

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)

RFQ NUMBER: **Q10571/2024** CLOSING DATE: **20 June 2024** CLOSING TIME: **11H00am**

DESCRIPTION

APPOINTMENT SERVICE PROVIDER TO SUPPLY PROTECTIVE CLOTHING AT PRETORIA NATIONAL BOTANICAL GARDEN ON AN WHEN REQUIRED FOR THE PERIOD OF ONE (1) YEAR.

BID RESPONSE DOCUMENTS MAY BE E-MAILED TO BELOW ADDRESSES:

Submission of proposals: Proposals must be emailed to S.SCM-Quotations@sanbi.org.za
and copy **Ms. Ripfumelo Fumani** @ r.fumani@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

CONTACT PERSON **Ripfumelo Fumani**
TELEPHONE NUMBER **012 843 5035**
FACSIMILE NUMBER **n/a**
E-MAIL ADDRESS r.fumani@sanbi.org.za

TECHNICAL ENQUIRIES MAY BE DIRECTED TO:

CONTACT PERSON **Nana Matsaung**
TELEPHONE NUMBER **0128435000**
FACSIMILE NUMBER **n/a**
E-MAIL ADDRESS n.matsaung@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]1

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:

.....
.....

- 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**

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.

2.3.1 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.

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.

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

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)	5	
1. Categories of persons historically disadvantaged by unfair discrimination on the basis of disability. The information will be verified on the CSD report. CSD report must be attached as proof	5	
Total	20	

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs

1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary

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

TERMS OF REFERENCE

APPOINTMENT SERVICE PROVIDER TO SUPPLY PROTECTIVE CLOTHING AT PRETORIA NATIONAL BOTANICAL GARDEN ON AN WHEN REQUIRED FOR THE PERIOD OF ONE (1) YEAR.

South African National Biodiversity Institute

Quotation number: Q10571 /2024

1. Background

South African National Biodiversity Institute (SANBI) manages a network of national botanical gardens throughout the country. Pretoria National Botanical Garden (PNBG) is surrounded by urban development and offers a much-needed outdoor experience and wildlife in the eastern suburbs of Pretoria. The ridge that runs through the garden, the natural grassland and large lawned areas containing theme gardens of indigenous plants, offer a habitat for our indigenous wildlife species. Our garden is visited by millions of tourists annually.

The garden is 76 hectares of which fifty hectares of the total area are devoted to developed gardens, using almost exclusively South African plants. All the flowering plant species to be seen including 50% of the country's tree species, make this Garden a botanical tapestry, offering the visitor a glimpse of different biomes such as Savanna, forest, fynbos and some plants of other biomes.

A 35 m high quartzite outcrop divides the garden into two sections. Its frosty south-facing section and the north-facing, warmer section present two different worlds to the visitor and botanist. A paved nature trail gives access to the fascinating natural vegetation on the ridge, which boasts a diversity of indigenous fauna and flora. The garden is and is open to the public 365 days a year from 8:00 – 18:00 with entry limited until 17:00.

The garden has 80 employees who are responsible for maintaining the horticultural section, operation of machinery, infrastructure maintenance and the estate, in which it is a requirement for the team to be provided with relevant and high-quality protective clothing.

2. Invitation to quotation

The purpose of this Request for Quotation is to invite prospective Service Providers to submit quotations to supply Personal Protective Clothing for employees at the Pretoria National Botanical Garden. The Service Provider is requested to provide a proposal based on the scope of work and must be able to indicate the cost involved in supplying the PPE on the below Bill of quantity. The quotation process will be coordinated by SANBI's Supply Chain Management (SCM) Directorate at the following address:

SCM Manager
South African National Biodiversity Institute (SANBI)
Private Bag X101
Silverton
0184

3.Scope of Work:

PNBG is looking to appoint a Service Provider to supply and deliver Personal Protective Equipment (PPE) as and when required for a period of one (1) Year.

3.1. PPE must be delivered within 30 days after notification (PUO) from SCM

3.2 PPE sample must be provided to the Garden (PNBG) for approval for all the items before delivery made to the Garden.

Supply protective clothing for the following categories of staff:

- Garden maintenance staff
- Building maintenance staff
- Machine operators
- And administration team

Provide prices based on the Bill of Quantities (BOQ) provided

Requirements:

- The service provider must have experience in supplying protective clothing for similar industries
- The service provider must ensure that the protective clothing meets industry standards and regulations
- The service provider must provide a wide range of sizes to accommodate all staff members
- The service provider must ensure that the protective clothing is durable and of high quality

SPECIFICATIONS AND CONDITIONS

Annexure A

PPE SPECIFICATIONS

Supply and deliver the following items to Pretoria National Botanical Garden

Specification		
ITEM		
Golf T shirt olive green		Unisex Crew Golf t-shirt: (a) 100% cotton (b) Colour: Olive Green SANBI logo to be printed on the lefthand top
Small		
Medium		
Large		
X Large		
XX Large		
XXX Large		

Rubberized Rain Suit Navy 2 Piece		Clear side panels in hood / Posted seams for extra strength / Heat sealed seams for improved water resistance / Concealed elastic storm cuffs / Stowaway hood with draw cord / Draw cord in jacket hem / Ankle poppers for adjustable trouser hem / Elasticised waistband / YKK zip
Small		
Medium		
Large		
X Large		
Conti Jacket Olive Green		
Small		
Medium		
Large		
X Large		Triple stitched (b) Strong quality Zip for jacket and pants (c) 50/50 Poly Cotton that does not shrink (d) Colour: Olive Green (e) SABS approved fabric (f) SANBI logo to be embroidered on the left above the top left (i) Jacket: 3 pockets (j) Trouser: half elasticised waistband for comfort with loops
XX Large		
Conti trouser Olive Green		
Size 28		
Size 30		
Size 32		
Size 34		
Size 36		
Size 38		
Size 40		
Size 42		
Size 44		

Flame & Acid Retardant Conti Trouser Navy Blue		300g/m ² 100% D59 flame retardant and acid resistant cotton twill open neck collar • front yoke panel • concealed zip • chest pocket features V-flap with concealed press stud closure wo front pockets • elasticated cuffs • triple needle top stitching • bar tacks at stress points silver 50mm flame retardant reflective tape detail SABS approved Manufactured in the SADC Region
Size 30		
Size 32		
Size 36		
Size 40		
Flame & Acid Retardant Conti Jacket Navy Blue		
Small		
Chainsaw trouser and jacket		• Jacket Water repellent 2-way stretch fabric. • 9-layer arm, should and chest protection 100% cotton Durable security <i>trousers</i> with two deep slants pockets, one back pocket and an

		additional two cargo pockets with button closure. Pants - 100% cotton
Unisex Cameroon Rain Jacket		100% polyester water resistant elasticated cuffs welt side pockets metal eyelets under the armhole concealed hood with zip closure drawstring with toggles at hood and hem
Cargo Pants long		A button down shirt that features two large front pockets and epaulettes
Size 32 (Men fit)		
Size 38 (Men fit)		Fabric: 100% cotton. Weight: 310 gsm. Size: 28 – 50. Details: – Triple needle posting on all seams
Size 40 (women fit)		
Cargo shirt long sleeves		
Medium		
Large		
X Large		
Cargo shirt short sleeves		
Medium		
Large		
X Large		
Versatex Hat olive Green		
Standard size		100% Cotton
Bush hat		
Rabel Chelsea brown		safety shoe has a steel toe-cap, padded insole, tongue and collar accompanied by the ultra- thick memory foam platinum footbed
Rabel brown Size3		

Rabel brown Size5		
Rabel brown Size6		
Rabel brown Size7		
Rabel brown Size8		
Rabel brown Size9		
Rabel brown Size10		
Rabel brown Size11		
Office wear Ladie formal Jacket Olive green.		100% Polyester Mechanical Stretch
32		
36		
42		
Ladie formal Trouser Olive green.		
32		
36		
42		
Ladies Venice short sleeves Blouse		105 g/m ² 60% polyester, 35% cotton, 5% elastane yarn dyed fabric 3/4 cuffed sleeves with side slits tone-on-tone buttons curved hemline
Small		
Medium		
XX Large		
		105 g/m ² 60% polyester, 35% cotton, 5% elastane yarn dyed fabric long sleeves with side slits tone-on-tone buttons curved hemline
Small		
Medium		
XX Large		

Ladies formal black shoes $\frac{3}{4}$ heel		Features round toe style - Slip-on - EVA Ergonomic insole for more comfort - PU Upper - PVC Out-sole for more durability
Size 4		
Size 6		
Hiking Boots		Hiking Boots. The upper is made of durable genuine leather. Waterproof and have a moisture wicking lining. With a Vibram Mega grip outsole.
Ladies hiking books		Waterproof Hiking Boots. The upper is made from ripstop material and PU, with a TPU support for added strength. Ortholite sock liner. Ripstop upper. Mesh lining. Ortholite sockliner. Rubber outsole
Simone Dress		Mini matt - 100% polyester
Simone Dress Size 32		
Simone Dress Size 36		
Simone Dress Size 40		
Simone Dress Size 42		
Promax Disposable Chemical Coverall		

Promax Disposable Chemical Coverall -- Medium		
Promax Disposable Chemical Coverall - Large		
Promax Disposable Chemical Coverall – XX Large		DuPont™ Tyvek® 500 Xpert, model CHF5. Hooded coverall available in white, in sizes S to XXXL. Robust yet lightweight (<180g per garment). 3-piece hood for optimal fit to head and face when turning. Elasticated face, wrists and ankles as well as glued-in waist elastic. Wide crotch area for freedom of movement. Large, easy-to-grasp zipper puller.
Gumboots for Chemical spraying team		Knee Length Gumboot (White)
Gumboots Dromex Mighty Nite white (Chemical) size 6		
Gumboots Dromex Mighty Nite white (Chemical) size 7		
Gumboots Dromex Mighty Nite white (Chemical) size 8		
Gumboots Dromex Mighty Nite white (Chemical) size 9		
Gumboots Dromex Mighty Nite white (Chemical)size 10		

Pinnacle PVC Red with Yellow Elastic Smooth Shoulder Glove		Pinnacle PVC Red with Yellow Elastic Smooth Shoulder Glove
Pinnacle PVC Red with Yellow Elastic Smooth Shoulder Glove - Medium		
Pinnacle PVC Red with Yellow Elastic Smooth Shoulder Glove – Large		
Pinnacle PVC Red with Yellow Elastic Smooth Shoulder Glove -XL		
10 needle polyester cotton yellow yarn green rubber latex wrinkle gloves		
3 needle polyester black yarn white PU gloves		Smooth Nitrile Coated Glove is a wrist length general handling and small component handling glove fit
Chrome Leather Gloves - Wrist		Chrome Leather Gloves - Wrist
Dust mask		

Double respirator		Double half mask with a soft plastic body which covers both the nose and mouth.
Dust Cartridges		
Safety Spectacles		VS 9390 Clear Spectacles
Face shields		<i>.4mm PET Film, with foam padding for the forehead and an elastic band that securely fits around ones head. Shields protect the entire risk area against droplets (eyes, nose and mouth) and assists the user in avoiding touching those risk areas.</i>
FUNCTION GPA 24 FACE AND EAR PROTECTION		<i>Easily combines with ear protection for good noise protection and pivoting nylon mesh (polyamide PA), adjustable head strap.</i>

Chaps front leg protection		• Material composition of outer fabric: 65% polyester, 35% cotton • Lining material composition: 100% polyester
Machine function universal jacket		• Material composition of outer fabric: anthracite/high-visibility orange (100% polyester), black (65% polyester, 35% cotton)
Chainsaw & Brushcutter Leg Protectors / Shinpads		Leg protecting Shin pads for users of "sharp bladed" tools like brush cutters or chainsaws. Penetration resistant - shock absorbing - flame resistant shell. Complies with the following FESA standard: FESA 001:1998 - Penetration resistant - shock absorbing - flame-resistant shell

Embroidery Logo on the left upper side	SANBI  Biodiversity for Life South African National Biodiversity Institute	• T-shirts, Shirt, dress, and Jackets - Embroidery Logo on the left upper side • Trousers. Embroidery Logo on the left back pocket • Hat front
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Please contact **Nana Matsaung** on 012 843 5071 or email N.Matsaung@sanbi.org.za for more information or clarity on specifications.

4. Deliverables:

- Protective clothing for garden maintenance staff (e.g. gloves, hats, continuity)
- Protective clothing for building maintenance staff (e.g. hard hats, safety glasses, earplugs)
- Protective clothing for machine operators (e.g. overalls, safety boots, respirators)
- Detailed reports of the protective clothing supplied, including quantities and sizes

Evaluation Criteria:

- Price competitiveness
- Ability to provide detailed reports and meet the requirements of the BOQ

BOQ:

- The service provider must provide prices based on the following BOQ:

No	Description	Colour	Unit of measure	Item price (VAT inclusive)
1.	Golf T-shirt	Olive Green	Each	
2.	Rubberized Rain Suit Navy 2 Piece	Navy Blue	Each	
3.	Conti Jacket Olive Green	Olive Green	Each	
4.	Conti trouser Olive Green	Olive Green	Each	
5.	Flame & Acid Retardant Conti Trouser	Navy Blue	Each	
6.	Flame & Acid Retardant Conti Jacket	Navy Blue	Each	
7.	Ladies Cargo Pants long	Olive Green	Each	
8.	Gentleman Cargo Pants long	Olive Green	Each	
9.	Ladies Cargo Pants Short	Olive Green	Each	
10.	Gentleman Cargo Pants short	Olive Green	Each	
11.	Ladies Cargo shirt long sleeves	Olive Green	Each	
12.	Gentleman Cargo shirt long sleeves	Olive Green	Each	
13.	Ladies Cargo shirt short sleeves	Olive Green	Each	
14.	Gentleman Cargo shirt short sleeves	Olive Green	Each	
15.	Hiking boots	Black	Pair	
16.	Ladies Hiking books	N/A	Pair	

17	Versatex Hat olive Green	Olive Green	Each	
18	Rabel Chelsea brown 'Or equivalent '	Brown	Pair	
19	Ladie formal Trouser Olive green.	Olive Green	Each	
20	Ladie formal Jacket Olive green.	Olive Green	Each	
21	Ladies Venice Long sleeves Blouse	Olive Green	Each	
22	Fleur Short Sleeve	Olive Green	Each	
23	Ladies' formal black shoes ¾ heel	Black	Pair	
24	Simone Dress	Olive Green	Each	
25	Promax Disposable Chemical Coverall	white	Each	
26	Gumboots Dromex Mighty Nite white (Chemical)	white	Pair	
27	Pinnacle PVC Red with Yellow Elastic Smooth Shoulder Glove	Red with Yellow	Pair	
28	3 needle polyester black yarn white PU gloves	Gray black yarn white	Pair	
29	10 needle polyester cotton yellow yarn green rubber latex wrinkle gloves	Yellow yarn green	Pair	
30	Dust Cartridges	Black	Each	
31	Double respirator	Black	Each	
32	Safety Spectacles	Clear	Each	
33	Face shields	Clear	Each	
34	Function GPA 24 face and ear protection	N/A	Each	
35	Chaps front leg protection	N/A	Each	
36	Machine function universal jacket	N/A	Each	
37	Chainsaw & Brush cutter Leg Protectors / Shinpads	N/A	Each	
38	Dust Mask	White	Each	
39	Embroidery	As per provided scope	Each	
40	Bush Hat	Olive green	Each	
41	Chrome Leader Gloves	N/A	Each	
42	Chainsaw Jacket	Navy Blue	Each	
43	Chainsaw Trouser	Navy Blue	Each	
44	TOTAL (VAT Inclusive)			

5. Requirements

Potential service provider interested in rendering the requested services should submit a concise quotation that addresses the scope of work and the above requirement and outputs. The proposal must include:

- **Duly completed and signed SBD forms.**
- **A copy of the company Central Supplier Database (CSD) registration report.**
- **Quotations must include cost breakdown of all the specifications and the price must be VAT-inclusive.**

6. Other Requirements

Potential service provider interested in rendering the requested services should submit a concise quotation that addresses the scope of work and the above requirement and outputs. The proposal must include:

The following standard bidding document must be dully completed and signed:

Mandatory Returnable Documents	Submitted (Yes/NO)
Bill of Quantities Note (Bids submitted without the completed BOQ will be deemed to be non- responsive).	
Service providers are to submit a Full CSD report with a Tax Compliant Status.	

7. Evaluation process

The evaluation process will be based on the price and Specific goals of those bids that meet the minimum threshold for functionality. By Preferential Procurement Regulations, 2022 about the Preferential Procurement Policy Framework Act (No. 5 of 2000),.

Specific Goal	Total Points
Categories of persons historically disadvantaged by unfair discrimination on the basis of race. The information will be verified on the CSD report. CSD report must be attached as proof.	(10)

Categories of persons historically disadvantaged by unfair discrimination on the basis of gender. The information will be verified on the CSD report. CSD report must be attached as proof.	(5)
Categories of persons historically disadvantaged by unfair discrimination on the basis of disability. The information will be verified on the CSD report. CSD report must be attached as proof.	(5)
Total	20

Sufficient information must be provided to allow the evaluation panel to score bids against all these criteria. Failure to do so may result in the disqualification of bids.

8. Costing

Breakdown the cost:

Activity	Cost ex Vat	Vat	Cost including Vat
Cost of general PPC carried over from BOQ	R	R	R
Delivery costs			

9. Submission of quotations

Closing date for submission of responses: 20 June 2024 @ 11:00am

Submission of proposals must be emailed to S.SCM-Quotations@sanbi.org.za with a copy to Ms R Fumani at. r.fumani@sanbi.org.za

Emailed applications must not be more than 6MB in size

For technical enquiries please contact Ms Nana Matsaung on (012) 843 5000 or N.Matsaung@sanbi.org.za / Refilwe Malatji R.Malatji@sanbi.org.za

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

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

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

Access to your Personal Information and purpose specification

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

Consent

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

Yes ☐

No ☐

Supplier Name

Date

Signature

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