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PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
BID NUMBER:	**Q10743/2024**	CLOSING DATE:	**06 September 2024**	CLOSING TIME:	**11:00**
DESCRIPTION	**THE SOUTH AFRICAN National BIODIVERSITY INSTITUTE REQUIRES A SERVICE PROVIDERTOSUPPLY PARTS, MAINTENANCE, SERVICE AND REPAIR OF ALL HORTICULTURAL MACHINERY AT FREE STATE NATIONAL BOTANICAL GARDEN, BLOEMFONTEIN, 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 Hlatshwao	CONTACT PERSON	Loyd Vukeya
TELEPHONE NUMBER	012 843-5000	TELEPHONE NUMBER	(051) 436-3530
FACSIMILE NUMBER	N/A	FACSIMILE NUMBER	N/A
E-MAIL ADDRESS	K.Hlatshwayo@sanbi.org.za		L. Vukeya@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				

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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

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SBD 4

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

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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

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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

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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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. **FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT**

3.2.1. **POINTS AWARDED FOR PRICE**

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

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

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

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.

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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: .....
.....
.....
.....

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TERMS OF REFERENCE

THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE REQUIRES A SERVICE PROVIDERTOSUPPLY PARTS, MAINTENANCE, SERVICE AND REPAIR OF ALL HORTICULTURAL MACHINERY AT FREE STATE NATIONAL BOTANICAL GARDEN, FOR A PERIOD OF FIVE (5) YEARS

QUOTATION NO: Q10743/2024

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1. BACKGROUND

The South African National Biodiversity Institute (SANBI) requires services at the Free State National Botanical Garden (FSNBG). SANBI is a public entity in terms of section 38 (1) of the Public Finance and Conservation act. The SANBI was established in terms of section 10 (1) of the National Biodiversity Management: Biodiversity Act (Act No 10 of 2004). The mandate of SANBI is to champion the exploration, conservation, appreciation and enjoyment of South Africa's exceptionally rich biodiversity for everyone. The FSNBG is one of eleven national botanical gardens of the SANBI. The FSNBG is located approximately 10 km north of Bloemfontein, in Dan Pioneer next to the N1 highway road (29° 12′ 55.6″ S; 26° 12′ 41.3″ E), which is becoming the fastest developing up-market residential areas in Bloemfontein. The FSNBG falls under the Mangaung Metropolitan Municipality (MMM) in the Motheo district of the Free State Province. The FSNBG comprises approximately 66 hectares (ha) of land, whereby 60 ha is natural veld, and 6 ha is developed area. The natural veld monk head hill has an altitude of between 1300 to 1400 m above sea level. The FSNBG topography ranges from plains and pan to lowland, consisting of a dolerite hill (monk's head) separated by a valley and dry watercourse.

2. INVITATION TO QUOTATION

Quotations are hereby invited for the appointment of a service provider for the Maintenance, Service, repair, and supply of a genuine part of all garden's horticultural machinery, at the FSNBG for a period of five years. **Potential Service providers are expected to indicate the call-out fee 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 quote process will be coordinated by SANBI's Supply Chain Management (SCM) Directorate at the following address:

3. DESCRIPTION OF THE WORKS

The SANBI requires the services of a suitably qualified and experienced service provider to **supply parts, maintenance, service and repair of all horticultural machinery at Free State National Botanical Garden, Rayton Road, Off Dan Pienaar Drive, R702, Bloemfontein, for a period of five years.** the scope of work includes but is not necessarily limited to the following machines:

LAWN MOWERS

Husqvarna ride-on (YHT 2648 TDRF) x3
Husqvarna ride-on (TS 348)
Simplicity ride-on (Regent 18RD40 XLRD)
Kudu Rotary 750
Endure Yamaha IND 75

CHAIN SAWS

STIHL Ms 381
STIHL 038 AV super

POLE PRUNNER

STIHL HT 75 x2

WOODCHIPPER
RIVIM Honda GX 390

EDGE CUTTER
Robin EY 15-3
Honda GX 160
Yamaha MZ 175

EDGE TRIMMER
STIHL FS 45 x2

HEDGE TRIMMER
STIHL HS82R

SPIKE ROLLER
Husqvarna T436

BRUSHCUTTERS
Husqvarna 153R x2
STIHL FS 280 x2

BLOWERS
STIHL BR600 x3
Husqvarna 350BT

ROTAVATOR
Husqvarna TF 335

4. RECOMMENDATIONS & SPECIFICATIONS

The following requirements and material specifications are proposed:
Maintenance, Service, repair, and supply of genuine parts

- Minor or Major service
- Repair mechanical problems e.g., overhaul engine
- Replacement of worn parts e.g., bearings etc.
- Supply of genuine parts e.g., blade, drive pulley, spark plugs etc.

NB. And all other requirements in ensuring the machine is maintained and serviced.
The number of machines to be serviced and or repaired is not limited to the above but the above is what the FSNBG currently has.

5. OPERATING HOURS

The appointed Service Provider will be required to provide services within the set time of the project, operating hours will be those that are set by the garden from 07:30 to 16:30. Or make a special arrangement with the garden management when necessary.

6. BIDDING REQUIREMENTS

6.1 Service providers are required to submit the following Mandatory documentation

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

- SBD 1 (Invitation to Bid) Duly completed and signed
- SBD4 (Declaration of interest) Duly completed and signed
- SBD 6.1. (Preference Points Claim_ Duly completed and signed
- A copy of the Central Suppliers Database (CSD) registration report.
- 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.
- Proof of Public Liability Insurance.
- Formal quotation on a company's letterhead
- Pricing schedule (provided on schedule 9)
- The bidder must demonstrate sufficient experience in the field of power machines repair, maintenance and servicing, supplying the genuine part to horticulture machinery by (are we looking for a contractor)? providing 5 (five) traceable references of similar work performed in the last 5 years.

7. CONTRACTUAL REQUIREMENTS

A contractual agreement will be drafted by SANBI and must be signed by both parties prior to commencing the work. SANBI will draw up a Service Level Agreement (SLA) for monitoring and compliance purposes. The SLA will be monitored through compliance meetings which will be held monthly until the completion of the project. The Service Provider will also meet the designated SANBI representative as and when it deems necessary.

8. SPECIFIC GOALS

This TOR will be evaluated in accordance with the Preferential Procurement Regulations, 2022. 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 identified specific goals (see below table).
However, as price is not relevant to this Proposal, the second stage of evaluation of bids will focus solely on specific goals points.

Specific Goal	Total Points
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)
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

9. Pricing

Pricing should be inclusive of the five five-year pricing "including call-out and labour rates.
Please note that price evaluation will be based on call out fee and labour rate per hour.

The request for the service provider to render services for the maintenance, service, repair, and supply of a genuine part of all garden horticulture machinery.						
Free State National Botanical Garden						
ITEM	**QUANTITIES**	**COSTS PER YEAR 1**	**COSTS PER YEAR 2**	**COSTS PER YEAR 3**	**COST PER YEAR 4**	**COST PER YEAR 5**
LAWN MOWERS						
Husqvarna ride-on (YHT 2648 TDRF)	3					
Husqvarna ride-on (TS 348)	1					
Simplicity ride-on (Regent 18RD40 XLRD)	1					
Kudu Rotary 750	1					
Endure Yamaha IND 75	1					
CHAIN SAWS						
STIHL Ms 381	1					
STIHL 038 AV super	1					

POLE PRUNNER						
STIHL HT 75 x2	1					
WOODCHIPPER						
RIVIM Honda GX 390	1					
EDGE CUTTER						
Robin EY 15-3	1					
Honda GX 160	1					
Yamaha MZ 175	1					
EDGE TRIMMER						
STIHL FS 45 x2	1					
HEDGE TRIMMER						
STIHL HS82R	1					
SPIKE ROLLER						
Husqvarna T436	1					
BRUSHCUTTERS						
Husqvarna 153R x2	1					
STIHL FS 280 x2	1					
BLOWERS						
STIHL BR600 x3	1					
Husqvarna 350BT	1					
ROTAVATOR						
Husqvarna TF 335	1					
	TOTAL EXCL VAT	**R**	**R**	**R**	**R**	**R**
	15% VAT	**R**	**R**	**R**	**R**	**R**
	TOTAL INCL VAT	**R**	**R**	**R**	**R**	**R**
	TOTAL FOR FIVE YEARS	**R**				

	Labour rate/Hour	**Callout fee**	**Total (Excl VAT)**	**Total (Incl VAT)**		
Year 1						
Year 2						
Yea 3						
Year 4						
Year 5						
Grand Total			**R**	**R**		

10. GENERAL INFORMATION

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

The SANBI reserves the right:

- To verify any information supplied in quotation documents.
- Not to appoint any Service Provider.
- To cancel or withdraw this RFQ at any time without attracting any penalties or liabilities.
- To have the final say in the appointment and this will be binding.
- To disqualify a quotation or cancel any subsequent contracts should it be found that information disclosed was factually inaccurate and/or that a misrepresentation of facts may have occurred?
- To disqualify potential Service Providers who may attempt to bribe or influence any person employed by SANBI during this quotation process.

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

11. BRIEFING/ SITE BRIEFING

No briefing session

12. PROPOSAL SUBMISSIONS

Closing date for submission of responses: 06 September 2024@11: am.

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For Technical queries please contact Mr. Loyd Vukeya, the Estate Manager: FSNBG, at 051 436 3530 or at the following e-mail address: L.Vukeya@sanbiorg.za

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