

SBD1

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
BID NUMBER:	Q10783/2024	CLOSING DATE:	30 August 2024	CLOSING TIME:	11:00
DESCRIPTION	Procurement for panel of three (3) service providers for the supply and delivery of fresh produce and groceries to Mokopane Biodiversity Conservation Centre, Mokopane, Limpopo for a period of three (3) years				
Compulsory Virtual Briefing Session Date and Time: 22 August 2024 at 11h00 Venue: Virtual					
Submission of proposals: proposals must be emailed to S.SCM-Quotations@sanbi.org.za with a copy to Ms. Giyama at N.Giyama@sanbi.org.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Noloyiso Giyama		CONTACT PERSON	Mark Howitt	
TELEPHONE NUMBER	012 339 2750		TELEPHONE NUMBER	082 496 1800	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	N.Giyama@sanbi.org.za		E-MAIL ADDRESS	m.howitt@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 ☐ Yes ☐ No		[TICK APPLICABLE BOX] ☐ Yes ☐ No

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[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]
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO

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

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE **Error! Hyperlink reference not valid..**
- 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),

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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

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.

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

SBD 6.1

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

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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:

$$\begin{array}{ccc}
 \text{80/20} & \text{or} & \text{90/10} \\
 \\
 P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) & \text{or} & P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)
 \end{array}$$

Where

- P_s = Points scored for price of tender under consideration
- P_t = Price of tender under consideration
- P_{min} = Price of lowest acceptable tender

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 on the basis of race. Information will be verified on CSD report. Points will be allocated based on the percentage of ownership per goal- 100% black ownership	5	
Categories of persons historically disadvantaged by unfair discrimination on the basis of gender Information will be verified on CSD report. Points will be allocated based on the percentage of ownership per goal- 100% female ownership	5	
Categories contributing to building the Southern African regional economy.	10	
Total	20	

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 (T.O.R)

The appointment of a panel of three (3) service providers for the supply and delivery of fresh produce and groceries to Mokopane Biodiversity Conservation Centre, Mokopane, Limpopo for a period of three (3) years.

1 PROJECT SCOPE

To ensure the efficient supply of fresh produce and groceries, which are fit for human consumption, on a weekly basis (every Thursday) for SANBI, to Mokopane Biodiversity Conservation Centre, Mokopane for a period of three (3) years.

A panel comprising of three (3) suppliers will be appointed, who will continue to competitively bid with each requested delivery period, which extends over a period of eight (8) weeks.

2 PRODUCE AND PRODUCTS TO BE DELIVERED

2.1 List of commonly required produce and products with estimated quantities

Note:

- a. The eight (8) week quantity may vary as to what is to be delivered each week.
- b. With each requisition the required produce will be stipulate together with the quantities for each week over the eight (8) week period.
- c. **The provided produce list and quantities is a realistic estimate for the first eight (8) week period, which will also be used for pricing evaluation.**
- d. The listed produce and / or groceries and quantities may change during the course of the contract period as determined by the change in the type of species being held, the number of specimens, life stages and revision of diet sheets provided by the dietician and / or veterinarians.



NO	SHORT DESCRIPTION	UNIT OF MEASURE	quantity
1	Apples	kg	1
2	Banana	each	1
3	Beans – green	kg	1
4	Beetroot	kg	1
5	Berries (mixed)	kg	1
6	Bread Brown, whole wheat, Loaf	each	1
7	Broccoli (whole)	each	1
8	Butternut	kg	1
9	Cabbage	each	1
10	Carrots (without tops)	kg	1
11	Cauliflower (whole)	each	1
12	Celery	each	1
13	Chicken (Whole)	kg	1
14	Corn kernels (packet of 500 gram)	kg	1
15	Corn on cob (Sweet Corn)	each	1
16	Eggs (tray of 18 eggs)	Tray	1
17	Gem Squash	kg	1
18	Grape Fruit	kg	1
19	Grapes (500 gram tub)	kg	1
20	Melon – Sweet (Green)	each	1
21	Nuts – Giant (unsalted)	kg	1
22	Orange	kg	1
23	Pawpaw	each	1
24	Peanut butter, unsalted and smooth (bottle 400gr)	bottle	1
25	Pear	kg	1
26	Pepper - red	each	1
27	Pepper - yellow	each	1
28	Popcorn kernnels (packet, 500gr)	packet	1
29	Potatoes	kg	1
30	Potatoes – Sweet	kg	1

NO	SHORT DESCRIPTION	UNIT OF MEASURE	quantity
31	Raisins (seedless)	kg	1
32	Rice - brown, (2kg packet)	packet	1
33	Spinach	bunch	1
34	Tea Rooibos (box of 40 bags)	box	1
35	Tomatoes	kg	1
36	Weetbix (900gr box)	box	1
37	Yogurt (Plain)	Litre	1

2.2 Terms and Conditions for supply and delivery

The listed items above is ONLY a guideline as to what could be required weekly, based on:

- The seasonality of produce; and
- Our eight (8) week estimated requirements.
- Additional items that may be required apart from the listed items due to the addition or exchange of animals / species to the collection or changes in the diet sheets that may occur. Such Items will be specified in the eight (8) week requisition.

a. Deliveries:

- Supplier must be able to deliver no less than 90% of requested produce / products weekly. Failure to do so will result in the cancelation of the order and if repeated can result in cancellation of contract.
- Produce must be transported in a closed vehicle “dust free”; or covered.
- If delivery is greater than 100km by road from the Centre, delivery must be done in a temperature control delivery vehicle.

b. Quality of produce / products delivered and control:

- All products are to be fit for human consumption.
- Produce is to be dirt free with the exception of Potatoes and Cabbage.
- No over ripe or rotten or mouldy produce will be accepted. Such items will be returned

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and must be replaced, at the expense of the supplier.

- iv. If a single item in the packaging is over ripe or rotten then the entire pack is to be replaced, at the expense of the supplier.
- v. Tinned products are not to have blown up / rounded tops and if found to be a problem, such items will be replaced at the expense of the supplier.
- vi. Any produce returned or that requires replacement must be replaced by the following day at the expense of the suppliers. SANBI will not be responsible for any additional charges for the delivery or replaced of produce that was originally declined or returned.

c. Life span of produce / products

- i. All products are not to have past the “sell by date” or “use by date” which would expire within a 14-day period after delivery, with the exception of Bread which is to be freshly baked on the day of delivery.
- ii. Any produce that becomes over ripe or rotten or mouldy while in storage (within a temperature controlled cool room at the Centre) is to be replaced at the expense of the supplier. (SANBI maintains temperature records for reference in such situations).

d. Supply Terms

- i. Produce / Products are to be delivered weekly; every Thursday (if Thursday is a public holiday then delivery is to take place the preceding Wednesday).
- ii. NO delivery is to be skipped; skipped deliveries would result in the termination of the related order for that period and if non-compliance continues then the contract can be cancelled.
- iii. Delivery is to take place only when provided with an Official Order covering the specified eight (8) week period.
- iv. **Delivery is to take place between 9:00 and 13:00 every Thursday.**

3 DOCUMENTATION REQUIRED

3.1 Mandatory

- Completed and signed SBD forms.

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- A copy of the company Central Supplier Database (CSD) registration report.

3.2 For Evaluation purposes

A. Documents for the evaluation pertaining to organisational transformation goals:

Provide certified proof of business address, the location where business is conducted, in the form of a Municipal account, and or lease agreement in the bidder's name, for verification of the predetermined organisational transformation goals.

B. A list of at least 3, (maximum of 5) contactable references to whom fresh produce and groceries were supplied to, on a contract basis over the past five (5) years. The list is to include the following information:

- Company name of services delivered to,
- contact name and telephone number,
- type of produce, groceries supplied,
- start / end dates of contract,
- value of contract.

Note: “past 5 years”: meaning “a contract that was / is active between the date of advertising of this tender, counting back for a period of five (5) years.

C. At least 3 (maximum of 5) references letters, from companies to **whom the supply and delivery of fresh produce and groceries** (this is the related supply and delivery of food) within the past five (5) years. The reference letters provided by the companies to whom the services were rendered to, must:

- Be on that company's letter head,
- Must be dated and signed
- Contact name and telephone number,
- Contract number and reference name,
- the type of produce and groceries provided,
- that company's evaluation of service provided.

- D. The supporting appointment document(s) only associated with the above provided reference letters (refer to point 3.2. C. above) from companies to **whom the supply and delivery of fresh produce and groceries** (this is the related supply and delivery of food) within the past five (5) years. This would be:
- i Documents such as: Appointment letter, or Purchase order, or Service level agreement with those companies
- E. Financial capacity:
- i Bank rating code of the bidders account, valued for a period of 3 months showing the conduct of the account.

4 PRICING

- Price must be fully inclusive of all costs,
 - Inclusive of VAT, transport, labour and other costs.
 - Invoice and payment will only be done after each eight weeks deliveries have been received and verified.
 - Supplier performance evaluation will be conducted annually.
 - SANBI reserves the right to terminate the contract in terms of unsatisfactory performance.

NOTE

- **QUOTATION FOR BID:**
 - **Bidders are required to provide a quote based on current prices for delivery for the first period of eight (8) weeks.**
 - **The evaluation criteria and the cheapest quotes will used to appoint panel of suppliers.**
 - The first delivery will be based on the cheapest quote received by the appointed panel of suppliers for the first eight (8) weeks of deliveries of this contract.

- **Thereafter**, the appointed panel suppliers will be approached to provide a new quotation for each new, eight (8) week period, as and when required, for a period of three (3) years.

Service providers are to quote on the following for the first 8 weeks, only:

NO	SHORT DESCRIPTION	UNIT OF MEASURE	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	8 Week quantity
1	Apples	kg	3	3	3	3	3	3	3	3	24
2	Banana	each	7	7	7	7	7	7	7	7	56
3	Beans – green	kg	8	8	8	8	8	8	8	8	64
4	Beetroot	kg	20	20	20	20	20	20	20	20	160
5	Berries (mixed)	kg	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	2
6	Bread Brown, whole wheat, Loaf	each	2	1	2	1	2	1	2	1	12
7	Broccoli (whole)	each	21	21	21	21	21	21	21	21	168
8	Butternut	kg	20	30	20	30	20	30	20	30	200
9	Cabbage	each	28	28	28	28	28	28	28	28	224
10	Carrots (without tops)	kg	15	15	15	15	15	15	15	15	120
11	Cauliflower (whole)	each	7	7	7	7	7	7	7	7	56
12	Celery	each	21	21	21	21	21	21	21	21	168
13	Chicken (Whole)	kg	4	4	4	4	4	4	4	4	32
14	Corn kernels (packet of 500 gram)	kg	1	-	-	1	-	-	1	-	3
15	Corn on cob (Sweet Corn)	each	8	4	8	4	8	4	8	4	48
16	Eggs (tray of 18 eggs)	Tray	1	1	1	1	1	1	1	1	8
17	Gem Squash	kg	1	-	1	-	1	-	1	-	4
18	Grape Fruit	kg	1	-	1	-	1	-	1	-	4
19	Grapes (500 gram tub)	kg	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	4
20	Melon – Sweet (Green)	each	1	1	1	1	1	1	1	1	8
21	Nuts – Giant (unsalted)	kg	0.25	-	0.25	-	0.25	-	0.25	-	1
22	Orange	kg	5	-	5	-	5	-	5	-0	20

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NO	SHORT DESCRIPTION	UNIT OF MEASURE	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	8 Week quantity
23	Pawpaw	each	2	2	2	2	2	2	2	2	16
24	Peanut butter, unsalted and smooth (bottle 400gr)	bottle	1	-	-	-	1	-	-	-	2
25	Pear	kg	3	3	3	3	3	3	3	3	24
26	Pepper – red	each	2	2	2	2	2	2	2	2	16
27	Pepper - yellow	each	2	2	2	2	2	2	2	2	16
28	Popcorn kernnels (packet, 500gr)	packet	1	-	1	-	1	-	1	-	4
29	Potatoes	kg	2	-	-	-	-	-	-	-	2
30	Potatoes – Sweet	kg	10	10	10	10	10	10	10	10	80
31	Raisins (seedless)	kg	1	-	-	-	1	-	-	-	2
32	Rice - brown, (2kg packet)	packet	1	-	-	-	-	-	-	-	1
33	Spinach	bunch	21	21	21	21	21	21	21	21	168
34	Tea Rooibos (box of 40 bags)	box	1	-	-	-	-	-	-	-	1
35	Tomatoes	kg	2	2	2	2	2	2	2	2	16
36	Weetbix (900gr box)	box	1	-	-	-	-	-	-	-	1
37	Yogurt (Plain)	Litre	1	-	-	1	-	-	1	-	3

- Each subsequent requisition with regard to this contract, quotes received from the panel members will be evaluated and the bidder who remains compliant (a) to national treasury regulations, (b) the terms of the contract and (c) who provides the cheapest quotation will be appointed for the new delivery period and an official purchase order will be forward to the successful bidder for new delivery period.
- This process is to ensure compliance, and competitive bidding for budget management and to address changes of produce type and quantity required. The prices will cross checked from time to time to ensure market related pricing is maintained by the bidders.

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- SANBI reserve the right not to order all items listed in this tender and will be changing type and quantities during the course of this contract, a period of three (3) years (36 months).

5 BID EVALUATION

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:

Stage 1:

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

Bids 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			25
	List of references related to supply and delivery services in terms of a contract in the past 5 years. List to have the following information to confirm company's relevant experience: Company name, - contact details - name and telephone number, - Type of produce provided during the contract, - start / end dates of contract, and – contract value.	More than three (3) companies with relevant experience, verified.	25	
		Three (3) suppliers with relevant experience, verified.	20	
		Two (2) companies with relevant experience, verified.	15	
		One (1) company with relevant experience, verified.	10	
		No submission or incomplete submission.	0	
2	REFERENCE LETTERS			25
	<u>At least 3 (maximum of 5) references letters</u> , from companies to whom the supply and delivery of fresh produce and groceries (this is the related supply and delivery of food) within the past five (5) years. The reference letters provided by the companies to whom the services were rendered to, must:	More than three (3) companies with relevant experience.	25	
		Three (3) suppliers with relevant experience.	20	
		Two (2) companies with relevant experience.	15	
		One (1) company with relevant experience.	10	

CRITERIA FOR EVALUATING FUNCTIONALITY				
No	Criteria	Sub Criteria		Weight
	- Be on that company's letter head, - Must be dated and signed - Contact name and telephone number, - Contract number and reference name, - The type of produce and groceries provided, - The company's evaluation of service provided.	No submission or incomplete submission.	0	
3	SUPPORTING DOCUMENT TO THE PROVIDED REFERENCE LETTERS			25
	<u>The supporting appointment document(s) only associated with the above provided reference letters</u> (refer to point 3.2. C. above) from companies to whom the supply and delivery of fresh produce and groceries (this is the related supply and delivery of food) within the past five (5) years. This would be documents such as: Appointment letter, or Purchase order, or Service level agreement with those companies	More than three (3) companies with relevant supporting documents to the reference letters provided.	25	
		Three (3) suppliers with relevant supporting documents to the reference letters provided.	20	
		Two (2) companies with relevant supporting documents to the reference letters provided.	15	
		One (1) company with relevant supporting documents to the reference letters provided.	10	
		No submission or incomplete submission.	0	
4	Financial Capacity			25
	Bank ratings code Bidders must submit bank rating code letter valid for three (03) months showing the conduct of the account.	Undoubted for the amount of enquiry or Good for the amount of enquiry. (Bank code :A)	25	
		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)	21	
		The subject has a good record, the amount may appear high in relation to normal transactions on the account. (Bank code: C)	18	

CRITERIA FOR EVALUATING FUNCTIONALITY				
No	Criteria	Sub Criteria		Weight
		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)	15	
		The amount of the enquiry is too high for the subject and terms given. (Bank code: E)	12	
		This code is given when there is insufficient information to assess the position of the subject. (Bank code: F)	9	
		Occasional dishonors (Bank code: G)	6	
		Frequent dishonors (Bank code: H)	3	
		Non submission of bank rating letter	0	
	Total			100

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

Stage 2:

- The second stage will evaluate the price and preference points of those bids that meet the minimum threshold for functionality. In accordance with the Preferential Procurement Regulations, 2017 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 submitted evidence as set out in the table below to meet the SANBI Transformation goals.

SANBI Transformation goals

Category	Required documents, and category evaluation.		
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- Categories of persons historically disadvantaged by unfair discrimination on the basis of race.	B-BBEEE Status level certificate	5	
- Categories of persons historically disadvantaged by unfair discrimination on the basis of gender.	B-BBEEE Status level certificate and or CSD Report.	5	
- Categories contributing to building the Southern African regional economy.	Proof of primary business address: - Within 80km of Mokopane (10 points) - Within 100km of Mokopane (5 points) - Which exceeding 100km (0 Points).	10	

Sufficient information must be provided to allow the Bid Evaluation Committee to score bids against all criteria.

6 DELIVERY LOCATIONS

Mokopane Biodiversity Conservation Centre
 (Main Entrance Gate)
 Thabo Mbeki Drive / Route R101 North
 Mokopane
 Limpopo, 0601

7 PAST EXPERIENCE

Bidders must furnish hereunder details of contracts of similar services, which they have satisfactorily completed in the past five (5) years. **Complete in Annexure A as provided and attach associated reference letters and a defined supporting document per provided reference letter.**

8 SUPERVISION OF WORK

The service provider is to ensure they have a company representative present with all deliveries to oversee the delivery pertaining to quality and quantity for verification process. If no representative of the bidder is present, the verification of delivery will be done by SANBI officials

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and will be considered as the valid and correct. The resulting invoice will be done according to the delivery note.

SANBI is not liable or responsible for any short fall or produce that is returned upon delivery. Any produce returned or not delivered is to be replaced at the company's own expense on the same or the following day. No additional stock related to a shortfall will be accepted with the following new weeks' delivery.

SANBI is not liable or responsible for any injury caused to the personnel of the service provider or third parties involved with deliveries.

9 SAFETY REQUIREMENTS

In as much as the service provider will at all times carry out the contract works for his/her/their own account as an independent service provider, the service provider shall ensure compliance, by him/her/their employees and any invitees to the site, with the relevant provisions of the Occupational Health and Safety Act No. 85 of 1993 ("the OHS Act), and that all safety regulations and procedures prescribe under the regulations of the OHS or its Regulations are observed at all times.

10 GENERAL INFORMATION

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

The SANBI reserves the right:

- To verify any information supplied in quotation documents.
- Not to appoint any Service Provider.
- To cancel or withdraw this RFQ at any time without attracting any penalties or liabilities.
- To have the final say in the appointment and this will be binding.
- To disqualify a quotation or cancel any subsequent contract should it be found that information

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disclosed was factually inaccurate and/or that a misrepresentation of facts may have occurred,

- To disqualify potential Service Providers who may attempt to bribe or influence any person employed by SANBI during the course of this bidding process.

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

11 SUBMISSION OF BID

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

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

For queries pertaining to the specification of the bid, please contact Mr Mark Howitt at 082 496 1800 or at the following e-mail address: m.howitt@sanbi.org.za.

CLOSING DATE FOR SUBMISSIONS: 30 August 2024

Annexure A

List of service providers as referenced in point 3.2., point 7 and the evaluation table.

EMPLOYER	CONTACT DETAILS (Name and Telephone number)	SERVICES PROVIDED	INITIATION DATE	ENDING DATE	CONTRACT VALUE (Rands)