

**PART A
 INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR THE REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
BID NUMBER:	SANBI: Q10628/2024	CLOSING DATE:	15 July 2024	CLOSING TIME:	11h00
DESCRIPTION	<p>SUPPLY OF PLANT PROPAGATION AND CULTIVATION GROWTH MEDIUM AND OTHER HORTICULTURAL-RELATED CONSUMABLES AT THE PRETORIA NATIONAL BOTANICAL GARDEN (PNBG) FOR THE PERIOD OF THREE YEARS.</p> <p><u>Please state the Bid number as the reference number on the subject line when responding to the RFQ.</u></p>				
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	Mpho Mathalauga	
TELEPHONE NUMBER	012 843 5163		TELEPHONE NUMBER	0128435000	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	T.Lubisi@sanbi.org.za		E-MAIL ADDRESS	M.Mathalauga@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] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> 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)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> 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, 2022, 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

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**

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.

2.2.1 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.
- 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.

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.

3.6 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

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- 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:

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

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:

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

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

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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)
<p>Categories of persons historically disadvantaged by unfair discrimination on the basis of race.</p> <p>100% Black Ownership</p> <p>(Information will be verified on CSD report. Points will be allocated based on the percentage of ownership per goal)</p>	10	
<p>Categories of persons historically disadvantaged by unfair discrimination on the basis of gender.</p> <p>100% Female Ownership</p> <p>(Information will be verified on CSD report. Points will be allocated based on the percentage of ownership per goal)</p>	10	

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

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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
Quotation No: Q10628/2024

Terms of reference for the supply of plants propagation and cultivation growth medium and other horticultural related consumables at the Pretoria National Botanical Garden (PNBG) for the period of three year.

Pretoria National Botanical Garden
2 Cussonia Avenue
Brummeria, Pretoria
Gauteng

Private Bag X101
Silverton
0184

BACKGROUND

The South African National Biodiversity Institute (SANBI) requires services at Pretoria National Botanical Garden (PNBG). The garden is surrounded by urban development, 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, which offer a habitat for our indigenous wildlife species.

INVITATION TO QUOTATION

Quotations are hereby invited for the appointment of a service provider for the for the supply of plants propagation and cultivation growth medium and other horticultural related consumables at the Pretoria National Botanical Garden (PNBG). The quote process will be co-ordinated 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

REQUIREMENTS AND SPECIFICATIONS

The South African National Biodiversity Institute (SANBI) requires a service provider for the supply of plants propagation and cultivation growth medium and other horticultural related consumables at the Pretoria National Botanical Garden (PNBG).

This document outlines the conditions for the successful contractor to supply plants propagation and cultivation growth medium and other horticultural related consumables at the Pretoria National Botanical Garden (PNBG).

Deliverable specifications – final deliverable specifications will be guided by the specifications listed in this document.

Sample – To qualify to submit a quotation all applicants must submit samples (+-20dm³) of

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the following six (6) products: Compost; Potting soil, Seedling soil; Top Dressing; Top Soil, Mulch. These samples will **not** be returned (samples will be disposed) if a supplier is not selected. Samples must be clearly marked with the suppliers name, and the product in each sample must be clearly identified (Compost, Top Dressing etc).

3.1 SPECIFICATION

ITEM	UNIT OF MEASURE	YEAR 1 PRICE PER UNIT (VAT INLC.)	YEAR 2 PRICE PER UNIT (VAT INLC.)	YEAR 3 PRICE PER UNIT (VAT INLC.)
Top soil per	m ³			
River sand (double washed) per	m ³			
Compost per	m ³			
Lawn dressing per	m ³			
Potting soil (bark based) per	m ³			
Seedling mix (bark based) per	m ³			
Kraal manure per	m ³			
Wood chippings per	m ³			
Mulch organic per	m ³			
Perlite per bag (specify bag volume)	kg/dm ³			
Vermiculite per bag (specify bag volume)	kg/dm ³			

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Peat (imported) per bag (specify bag volume)	kg/dm ³			
Coir fibre (coco peat) per brick (specify brick weight)	600g / 5kg			
Bark chips (ornamental) per bag (specify bag volume)	kg/dm ³			
Silica sand (various grades) per bag (specify bag volume/ weight)	kg/dm ³			
Pebbles (various ornamental) per bag (specify bag volume/ weight)	kg/dm ³			
Gravels (various ornamental) per bag (specify bag volume/ weight)	kg/dm ³			
TOTAL				

For most of the products listed above the industry standards will apply as a quality standard. The product supplied must be of reasonably similar quality to that which is widely available at most public outlets which supply the same or similar products. This will not apply to organic products listed below.

PNBG recognizes the highly subjective nature of organic products. The key issue in the procurement of such products is quality and consistency. PNBG requires a service provider who can provide high quality organic products and can meet the same standards of quality with every delivery.

The following standards will be agreed to before the appointment of a service provider who will be appointed on contract to be the selected supplier for a period of three (3) years until the end of the contract duration.

These standards will be implemented to ensure that consistent and high quality organic products and service reliability will be ensured for the duration of the entire contract period:

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Compost

Compost should be comprised of a majority of 80% decomposed organic matter. It should not still be warm/hot and actively decomposing. It should have a pleasing organic smell. It should not have a unpleasant or sulphurous smell. It should not be wet or slimy. Compost must be weed free and should meet the general requirements of a compost as per industry standard. Once the parties have agreed on a standard product sample at the outset of the contract, the supplier will be required to consistently supply the same or reasonably similar compost product for the duration of the contract term. PNBG reserves the right to conduct weed germination tests for a period of 3 weeks post-delivery of each load. Should the delivered product be found to contain weeds the supplier must replace the product with weed free product.

Potting soil and seedling soil

Potting and seedling soil must be weed free and should meet the general requirements of an all-purpose potting (and seedling) soil as per industry standard. Once the parties have agreed on a standard product sample at the outset of the contract, the supplier will be required to consistently supply the same or reasonably similar potting (and seedling) soil product for the duration of the contract term. PNBG reserves the right to conduct weed germination tests for a period of 3 weeks post-delivery of each load. Should the product be found to contain weeds the supplier must replace the product with weed free product.

Top Dressing (lawn dressing)

Top dressing should be finely sifted and consist of not less than 30% compost mixed with top soil and sand, be weed free and should meet the general requirements of an all-purpose top dressing as per industry standard. Once the parties have agreed on a standard product sample at the outset of the contract, the supplier will be required to consistently supply the same or reasonably similar top dressing product for the duration of the contract term. The PNBG reserves the right to conduct weed germination tests for a period of 3 weeks post-delivery of each load. Should the product be found to contain weeds the supplier must replace the product with weed free product.

Top soil

Top soil should be coarsely sifted and consist of a reasonable loam soil. It must be weed free and should meet the general requirements for top soil as per industry standard. Once the parties have agreed on a standard product sample at the outset of the contract, the supplier will be required to consistently supply the same or reasonably similar top soil product for the duration of the contract term. PNBG reserves the right to conduct weed germination tests for a period of 3 weeks post-delivery of each load. Should the product be found to contain weeds, the supplier must replace the product with weed free product.

3.2 REQUIREMENTS

- All the supply includes delivery.
- All products must be delivered during normal business hours (08:00 to 16:00), unless otherwise specified and by prior arrangement with the PNBG management.
- suppliers must submit a quotation for all the products listed in the table.
- Supplier must also indicate their turn around time for the supply of products.
- The projected price increases for the three years of the duration of the contract should also be indicated as per the table above.

EVALUATION

The evaluation process will be based on the

Correct / acceptable sample.
price
Specific goals

Preferential Procurement Policy Framework Act (No. 5 of 2000):

	OBJECTIVE GOALS	TARGETED SCORE
a	Categories of persons historically disadvantaged by unfair discrimination on the basis of race. 100% Black Ownership (Information will be verified on CSD report. Points will be allocated based on the percentage of ownership per goal)	10

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b	<p>Categories of persons historically disadvantaged by unfair discrimination on the basis of gender.</p> <p>100% Female Ownership</p> <p>(Information will be verified on CSD report. Points will be allocated based on the percentage of ownership per goal)</p>	10
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.

BIDDING REQUIREMENTS

Potential Service Providers must submit the following documentation:

- 3 traceable references of company experience with similar to the project
- SBD Form 1, 4 and 6.1.
- The equity status of the interested party per the attached form SBD 6.1.
- A copy of the Central Suppliers Database (CSD) registration report.

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;

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

PROPOSAL SUBMISSIONS

For Technical queries please contact Mr. Mpho Mathalauga: Pretoria National Botanical Garden, at 012 843 5000 or at the following email address: M.Mathalauga@sanbi.org.za

Alternatively, Ms Refilwe Malatji, Garden Manager: Pretoria National Botanical Gardens, at 012 843 5000/5144 or at the following email address: R.Malatji@sanbi.org.za

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

Emailed applications must not be more than 5MB in size.

CLOSING DATE FOR SUBMISSIONS: 15 July 2024