

**PART A  
 INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)</b>					
RFQ NUMBER:	<b>Q10633/2024</b>	CLOSING DATE:	<b>22 July 2024</b>	CLOSING TIME:	<b>11H00am</b>
<b>DESCRIPTION</b>					
<b>APPOINTMENT OF A SERVICE PROVIDER FOR SUPPLYING AND DELIVERY OF STATIONERY , TO THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE ,KWELERA NATIONAL BOTANICAL GARGEN IN EAST LONDON FOR A PERIOD OF THREE (3) YEARS</b>					
<b>BID RESPONSE DOCUMENTS MAY BE E-MAILED TO BELOW ADDRESSES:</b>					
Submission of proposals: Proposals must be emailed to <a href="mailto:S.SCM-Quotations@sanbi.org.za">S.SCM-Quotations@sanbi.org.za</a> and Ms. Ripfumelo Fumani @ <a href="mailto:r.fumani@sanbi.org.za">r.fumani@sanbi.org.za</a>					
<b>Please state the Bid number as the reference number on the subject line when responding to the RFQ</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	<b>Ripfumelo Fumani</b>		CONTACT PERSON	<b>Siyasisanda Tom</b>	
TELEPHONE NUMBER	<b>012 843 5035</b>		TELEPHONE NUMBER	<b>0437370061</b>	
FACSIMILE NUMBER	<b>n/a</b>		FACSIMILE NUMBER	<b>n/a</b>	
E-MAIL ADDRESS	<b>r.fumani@sanbi.org.za</b>		E-MAIL ADDRESS	<b>s.tom@sanbi.org.za</b>	
<b>SUPPLIER INFORMATION</b>					
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>B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE</b>	<b>[TICK APPLICABLE BOX]</b>		<b>B-BBEE STATUS LEVEL SWORN AFFIDAVIT</b>	<b>[TICK APPLICABLE BOX]</b>	
	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					

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 <b>GOODS /SERVICES /WORKS OFFERED?</b>	<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
<b>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.</b>	

**PART B  
 TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION. 1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b> 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. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
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 interest<sup>1</sup> 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**

<sup>1</sup> 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 consortium<sup>2</sup> 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

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<sup>2</sup> 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:

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

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:

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

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmax = Price of highest acceptable tender

**4. POINTS AWARDED FOR SPECIFIC GOALS**

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

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

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

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

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

<p>.....  <b>SIGNATURE(S) OF TENDERER(S)</b></p>
<p><b>SURNAME AND NAME:</b> .....</p>
<p><b>DATE:</b> .....</p>
<p><b>ADDRESS:</b> .....</p> <p>.....</p>



**APPOINTMENT OF A SERVICE PROVIDER FOR SUPPLYING AND DELIVERY OF  
STATIONERY , TO THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE  
,KWELERA NATIONAL BOTANICAL GARGEN IN EAST LONDON FOR A PERIOD  
OF THREE (3) YEARS**

**Q10633/2024**

**PHYSICAL ADDRESS:**

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

**POSTAL ADDRESS**

Private Bag 43  
Kwelera River Mouth  
5259

## **INTRODUCTION**

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

SANBI intends to appoint a service provider that will supplying and delivering of Stationery for Kwelera National Botanical Garden staff members , for a period of three (3) years. The Kwelera National Botanical Graden is located 28 km outside East London.

## **1. REQUIREMENTS FOR PROPOSAL**

### **1.1 MANDATORY REQUIREMENTS**

Tenderers must include the following documentation:

- **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.**

## **2. SCOPE OF WORK**

The South African National Biodiversity Institute (SANBI) requires the services of a suitable service provider at the Kwelera National Botanical Garden for the supply and delivery Stationery as outlined on **Annexure A**. Service provider will be expected to supply and deliver stationery upon receipt of an official purchase order, within thirty-six (36) hours for Kwelera Offices.

### 3. EVALUATION CRITERIA

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

#### 3.1 Stage One

The first stage will evaluate functionality according to the criteria listed in the table below

#### FUNCTIONALITY CRITERIA

FUNCTIONALITY EVALUATION					
CRITERIA					WEIGHTS
<b>1. Current and Previous Projects in Stationery</b>					30
Bidders must also submit a list of references for current and previous projects, which must cater for the following: institution where the project is/was undertaken (ii) duration of the project and service rendered, (iii) contact person, (iv) his/her contact details (e-mail, telephone, address)					
1 project	2 projects	3 projects	4 projects	5 projects	
6	12	18	24	30	
<b>2. List of Stationery supplier with contractual agreements/proof of account</b>					30
Values shall be allocated as follows:					
1 supplier	2 suppliers	3 suppliers	3 suppliers	4 and above suppliers	
6	12	18	<b>24</b>	30	

CRITERIA						WEIGHTS
<b>3. Project Methodology</b>						30
The Project methodology must talk to the provision of stationery , but not limited to the following:						
<ul style="list-style-type: none"> <li>• Project plan</li> <li>• Quality control measures (should not be limited to: measures put in place to ensure that the stationery supplied meets the specification standards, quality checklist).</li> <li>• Lead times for delivery</li> <li>• Response time to address the deficiencies (Size, Quantity, Color )</li> </ul>						
	1 out of 4	2 out of 4	3 out of 4	4 out of 4	More than 4	
	6	12	18	24	30	
<b>4. Risk methodology</b>						10
The risk plan must be in line with the request for Stationery it must indicate: risk identification, risk responsibility, risk assessment, mitigation, contingency plan and risk monitoring.						
<b>TOTAL POINTS</b>						<b>100</b>

**NB: Bids that fail to score a minimum of 60 points out of a possible 100 points for functionality will not be eligible for further consideration.**

### **3.2 The second stage – Specific Goals**

The second stage will evaluate the price and specific goals of those bids that meet the minimum threshold for functionality. In accordance with the Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act (No. 5 of 2000), the 80/20-point system will be applied in evaluating proposals that qualify for further consideration, where price constitutes 80 points and a maximum of 20 points will be awarded based on the bidder’s specific goals.

Specific Goal	Total Points
1. Categories of persons historically disadvantaged by unfair discrimination on the basis of race.  100% black ownership <b>(Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof ).</b>	<b>(10)</b>
2. Categories of persons historically disadvantaged by unfair discrimination on the basis of gender.  100 % female ownership <b>(Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof).</b>	<b>(10)</b>
<b>Total Points</b>	<b>20</b>

#### 4. CONTRACT PERIOD

The contract is for three (3) years, is performance-based and will be reviewed every twelve (12) months from the date of commencement. The contract to be signed will have a Service Level Agreement which must be adhered to by both the Service Provider and SANBI.

#### 5. PRICING

NB: Bidders must price for all line items. Failure to do so will result in disqualification.

The total amount of the contract must be fixed for the full period of the contract and must be VAT inclusive.

#### Submission of quotations

**Closing date for submission of responses: 22 July 2024 @ 11:00am**

Submission of proposals must be emailed to [S.SCM-Quotations@sanbi.org.za](mailto:S.SCM-Quotations@sanbi.org.za) with a copy to Ms R Fumani at. [r.fumani@sanbi.org.za](mailto:r.fumani@sanbi.org.za) For technical questions Ms. Siyasisanda Tom (Admin Manager – Kwelera National Botanical Garden), e-mail address: [s.tom@sanbi.org.za](mailto:s.tom@sanbi.org.za)

**ANNEXURE A**

The scope of works includes but are not necessarily limited to the following items

Item	Description	Unit	Qty	YEAR1 Unit Price	YEAR 2 Unit Price	YEAR 3 Unit Price
Board lever arch file	A4, 350mm X 280mm, 80mm spine, Black	Each	1			
Lever Arch Storage unit	Store away filing unit, hold 6 files, black, 575mm X 375mm X 290mm,Black	Each	1			
Board dividers	A4, 10 tab, rainbow bright	Pack	1			
Polypropylene Indexes	A4 colored tabs, universal 11 hole punched, indexing label and pocket provided, printed A-Z	Pack	1			
Polypropylene Indexes	A4 colored tabs, universal 11 hole punched, indexing label and pocket provided, printed Jan - Dec	Pack	1			
Filing pockets	A4,Pack of 100	Pack	1			
Counter books	A4 hard cover ,1 Quire (96 pages)	Each	1			
Counter books	2 Quire (192pages)	Each	1			
Conter book	A6 hardcover	Each	1			
Shorthand note book	A5, No centre line, 144 pages	Each	1			

Executive diary	A4, Page-A-Day, Stitched	Each	1			
Desk calendars	Paper desk calendar A2 with daily planner	Each	1			
Solo desk set	Black	Each	1			
Super gel rollerball pen	Gel ink, 0.5mm,Black	Each	1			
Jumbo highlighters	Set of 6, fluorescent colors	Pack	1			
White board marker	Bullet point, Black, Non, permanent	Each	1			
Permanent marker	Bullet point, Black	Each	1			
HB Pencil	Pack of 12	Each	1			
Mechanical pencil	0.5mm	Each	1			
Pencil lead	0.5mm, 12 leads per tube	Each	1			
Soft white erase	Soft white	Each	1			
Desk Sharpener	Fastening clamp, Removable shaving tray, pencil released	Each	1			
Pencil sharpener	Metal, single hole	Each	1			
Correction Aids	12ml fluid, fine point	Each	1			

Clear Packaging tape	48mmX100mm	Each	1			
Reusable adhesive strips equivalent to Prestik	100g	Each	1			
Glue Stick equivalent to Pritt	43g	Each	1			
Self-adhesive neon notes	75mmX75mm, 400 sheet code, 5 assorted neon colours	Pack	1			
Optima desk cube	With pen compartment and note slot, 9cmX9cmX9cm		1			
Tubular desk organiser	Moulded plastic, black		1			
Drawer organiser	Moulded plastic, 10 compartments, 283mmX180mm		1			
Three tier letter tray	Stackable, Rubber feet, 235X330mm document size		1			
Steel waste bin	Mild steel, Epoxy coated, square punched holes		1			
Paper clips	Assorted colour plastic coated, box of 100		1			



Foldback clips	32mm and 51mm box of 12	Box hjh	1			
Drawing pins	Nickel plated, 12mm head diameter, box of 100	Box	1			
Rubber bands	Size 8, 50 pack\	Pack	1			
Rubber bands	Size 14, 50 pack	Pack	1			
Soft grip scissors	Soft grip handle, stainless steel blade, 21.6cm	Each	1			
Key cabinet	Stores 100 keys, secure metal cabinet, 55cmH X38cmW X 8cmD	Each	1			
Staples	W254, Standard 26/6, High quality 6mm leg, staples 2-20 sheets, Box 5000	Box	1			
Staplers	50 Sheet Capacity, 26/6 mm, 26/8 mm Staple Size	Each	1			
Staple remover	Claw style, For standard staples	Each	1			
Clipboard	Foolscap masonite clipboard	Each	1			
Clear binding covers	A4 Frosted Binding Covers PCV -Clear Box of 100	Box	1			
Binding Combs	Black Binding Combs 8 mm box of 50	Black	1			
Binding Combs	Black Binding Combs 16 mm box of 50	Black	1			
Binding Combs	Black Binding Combs 20 mm box of 50	Black	1			
Binding Combs	Black Binding Combs 25 mm box of 50	Black	1			

Binding Combs	Black Binding Combs 38 mm box of 50	Black	1			
Binding Combs	Black Binding Combs 45 mm box of 50	Black	1			
Binding Combs	Black Binding Combs 51 mm box of 50	Black	1			
Heavy duty staples	Heavy duty 24mm, staple 170- 210 sheets ,Box of 100	Box	1			
Copy Papers	A4 Office Paper 80 gsm in	Ream	1			
Flipchart stand	Flip chart stand with adjustable 3 legs	Each	1			
Flip chart Paper	Flip chart paper bond with slotted holes 50 pages	Each	1			
Offsite storage boxes	Holds 6 Arch lever Files	Each	1			
Self-Inking stamps		Each	1			
AA Batteries	A pack of 8	Pack	1			
AAA Batteries	A pack of 8	Pack	1			
Memory stick	USB 3.0 AND USB 2.0 compatibility, 16 GB	Each	1			
Whiteboard	Whiteboard 1200*1000mm with Aluminium frame	Each	1			
Notice Board	Bulletin Board Ribbed Aluminium Frame (1200x900mm)	Each	1			
Notice Board	Bulletin Board Ribbed Aluminium Frame (600x450mm)	Each	1			
<b>TOTAL</b>						

**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

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Supplier Name

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Date

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Signature

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