 2.5 HP 100lt

Pricing for parts and lubricants will be billed as and when there is repairs and maintenance of machines.

4. SERVICES REQUIRED

The services required are listed below but are not limited to: Maintenance, Service and repair

- Minor and/or Major service
- Replacement of parts
- Engine mechanical and engineering work when required
- Changing oil, Belts, Filters, Spark plugs, Bearings etc.

The appointed service provider will be required to service other machines which might be purchased in future.

5. BIDDING REQUIREMENTS

Potential Service Providers must submit the following documentation:

- SBD Form 1,4 and 6.1.
- The equity status of the interested party per the attached form SBD 6.1.
- A valid B-BBEE Status Level Certificate / sworn affidavit. (Please note that failure to submit a valid original or certified B-BBEE certificate / sworn affidavit mentioned above will result in the tender not being scored on equity.
- A copy of the Central Suppliers Database (CSD) registration report.
- 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.
- Proof of Public Liability Insurance.

6. EVALUATION – FUNCTIONALITY, PRICE AND SPECIFIC GOALS

Stage 1: Functionality Evaluation

Criteria	Sub-criteria		Weight
PROJECT PLAN/METHODOLOGY			10
Provision of a Proposed detailed Construction Programme which covers the entire project scope.	The bidder has submitted a proposed detailed programme with reasonable timelines.	10	
	Submitted proposed programme is not detailed.	5	
	No submission of the proposed program.	0	
COMPANY EXPERIENCE & TRACK RECORD			30
(Attach one of the following documents: Provide a list of current and previous clients (company name, contact person, telephone number, services provided, total value of the contract and contract duration with dates).	Five (5) clients	15	
	Four (4) clients	12	
	Three (3) clients	9	
	Two (2) clients	6	
	One (1) client	3	
	No submission	0	
	Provide Three traceable reference letters:	15	
	Five (5) relevant reference	15	

signed letters of reference from at least Five (5) current or previous clients that have been provided with machinery maintenance services within the past 5 years. (Company name, contact person, telephone number, services provided, total value of the contract and contract duration with dates, performance of the service provider per service provided). The reference letters must be relevant to the tender.	letters.		
	Four (4) relevant reference letters.	12	
	Three (3) relevant reference letters.	9	
	Two (2) relevant reference letters.	6	
	One (1) relevant reference letter.	3	
	No submission	0	
TECHNICAL CAPABILITIES			30
Provide proof in the form of a CV with relevant experience and qualifications in the workshop/mechanical/engineering services environment.	Engineering qualification within the company with 4 years relevant experience	30	
	Engineering qualification within the company with 3 years relevant experience	24	
	Engineering qualification within the company with 2 years relevant experience	18	
	Engineering qualification within the company with 1-year relevant experience	12	
	Artisan with 4 years relevant experience	6	
	No Qualified employee and no relevant experience	0	
LOCALITY			30
The bidder must submit a documentary proof of address to indicate that the	Business based within the radius of 120km from KZN NBG	30	

company has an operating office/business in the province (E.g., Municipal account, Local Authority Letter, telephone account not older than three (3) months, signed lease agreement, etc.))	Business based outside the radius of 140km from KZN NBG but within KZN Province	24	
	Business based outside the radius of 160km from KZN NBG but within KZN Province	18	
	Business based outside the radius of 180km from KZN NBG but within KZN Province	12	
	Business based outside the radius of 200km from KZN NBG but within KZN Province	6	
	Business based outside KZN Province	0	
TOTAL			100

Bidders who fail to score a minimum of 70 points out of a possible 100 points on functionality criteria will not be eligible for further consideration.

Specific Goals:

Specific Goals that will be applied to this procurement:

Specific Goals	Points
(a) Categories of persons historically disadvantaged by unfair discrimination basis on race. 100% black ownership (Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof)	10
(b) Categories of persons historically disadvantaged by unfair discrimination on the basis of gender.	10

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)	
Total points	20

7. CONTRACTUAL REQUIREMENTS

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

8. GENERAL INFORMATION

The Service Provider must ensure that its staff members comply with the rules, regulations and by laws of the site, which will be covered during the induction.

The SANBI reserves the right:

- To verify any information supplied in quotation documents;
- Not to appoint any Service Provider;
- To cancel or withdraw this RFQ at any time without attracting any penalties or liabilities;
- To have the final say in the appointment and this will be binding;
- To disqualify a quotation or cancel any subsequent contracts should it be found that information disclosed was factually inaccurate and/or that a misrepresentation of facts may have occurred?
- To disqualify potential Service Providers who may attempt to bribe or influence any person employed by SANBI during the course of this quotation process.

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

9. PROPOSAL SUBMISSIONS

For Technical queries please contact Mr. Simangaliso Fakude, Estate Manager, KZN National Botanic Garden at the following e-mail address: S.Fakude@sanbi.org.za

Submission of proposals must be emailed to SANBI SCM at S.SCM-Quotations@sanbi.org.za with a copy to t.lubisi@sanbi.org.za.

Emailed applications must not be more than 10MB in size.

CLOSING DATE FOR SUBMISSIONS: 10 April 24 at 11h0

Annexure A-Pricing Schedule

Service providers are required to provide quotations as per below:

This should be indicated for a five year period- year one to year 5.

Year 1

Equipment & Manufacturer	Labour rate/hour (Repairs & Maintenance)	Call out fee
Ride on mower Ferris S65 Zero turn		
Ride on mower Husqvarna MZ28T Zero turn		
Brush cutter Stihl FS280		
Brush cutter Stihl FS460		
Chainsaw Stihl		
Pole pruner Stihl HT105		
Pressure washer Briggs & Stratton		
Pressure washer Subaru		
Generator Kohler Pro14		
Generator Ryobi		
Bakkie Sakkie Honda GX160		
Blower Stihl BR420		
Blower Stihl BG86		
Air compressor Mac Africa 2.5 HP 100lt		

Year 2

Equipment & Manufacturer	Labour rate/hour (Repairs & Maintenance)	Call out fee
Ride on mower Ferris S65 Zero turn		
Ride on mower Husqvarna MZ28T Zero turn		
Brush cutter Stihl FS280		
Brush cutter Stihl FS460		
Chainsaw Stihl		
Pole pruner Stihl HT105		
Pressure washer Briggs & Stratton		
Pressure washer Subaru		
Generator Kohler Pro14		
Generator Ryobi		
Bakkie Sakkie Honda GX160		
Blower Stihl BR420		
Blower Stihl BG86		
Air compressor Mac Africa 2.5 HP 100lt		

Year 3

Equipment & Manufacturer	Labour rate/hour (Repairs & Maintenance)	Call out fee
Ride on mower Ferris S65 Zero turn		
Ride on mower Husqvarna MZ28T Zero turn		
Brush cutter Stihl FS280		
Brush cutter Stihl FS460		
Chainsaw Stihl		
Pole pruner Stihl HT105		
Pressure washer Briggs & Stratton		
Pressure washer Subaru		
Generator Kohler Pro14		
Generator Ryobi		
Bakkie Sakkie Honda GX160		
Blower Stihl BR420		
Blower Stihl BG86		
Air compressor Mac Africa 2.5 HP 100lt		

Year 4

Equipment & Manufacturer	Labour rate/hour (Repairs & Maintenance)	Call out fee
Ride on mower Ferris S65 Zero turn		
Ride on mower Husqvarna MZ28T Zero turn		
Brush cutter Stihl FS280		
Brush cutter Stihl FS460		
Chainsaw Stihl		
Pole pruner Stihl HT105		
Pressure washer Briggs & Stratton		
Pressure washer Subaru		
Generator Kohler Pro14		
Generator Ryobi		
Bakkie Sakkie Honda GX160		
Blower Stihl BR420		
Blower Stihl BG86		
Air compressor Mac Africa 2.5 HP 100lt		

Year 5

Equipment & Manufacturer	Labour rate/hour (Repairs & Maintenance)	Call out fee
Ride on mower Ferris S65 Zero turn		
Ride on mower Husqvarna MZ28T Zero turn		
Brush cutter Stihl FS280		
Brush cutter Stihl FS460		
Chainsaw Stihl		
Pole pruner Stihl HT105		
Pressure washer Briggs & Stratton		
Pressure washer Subaru		
Generator Kohler Pro14		
Generator Ryobi		
Bakkie Sakkie Honda GX160		
Blower Stihl BR420		
Blower Stihl BG86		
Air compressor Mac Africa 2.5 HP 100lt		

Grand total

	Labour rate p/h	Call out fee	total
Year 1			
Year 2			
Year 3			
Year 4			
Year 5			
Grand Total			