SANBI
Biodiversity for Life
South African National Biodiversity Institute

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
BID NUMBER:	**Q10745/2024**	CLOSING DATE:	**10 September 2024**	CLOSING TIME:	**11:00**
DESCRIPTION	**THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) REQUIRES THE SERVICES OF A SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDER FOR THE REPAIR, SERVICE AND MAINTENANCE OF ALL MACHINERY AT THE KAROO DESERT NATIONAL BOTANICAL GARDEN FOR A PERIOD OF FIVE (5) YEARS**				

Submission of proposals: proposals must be emailed to S.SCM-Quotations@sanbi.org.za with a copy to Ms. K Hlatshwayo at K.hlatshwayo@sanbi.org.za

Please state the Bid number as the reference number on the subject line when responding to the RFQ

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**	
CONTACT PERSON	Khanyisile Hlatshwayo	CONTACT PERSON	Carin Jacobs
TELEPHONE NUMBER	012 843-5000	TELEPHONE NUMBER	(023) 347-0785
FACSIMILE NUMBER	N/A	FACSIMILE NUMBER	N/A
E-MAIL ADDRESS	K.Hlatshwayo@sanbi.org.za		C.Jacobs@sanbi.org.za

SUPPLIER INFORMATION						
NAME OF BIDDER						
POSTAL ADDRESS						
STREET ADDRESS						
TELEPHONE NUMBER	CODE		NUMBER			
CELLPHONE NUMBER						
FACSIMILE NUMBER	CODE		NUMBER			
E-MAIL ADDRESS						
VAT REGISTRATION NUMBER						
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		**OR**	CENTRAL SUPPLIER DATABASE No:	MAAA	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] Yes	No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] Yes	No

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	Yes No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR **THE GOODS /SERVICES /WORKS OFFERED**?	Yes No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	YES NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	YES NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	YES NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	YES NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	YES NO

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

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.

1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**

1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.

2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.

2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA

2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.

2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.

2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER: .....

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

DATE: .....

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

BIDDER'S DISCLOSURE

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.

Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest 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**

If so, furnish particulars:

……

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 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.

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

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1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

a) The applicable preference point system for this tender is the 80/20 preference point system.

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

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

a) Price; and

b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

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

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

2. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation.

(b) **"price"** means an amount of money tendered for goods or services and includes all applicable taxes less all unconditional discounts.

(c) **"Rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes.

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **"The Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20 or 90/10

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

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:

80/20 **or** **90/10**

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

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 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)
Categories of persons historically disadvantaged by unfair discrimination based on race. 100% black ownership (Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof)	10	
Categories of persons historically disadvantaged by unfair discrimination based on gender.100 % female ownership (Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof)	10	
TOTAL	20	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm…….

4.4. Company registration number: ……...

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

i) The information furnished is true and correct.

ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct.

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

(a) disqualify the person from the tendering process.

(b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct.

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation.

(d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution, if deemed necessary.

.....

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: .....
DATE: .....

ADDRESS: .....

.....

.....

.....

TERMS OF REFERENCE

THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) REQUIRES THE SERVICES OF A SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDER FOR THE REPAIR, SERVICE AND MAINTENANCE OF ALL MACHINERY AT THE KAROO DESERT NATIONAL BOTANICAL GARDEN FOR A PERIOD OF FIVE (5) YEARS

QUOTATION NO: 10745/2024

1. Background

The South African National Biodiversity Institute (SANBI) requires the services of a suitably qualified and experienced service provider for the repair, service and maintenance of all machinery for a period of five years at the Karoo Desert National Botanical Garden. The garden is situated in Worcester, Western Cape.

2. Invitation To Quote

Quotations are hereby invited for the appointment of a service provider for the maintenance, repair and servicing of motorised equipment/machinery at the Karoo Desert National Botanical Garden for a period of five (5) years.

Potential service providers are expected to indicate the call out fee and labour rate per hour as a quotation as other figures will be determined by the amount of work and number of machines to be repaired and serviced at a given time.

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

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

3. Description Of Works

The South African National Biodiversity Institute (SANBI) requires the services of a suitably qualified and experienced service provider at the Karoo Desert National Botanical Garden for the maintenance, servicing and repairs of all garden machinery within the garden. The scope of works includes but are not necessarily limited to the following machines:

The service provider is required to quote on labour rate per hour and call out fee for repairs and maintenance of the following machines:

EQUIPMENT	MANUFACTURER
Ride on mower + spreader	Husqvarna P 524EFI
Ride on mower	Husqvarna LTH 1842 Kohler
Chipper	Tomcat AFE1100
Blower	Stihl BR 500
Blower	Stihl BR 700
Blower	Husqvarna 525 BX
Chainsaw	Stihl MS382
Chainsaw	Stihl MS361
Chainsaw	Stihl MS361
Brush Cutter	Stihl FS280

Brush Cutter	Stihl FS280
Brush Cutter	Stihl FS280
Brush Cutter	Stihl FS460
Lawnmower	Yamaha MT 110
Soil Tiller	Husqvarna TR 430
Drill	Stihl BT 45
Cement Mixer	Honda GX 160
Soil Compactor	Honda GX 160
Fire Fighting Unit (Bakkie Sakkie)	Honda GX 160
Soil Siever	Honda GX 160 VC 90
Pole Pruner	Stihl HT 75
Mist Blower	Stihl SR400
Jack Hammer	Bosch GSH Professional
Generator	Mac Afric JDP1000E
Generator	Ryobi
Air compressor	Ross RS-DV30200
Grinder	Bosch GWS 24-230 H Professional
Arc Welder	Matweld 200 DC Inverter
Arc Welder	Matweld 200 AC Inverter
Pressure Washer	Bosch AQT 33-11
Pressure Washer	Karcher K7
Makita cordless grinder	Makita DGA 456 115mm
Cutoff saw	Ryobi cutoff saw 355 mm C-3552 2300watt
Drill	Makita 800-watt HR2631F
Cordless drill	Makita DHP458
Jigsaw	Makita 4329
Rotary hammer	Ryobi ED-1565
Planer	Makita KPO800
Sander orbital	Makita BO5031
5 Line laser level	Mac Afri TLASER-500
Pedestal drill press	Ryobi DP-16
Migarc Welder	Pinnacle Migarc 195
Drill	Bosch GSB 19-2RE
Router	Makita RP0900
Cordless drill	Black + Decker LD12
Battery charger	Hawkins 12/20G
Belt sander	Bosch PBS75A
Circular saw	Bosch PKS 66 A
Demolition hammer	Makita HM1203C
Bench grinder	Ryobi HBG150
Compound mitre saw	Ryobi CMS-1825L 254mm
Grinder	Black + Decker CD115-QS
Wet and dry industrial vacuum cleaner	WAP turbo m2
Electro steamer	Marshall fowler ESC60
Compact canister vacuum	Bennett read HJX-1306
Heavy duty compressor	Trailboss DC12 V-13.8V

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

4. Services Required

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

- Minor and/or major service
- Replacement of parts
- Engine mechanical and engineering work when required
- Changing oil, belts, blades, filters, spark plugs, chains, bearings, etc

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

5. Bidding Requirements

5.1. Mandatory requirements

Quotations must include the following documentation (**Failure to submit this required documentation WILL lead to disqualification**):

a) A **copy of the company Central Supplier Database (CSD) registration report.**
b) **Fee/cost structure as for Annexure A** including breakdowns
c) Valid letter of good standing from the office of the Compensation Commissioner as required by the Compensation for Occupational Injuries and Diseases Act (COIDA). The letter should be issued by the Department of Labour.
d) The Company's health and safety policy and health and safety training plan.
e) A certified copy of **Liability Insurance Cover** for the company and the amount available per claim. This must be valid during the duration of the contract.
f) SBD 1 (Invitation to Bid duly completed and signed)
g) SBD 4 (Declaration of interest duly completed and signed)
h) SBD 6.1 (Pricing Schedule duly completed and signed)

5.2 Other documents required

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

a) **Company information and profile:** mission statement and policies with an indication of suitable qualifications and experience.
b) A copy of the latest **Audited Financial Statement**.
c) **CVs** of Project Manager, Supervisors and technical staff.
d) A SABS ISO 9001 Certificate (this is optional).
e) **Track record**: a list of similar contracts held in the past three (3) years that should include the name of the client, scope of the services, duration dates and value of contract.

f) **Three reference letters** (see Annexure B): letters of reference from at least three (3) signed current or previous clients that have been provided with machinery maintenance services within the past 5 years.

g) **Proof of address of an operating office/business**

NB: SANBI reserve the right to verify and vet all provided documentation with relevant third parties.

6. Confidentiality

Any or all information made available to the service provider by SANBI shall be regarded as confidential and shall not be made available to third parties without the prior written consent of SANBI.

7. Preparation of Proposal

SANBI shall not be held liable for any cost that has been incurred by the service provider in the preparation of the proposal, the obtaining of certificates or any other cost that might be incurred in submitting the proposal.

8. Quotation documentation availability

The quotation documents are available from the SANBI website – www.sanbi.org

9. Contract period

A five (5) year contract will be entered into with the service provider.

10. Pricing

Based on the items outlined in Annexure A, give a **specific pricing breakdown** for the five (5) year contract and include the pricing for all the items/equipment charged for in the breakdown.

11. Compliance reports and meetings

The service provider and SANBI will enter into a Service Level Agreement (SLA) for monitoring and compliance purposes which will be signed by both parties during contracting. The SLA will be monitored through compliance meetings which will be held monthly until the completion of the contract. The service provider will also meet the designated SANBI representative as and when deemed necessary by either party.

12. Evaluation criteria

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

Stage 1:

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

Quotations that fail to score a minimum of 70 points out of a possible 100 points for functionality will not be eligible for further consideration.

CRITERIA FOR EVALUATING FUNCTIONALITY				
No	**Criteria**	**Sub Criteria**		**Weight**
1	**Company Experience**			**35**
1.1	Bidders must demonstrate an in-depth experience and expertise in the field of Machinery Maintenance, with relevant supporting documents provided.	More than nine (9) years' relevant experience.	(20)	
		Between six (6) and nine (9) years' relevant experience.	(16)	
		Between three (3) and six (6) years' relevant experience.	(12)	
		One (1) to three (3) years' relevant experience.	(8)	
		No submission of evidence or less than one (1) year relevant experience	(0)	
1.2	***COMPANY TRACK RECORD*** ***Attach the following documents:*** Provide a list of current and previous clients (company name, contact person, telephone number, services provided, total value of the contract and contract duration with dates)	More than nine (9) clients	(5)	
		Between six (6) and 9 clients	(4)	
		Between three (3) and six (6) clients	(3)	
		Between one (1) and three (3) clients	(2)	
		No submission	(0)	
	Provide reference letters from clients in the past five years (company name, contact person, telephone number, services provided, total value of the contract and contract duration with dates, performance of the service provider per service provided). The reference letters must be relevant to the tender	More than five (5) relevant reference letters with requested supporting documents	(10)	
		Between three (3) and five (5) relevant reference letters with requested supporting documents	(7)	
		Between one (1) and three (3) relevant reference letters with requested supporting documents	(5)	
		No submission	(0)	
2	**Financial Capacity**			**15**

CRITERIA FOR EVALUATING FUNCTIONALITY				
No	**Criteria**	**Sub Criteria**		**Weight**
	Bank ratings code Bidders must submit bank rating code letter valid for three (03) months showing the conduct of the account (Supplemented by Audited financial statement showing financial capacity to implement and run the contract without foreseen cashflow challenges, liquidity)	Undoubted for enquiry or Good for enquiry. **(Bank code: A)**	(15)	
		The subject has a good record of meeting their financial commitments, and the amount is well within the capacity of an ordinary business commitment. **(Bank code: B)**	(13)	
		The subject has a good record, the amount may appear high in relation to normal transactions on the account. **(Bank code: C)**	(11)	
		The financial position of the subject is modest or unknown, but where the account is satisfactorily conducted, and the subject is considered business commitments. **(Bank code: D)**	(8)	
		The amount of the enquiry is too high for the subject and terms given. **(Bank code: E)**	(6)	
		This code is given when there is insufficient information to assess the position of the subject. **(Bank code: F)**	(4)	
		Occasional / Frequent dishonors **(Bank code: G and H)**	(2)	
		Non submission of bank rating letter	(0)	
3	**Technical Capabilities**			**30**
3.1	Provide proof in the form of CV with relevant experience and qualifications in the workshop/ mechanical/engineering/services environment ***(Attach certified copies of qualification)***	Engineering qualification within the company with 4 years relevant experience	(30)	
		Engineering qualification within the company with 3 years relevant experience	(24)	
		Engineering qualification within the company with 2 years relevant experience	(18)	
		Engineering qualification within the company with 1 year relevant experience	(12)	
		Artisan with 4 years relevant experience	(6)	
		No qualified employee and no relevant experience	(0)	

CRITERIA FOR EVALUATING FUNCTIONALITY				
No	**Criteria**	**Sub Criteria**		**Weight**
5	**Locality**			**20**
	Bidders must submit documentary proof of address to indicate that the company has an operating office/business in the province (Municipal account, Local Authority Letter, telephone account not older than three (3) months, signed lease agreement, etc.)	Office/business within the local municipality where the service is to be rendered	(20)	
		Office/business within the district where the service is to be rendered	(15)	
		Office/business within the province where the service is to be rendered	(7)	
		Office/business in other provinces	(0)	
	Total			**100**

NB: Compliance with the minimum of **70 points** is required to be considered for the next evaluation phase.

Stage 2:

Specific Goals

Specific Goals that will be applied to this procurement:

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

13. 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.

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

Service providers shall not assume that information and/or documents supplied to the KDNBG at any time prior to this RFQ are still available or that they will be considered and shall not make any reference to such information and/or documentation in their response to the RFQ.

Each quotation shall be valid for a period of three months calculated from the closing date of this RFQ. as the subject.

The appointment of a successful service provider shall be subject to all parties agreeing to mutually acceptable contractual Terms and Conditions. In the event of all parties failing to reach an agreement within 30 days from the appointment date, SANBI reserves the right and shall be entitled to appoint the second contractor or to re-advertise should the second tender not be acceptable.

SANBI has the right:

- To verify any information supplied in the tender documents.
- Not to appoint any service provider.
- To cancel or withdraw this RFQ at any time without attracting any penalties or liabilities.
- To appoint one or more service providers, depending on the outcome, to separately or jointly be responsible for the Repair, Service and Maintenance of all machinery on the campus.
- To have the final say in the appointment and that 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

14. Submission of Proposals

Closing date for submission of responses: 10 September 2024@11: am.

For any technical information the following person may be contacted:

Mr T Makola @T.Makola@sanbi.org.za , Acting Curator: Karoo Desert National Botanical Garden, Worcester

NB: The deadline for submission of enquiries is 12:00 on 6 September 2024. No feedback will be provided after the deadline.

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

NB: All documents must be clearly labelled.

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

Note: Late submissions will be disqualified

ANNEXURE A. PRICING SCHEDULE

Service providers are required to provide quotations as per below:

Labour rate per hour and call out fee will be used to evaluate price.

This should be indicated for a five year period – year one to year five

Year 1

Equipment & Manufacturer	Labour rate/hour (Repairs & Maintenance)	Call Out Fee
Ride on mower + spreader Husqvarna P 524 EFI		
Ride on mower Husqvarna LTH 1842 Kohler		
Chipper Tomcat AFE1100		
Blower Stihl BR500		
Blower Stihl BR700		
Blower Husqvarna 525 BX		
Chainsaw Stihl MS382		
Chainsaw Stihl MS361		
Chainsaw Stihl MS361		
Brush Cutter Stihl FS280		
Brush Cutter Stihl FS280		
Brush Cutter Stihl FS280		
Brush Cutter Stihl FS460		
Lawnmower Yamaha MT-110		
Soil Tiller Husqvarna TR430		
Drill Stihl BT 45		
Cement Mixer Honda GX 160		
Soil Compactor Honda GX 160		
Fire Fighting Unit (Bakkie Sakkie) Honda GX 160		
Soil Siever Honda GX 160		
Pole Pruner Stihl HT 75		
Mist Blower Stihl SR 400		
Jack Hammer Bosch GSH 16 Professional		
Generator Mac Afric JDP10000E		
Generator Ryobi		
Air compressor Ross RS-DV30200		
Grinder Bosch GWS 24-230 H Professional		
Arc Welder Matweld 200 DC Inverter		
Arc Welder Matweld 200 AC Inverter		
Pressure Washer Bosch AQT33-11		
Pressure Washer Karcher K7		
Makita cordless grinder Makita DGA 456 115mm		
Cutoff saw Ryobi cutoff saw 355 mm C-3552 2300watt		
Drill Makita 800-watt HR2631F		
Cordless drill Makita DHP458		
Jigsaw Makita 4329		
Rotary hammer Ryobi ED-1565		
Planer Makita KPO800		
Sander orbital Makita BO5031		
5 Line laser level Mac Afri TLASER-500		
Pedestal drill press Ryobi DP-16		
Migarc Welder Pinnacle Migarc 195		

Drill Bosch GSB 19-2RE		
Router Makita RP0900		
Cordless drill Black + Decker LD12		
Battery charger Hawkins 12/20G		
Belt sander Bosch PBS75A		
Circular saw Bosch PKS 66 A		
Demolition hammer Makita HM1203C		
Bench grinder Ryobi HBG150		
Compound mitre saw Ryobi CMS-1825L 254mm		
Grinder Black + Decker CD115-QS		
Wet and dry industrial vacuum cleaner WAP turbo m2		
Electro steamer Marshall fowler ESC60		
Compact canister vacuum Bennett read HJX-1306		
Heavy duty compressor Trailboss DC12 V-13.8V		
Total Year 1		

Year 2

Equipment & Manufacturer	**Labour rate/hour (Repairs & Maintenance)**	**Call Out Fee**
Ride on mower + spreader Husqvarna P 524 EFI		
Ride on mower Husqvarna LTH 1842 Kohler		
Chipper Tomcat AFE1100		
Blower Stihl BR500		
Blower Stihl BR700		
Blower Husqvarna 525 BX		
Chainsaw Stihl MS382		
Chainsaw Stihl MS361		
Chainsaw Stihl MS361		
Brush Cutter Stihl FS280		
Brush Cutter Stihl FS280		
Brush Cutter Stihl FS280		
Brush Cutter Stihl FS460		
Lawnmower Yamaha MT-110		
Soil Tiller Husqvarna TR430		
Drill Stihl BT 45		
Cement Mixer Honda GX 160		
Soil Compactor Honda GX 160		
Fire Fighting Unit (Bakkie Sakkie) Honda GX 160		
Soil Siever Honda GX 160		
Pole Pruner Stihl HT 75		
Mist Blower Stihl SR 400		
Jack Hammer Bosch GSH 16 Professional		
Generator Mac Afric JDP10000E		
Generator Ryobi		
Air compressor Ross RS-DV30200		
Grinder Bosch GWS 24-230 H Professional		
Arc Welder Matweld 200 DC Inverter		
Arc Welder Matweld 200 AC Inverter		
Pressure Washer Bosch AQT33-11		
Pressure Washer Karcher K7		
Makita cordless grinder Makita DGA 456 115mm		

Cutoff saw Ryobi cutoff saw 355 mm C-3552 2300watt		
Drill Makita 800-watt HR2631F		
Cordless drill Makita DHP458		
Jigsaw Makita 4329		
Rotary hammer Ryobi ED-1565		
Planer Makita KPO800		
Sander orbital Makita BO5031		
5 Line laser level Mac Afri TLASER-500		
Pedestal drill press Ryobi DP-16		
Migarc Welder Pinnacle Migarc 195		
Drill Bosch GSB 19-2RE		
Router Makita RP0900		
Cordless drill Black + Decker LD12		
Battery charger Hawkins 12/20G		
Belt sander Bosch PBS75A		
Circular saw Bosch PKS 66 A		
Demolition hammer Makita HM1203C		
Bench grinder Ryobi HBG150		
Compound mitre saw Ryobi CMS-1825L 254mm		
Grinder Black + Decker CD115-QS		
Wet and dry industrial vacuum cleaner WAP turbo m2		
Electro steamer Marshall fowler ESC60		
Compact canister vacuum Bennett read HJX-1306		
Heavy duty compressor Trailboss DC12 V-13.8V		
Total Year 2		

Year 3

Equipment & Manufacturer	**Labour rate/hour (Repairs & Maintenance)**	**Call Out Fee**
Ride on mower + spreader Husqvarna P 524 EFI		
Ride on mower Husqvarna LTH 1842 Kohler		
Chipper Tomcat AFE1100		
Blower Stihl BR500		
Blower Stihl BR700		
Blower Husqvarna 525 BX		
Chainsaw Stihl MS382		
Chainsaw Stihl MS361		
Chainsaw Stihl MS361		
Brush Cutter Stihl FS280		
Brush Cutter Stihl FS280		
Brush Cutter Stihl FS280		
Brush Cutter Stihl FS460		
Lawnmower Yamaha MT-110		
Soil Tiller Husqvarna TR430		
Drill Stihl BT 45		
Cement Mixer Honda GX 160		
Soil Compactor Honda GX 160		
Fire Fighting Unit (Bakkie Sakkie) Honda GX 160		
Soil Siever Honda GX 160		

Pole Pruner Stihl HT 75		
Mist Blower Stihl SR 400		
Jack Hammer Bosch GSH 16 Professional		
Generator Mac Afric JDP10000E		
Generator Ryobi		
Air compressor Ross RS-DV30200		
Grinder Bosch GWS 24-230 H Professional		
Arc Welder Matweld 200 DC Inverter		
Arc Welder Matweld 200 AC Inverter		
Pressure Washer Bosch AQT33-11		
Pressure Washer Karcher K7		
Makita cordless grinder Makita DGA 456 115mm		
Cutoff saw Ryobi cutoff saw 355 mm C-3552 2300watt		
Drill Makita 800-watt HR2631F		
Cordless drill Makita DHP458		
Jigsaw Makita 4329		
Rotary hammer Ryobi ED-1565		
Planer Makita KPO800		
Sander orbital Makita BO5031		
5 Line laser level Mac Afri TLASER-500		
Pedestal drill press Ryobi DP-16		
Migarc Welder Pinnacle Migarc 195		
Drill Bosch GSB 19-2RE		
Router Makita RP0900		
Cordless drill Black + Decker LD12		
Battery charger Hawkins 12/20G		
Belt sander Bosch PBS75A		
Circular saw Bosch PKS 66 A		
Demolition hammer Makita HM1203C		
Bench grinder Ryobi HBG150		
Compound mitre saw Ryobi CMS-1825L 254mm		
Grinder Black + Decker CD115-QS		
Wet and dry industrial vacuum cleaner WAP turbo m2		
Electro steamer Marshall fowler ESC60		
Compact canister vacuum Bennett read HJX-1306		
Heavy duty compressor Trailboss DC12 V-13.8V		
Total Year 3		

Year 4

Equipment & Manufacturer	**Labour rate/hour (Repairs & Maintenance)**	**Call Out Fee**
Ride on mower + spreader Husqvarna P 524 EFI		
Ride on mower Husqvarna LTH 1842 Kohler		
Chipper Tomcat AFE1100		
Blower Stihl BR500		
Blower Stihl BR700		
Blower Husqvarna 525 BX		
Chainsaw Stihl MS382		
Chainsaw Stihl MS361		

Chainsaw Stihl MS361		
Brush Cutter Stihl FS280		
Brush Cutter Stihl FS280		
Brush Cutter Stihl FS280		
Brush Cutter Stihl FS460		
Lawnmower Yamaha MT-110		
Soil Tiller Husqvarna TR430		
Drill Stihl BT 45		
Cement Mixer Honda GX 160		
Soil Compactor Honda GX 160		
Fire Fighting Unit (Bakkie Sakkie) Honda GX 160		
Soil Siever Honda GX 160		
Pole Pruner Stihl HT 75		
Mist Blower Stihl SR 400		
Jack Hammer Bosch GSH 16 Professional		
Generator Mac Afric JDP10000E		
Generator Ryobi		
Air compressor Ross RS-DV30200		
Grinder Bosch GWS 24-230 H Professional		
Arc Welder Matweld 200 DC Inverter		
Arc Welder Matweld 200 AC Inverter		
Pressure Washer Bosch AQT33-11		
Pressure Washer Karcher K7		
Makita cordless grinder Makita DGA 456 115mm		
Cutoff saw Ryobi cutoff saw 355 mm C-3552 2300watt		
Drill Makita 800-watt HR2631F		
Cordless drill Makita DHP458		
Jigsaw Makita 4329		
Rotary hammer Ryobi ED-1565		
Planer Makita KPO800		
Sander orbital Makita BO5031		
5 Line laser level Mac Afri TLASER-500		
Pedestal drill press Ryobi DP-16		
Migarc Welder Pinnacle Migarc 195		
Drill Bosch GSB 19-2RE		
Router Makita RP0900		
Cordless drill Black + Decker LD12		
Battery charger Hawkins 12/20G		
Belt sander Bosch PBS75A		
Circular saw Bosch PKS 66 A		
Demolition hammer Makita HM1203C		
Bench grinder Ryobi HBG150		
Compound mitre saw Ryobi CMS-1825L 254mm		
Grinder Black + Decker CD115-QS		
Wet and dry industrial vacuum cleaner WAP turbo m2		
Electro steamer Marshall fowler ESC60		
Compact canister vacuum Bennett read HJX-1306		
Heavy duty compressor Trailboss DC12 V-13.8V		
Total Year 4		

Year 5

Equipment & Manufacturer	Labour rate/hour (Repairs & Maintenance)	Call Out Fee
Ride on mower + spreader Husqvarna P 524 EFI		
Ride on mower Husqvarna LTH 1842 Kohler		
Chipper Tomcat AFE1100		
Blower Stihl BR500		
Blower Stihl BR700		
Blower Husqvarna 525 BX		
Chainsaw Stihl MS382		
Chainsaw Stihl MS361		
Chainsaw Stihl MS361		
Brush Cutter Stihl FS280		
Brush Cutter Stihl FS280		
Brush Cutter Stihl FS280		
Brush Cutter Stihl FS460		
Lawnmower Yamaha MT-110		
Soil Tiller Husqvarna TR430		
Drill Stihl BT 45		
Cement Mixer Honda GX 160		
Soil Compactor Honda GX 160		
Fire Fighting Unit (Bakkie Sakkie) Honda GX 160		
Soil Siever Honda GX 160		
Pole Pruner Stihl HT 75		
Mist Blower Stihl SR 400		
Jack Hammer Bosch GSH 16 Professional		
Generator Mac Afric JDP10000E		
Generator Ryobi		
Air compressor Ross RS-DV30200		
Grinder Bosch GWS 24-230 H Professional		
Arc Welder Matweld 200 DC Inverter		
Arc Welder Matweld 200 AC Inverter		
Pressure Washer Bosch AQT33-11		
Pressure Washer Karcher K7		
Makita cordless grinder Makita DGA 456 115mm		
Cutoff saw Ryobi cutoff saw 355 mm C-3552 2300watt		
Drill Makita 800-watt HR2631F		
Cordless drill Makita DHP458		
Jigsaw Makita 4329		
Rotary hammer Ryobi ED-1565		
Planer Makita KPO800		
Sander orbital Makita BO5031		
5 Line laser level Mac Afri TLASER-500		
Pedestal drill press Ryobi DP-16		
Migarc Welder Pinnacle Migarc 195		
Drill Bosch GSB 19-2RE		
Router Makita RP0900		
Cordless drill Black + Decker LD12		
Battery charger Hawkins 12/20G		
Belt sander Bosch PBS75A		

Circular saw Bosch PKS 66 A		
Demolition hammer Makita HM1203C		
Bench grinder Ryobi HBG150		
Compound mitre saw Ryobi CMS-1825L 254mm		
Grinder Black + Decker CD115-QS		
Wet and dry industrial vacuum cleaner WAP turbo m2		
Electro steamer Marshall fowler ESC60		
Compact canister vacuum Bennett read HJX-1306		
Heavy duty compressor Trailboss DC12 V-13.8V		
Total Year 5		

Grand Total

	Labour Rate/hour	Call out Fee	**TOTAL (excl VAT)**	**TOTAL (Incl VAT)**
Year 1				
Year 2				
Year 3				
Year 4				
Year 5				
GRAND TOTAL				