

SBD1

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
BID NUMBER:	Q10849/2024	CLOSING DATE:	16 th September 2024	CLOSING TIME:	11:00
DESCRIPTION	<u>THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) HEREBY INVITES SERVICE PROVIDERS TO SUBMIT QUOTATIONS FOR THE APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY HORTICULTURAL MEDIUM, FERTILIZERS AND OTHER HORTICULTURAL NURSERY CONSUMABLE PRODUCTS FOR THE KWAZULU NATAL NATIONAL BOTANICAL GARDEN- PIETERMARITZBURG, FOR A PERIOD OF 5 YEARS</u>				
Submission of proposals: proposals must be emailed to S.SCM-Quotations@sanbi.org.za with a copy to Ms. Mogapi at c.mogapi@sanbi.org.za Please state the Bid number as the reference number on the subject line when responding.					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Cynthia Mogapi		CONTACT PERSON	Mr Mashudu Tshitereke	
TELEPHONE NUMBER	012 339 2713		TELEPHONE NUMBER	(033) -344 -1516	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	c.mogapi@sanbi.org.za		E-MAIL ADDRESS	M.Tshitereke@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]
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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), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

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

DATE:

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

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

- 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:

.....
.....

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.

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 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

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.

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

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

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

1.2 **To be completed by the organ of state**

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

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

- a) Price; and
- b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

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

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

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

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:

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

Where

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

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 FOR HORTICULTURAL MEDIUM, FERTILIZERS AND OTHER HORTICULTURAL NURSERY CONSUMABLE PRODUCTS FOR THE KWAZULU NATAL NATIONAL BOTANICAL GARDEN- PIETERMARITZBURG, FOR A PERIOD OF 5 YEARS

1. BACKGROUND

SANBI KwaZulu Natal Botanical Garden is seeking a service provider for the supply of compost, fertilizers, sand and other horticultural related products to be used at the KwaZulu Natal National Botanical Garden for a period of five years. The quote process will be co-ordinated by SANBI's Supply Chain Management (SCM)

The KZNNBG garden has 47.7 hectares of land of which 12 ha is landscaped area that is sustained by nursery production of propagated plant species, with the high demand of plants from the nursery there is a need for reliable supply of Horticultural mediums, fertilizers and supporting nursery consumable to support sustainability of nursery production. It is therefore crucial that a reliable supplier provides acceptable quality horticultural medium, fertilizers and nursery consumable products for a period of 5 years to meet the various peak times and productive seasons for the plants being propagated and maintained with for best results.

2. SCOPE OF WORK

The service provider will be responsible for:

- Supply of high-quality compost as per specifications.
- Supply of high quality horticultural medium potting /seedling mix and sand.
- Supply medium components, perlite, vermiculite, and polystyrene.
- Supply variety of rooting hormone
- Supply different sizes of nursery pots, polystyrene seedling tray and support stakes.

Description

Requirements and Specification:

This document outlines the conditions for the successful contractor to supply **Fertilizers, Sand, Compost and other horticultural related products** for use by the Garden (KZNNBG).

Materials – All materials will be procured by the client (KZNNBG) in keeping with the accounting provisions and procurement requirements.

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

NB: Potential supplier can contact KwaZulu-Natal National Botanical Garden regarding specifications of recommended mediums.

Specifications

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

Compost, Potting (seedling) Soil, Top Dressing & Topsoil

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

The following standards will be agreed to before the appointment of a service provider who will be appointed on contract to be the selected supplier for a period of five (5) years until the end of the contract duration.

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

Compost –

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

Potting soil and seedling soil –

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

Top Dressing (lawn dressing)

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

Topsoil

Topsoil should be coarsely sifted and consist of a reasonable loam soil similar to what is the natural loam soil type in the area of the KZNNBG, it must be weed free and should meet the general requirements for top soil as per industry standard. Once the parties have agreed on a standard product sample at the outset of the contract, the supplier will be required to consistently supply the same or reasonably similar top soil product for the duration of the contract term. The agreed standard product sample will be held at the office of the KZNNBG for reference purposes. The KZNNBG reserves the right to conduct weed germination tests for a period of 3 weeks post-delivery of each load. Should the product be found to contain weeds, the supplier must remove and replace the product with weed free product.

Delivery of products

For purposes of products supplied under this contract, supply includes delivery. All products must be delivered during normal business hours, unless otherwise specified and by prior arrangement with the KZNNBG management.

Quoting:

Prospective suppliers are invited to submit a quotation for all the products listed above. The projected price increases for the five years of the duration of the contract should also be indicated.

Project specifications

The following products are routinely purchased and utilized in the day to day running of the KZNNBG and may form part of the products procured under this contract:

Nursery consumables

Description	Size	Quantity	Year 1	Year 2	Year 3	Year 4	Year 5
Multi feed	5kg	1					
Osmocote	20kg	1					
Agriform 21 g Tree Planting tablets per box	21g	1					
Multicote 50kg	50kg	1					
Nitrosol per 5l	50kg	1					
2:3:2 per bag(Fertilizer)	50kg	1					
3:1:5 per bag(Fertilizer)	50kg	1					

8:1:1 per bag(Fertilizer)	50kg	1					
Dyna root 1	600g	1					
Dyna root 2	600g	1					
Dyna root 3	600g	1					
Bone meal	25kg	1					
Rooting hormone gel	500ml	1					

Organic mediums (unit of measure for quoting):

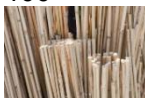
Mediums	Amount	Quantity	Year 1	Year 2	Year 3	Year 4	Year 5
Top soil (3 Sand, 6 loamy soil and 1 peat)	<u>10m3</u>	<u>1</u>					
Compost (organic, plant based, weed and ardour free compost)	<u>10m3</u>	<u>1</u>					
Sand (Umngeni sand)	<u>10m3</u>	<u>1</u>					
Sand (Umngeni sifted sand)							
Potting soil (bark based, 60% shredded aged bark and 40% compost)	<u>8m3</u>	<u>1</u>					
Seedling mix (4 compost, 1 perlite, 1 vermiculite, and 2 peat moss)	<u>8m3</u>	<u>1</u>					
Perlite (Horticultural grade P35)	<u>10kg</u>	<u>1</u>					
Vermiculite (Medium grade vermiculite)	<u>10kg</u>	<u>1</u>					

Nursery pots and trays

Size/description	Quantity/description	Material, shape and colour	Year 1	Year 2	Year 3	Year 4	Year 5
<u>12cm</u>	<u>100</u> 	<u>Plastic, round, Terracotta</u>					

<u>15cm</u>	<u>100</u>	<u>Plastic, round, Terracotta</u>					
<u>18cm</u>	<u>100</u>	<u>Plastic, round, Terracotta</u>					
<u>20cm</u>	<u>100</u>	<u>Plastic, round, Terracotta</u>					
<u>Seed tray 180 cavity</u>	<u>20</u>	<u>Polystyrene</u>					
<u>Seed tray 299 cavity</u>	<u>20</u>	<u>Polystyrene</u>					

Nursery labels and support

Size/item	Quantity	Material	Year 1	Year 2	Year 3	Year 4	Year 5
Small T-shape label 	100	Plastic					
Small straight label 	100	Plastic					
Wrap around tree label 	100	Plastic					
Tree stakes (1m) 	100	Wood					
Tree stakes (2m)	100	Wood					

3. Locality

First preference will be given to the service provider within the local area where the National Botanical Garden is located and surrounding towns within the 120 km radius of the KwaZulu Natal National Botanical Garden.

4. DOCUMENTS REQUIRED

The potential Service Provider must comply with all relevant government legislation relevant to the industry in which they operate, as well as SANBI's terms and conditions including the service level agreement.

4.1. Potential service providers are required to submit the following administrative documentation.

- Service providers are to submit a Full CSD report with a Tax Compliant Status.
- Duly completed SBD 1, 4, and 6.1
- Quotations must include cost breakdown of all the specifications and the price must be VAT-inclusive

4.2. Potential service providers are required to submit the following Mandatory documentation. Failure to do so will lead to disqualification.

- Service providers with one or more employees are required by law to contribute to the Compensation Fund. A valid letter of good standing certificate with COIDA is required. The certificate should be issued by the Department of Labour.

- Proof of Public Liability Insurance or Letter to intend.

5. OTHER BIDDING DOCUMENTS REQUIRED:

Service Providers must submit the following documentation:

- Traceable reference letters
- Proof of locality
- Methodology to be used

6. 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.

7. EVALUATION CRITERIA

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

PHASE 1

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

CRITERIA FOR EVALUATING FUNCTIONALITY																
Ref	Criteria	Sub criteria		Total Points												
6.1	Reference letters															
	Provide a list of similar projects undertaken on nursery supplier. A minimum of four (4) signed letters of reference from other clients for work done in the past five (5) years to be attached. Reference letters must indicate the following: • Must be on the company letterhead of the client. • Contact details of the client. • Year in which the service was rendered. • Description of work performed. • Must be signed and dated.	<table><tr><th>Sub-criteria</th><th>Points</th></tr><tr><td>No reference letters for similar projects</td><td>0</td></tr><tr><td>One (1) letter of reference</td><td>10</td></tr><tr><td>Two (2) letters of reference.</td><td>20</td></tr><tr><td>Three (3)</td><td>30</td></tr><tr><td>Four (4) or more letters of reference</td><td>40</td></tr></table>		Sub-criteria	Points	No reference letters for similar projects	0	One (1) letter of reference	10	Two (2) letters of reference.	20	Three (3)	30	Four (4) or more letters of reference	40	40
Sub-criteria	Points															
No reference letters for similar projects	0															
One (1) letter of reference	10															
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Three (3)	30															
Four (4) or more letters of reference	40															
6.2	Locality															
	The bidder must submit a documentary proof of address from the third (3rd) party to	<table><tr><th>Sub-criteria</th><th>Points</th></tr><tr><td>Business based outside KZN</td><td>0</td></tr></table>		Sub-criteria	Points	Business based outside KZN	0	20								
Sub-criteria	Points															
Business based outside KZN	0															

	indicate that the company has an operating office/business in the province (E.g., Municipal account, Local Authority Letter, telephone account not older than three (3) months, signed lease agreement, etc.)	<table><tr><td>Province</td><td></td></tr><tr><td>Business based outside the radius of 200km from KZN NBG but within KZN Province</td><td>4</td></tr><tr><td>Business based outside the radius of 180km from KZN NBG but within KZN Province</td><td>8</td></tr><tr><td>Business based outside the radius of 160km from KZN NBG but within KZN Province</td><td>12</td></tr><tr><td>Business based outside the radius of 140km from KZN NBG but within KZN Province</td><td>16</td></tr><tr><td>Business based within the radius of 120km from KZN NBG</td><td>20</td></tr></table>	Province		Business based outside the radius of 200km from KZN NBG but within KZN Province	4	Business based outside the radius of 180km from KZN NBG but within KZN Province	8	Business based outside the radius of 160km from KZN NBG but within KZN Province	12	Business based outside the radius of 140km from KZN NBG but within KZN Province	16	Business based within the radius of 120km from KZN NBG	20	
Province															
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Business based within the radius of 120km from KZN NBG	20														
6.3	Methodology														
	Approach/methodology to be used particularly about responding within a short time frame; The Preliminary Programme to include how the bidder would execute full scope of work described in the work specification.	<table><tr><th>Sub-criteria</th><th>Points</th></tr><tr><td>The bidder has submitted a proposed detailed programme with reasonable timelines.</td><td>40</td></tr><tr><td>Submitted proposed programme is not sufficiently detailed.</td><td>20</td></tr><tr><td>No submission of the proposed programme.</td><td>0</td></tr></table>	Sub-criteria	Points	The bidder has submitted a proposed detailed programme with reasonable timelines.	40	Submitted proposed programme is not sufficiently detailed.	20	No submission of the proposed programme.	0	40				
Sub-criteria	Points														
The bidder has submitted a proposed detailed programme with reasonable timelines.	40														
Submitted proposed programme is not sufficiently detailed.	20														
No submission of the proposed programme.	0														
		TOTAL	100												

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

Phase 2

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

Specific Goals

	Specific Goal (Information to be verified on CSD report)	Total Points
(a)	1. Categories of persons historically disadvantaged by unfair discrimination on the basis of race. 100% black ownership (Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof).	10

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

7. PRICING SCHEDULE

The service provider is required to give pricing of listed nursery items for 5 years. The service provider must factor in yearly escalation for pricing. Pricing will be fixed for the period of 5 years.

Pricing schedule

Description	Year 1	Year 2	Year 3	Year 4	Year 5
Nursery consumables					
Organic mediums					
Nursery pots and trays					
Nursery labels and support					
Total excl VAT					
Total incl VAT					
Total for 5 years combined incl vat					

9. NATURE OF APPOINTMENT & CONTRACTUAL ARRANGEMENT

Contract duration: **5 years**

Contract and payment:

- The contract will be drawn up between SANBI and the Service Provider.
- Invoices will be approved on acceptance of deliverables.
- Invoices must indicate the deliverable produced. No upfront payments will be made.
- SANBI will pay within 30 days of date of invoice for the satisfactory completion of work.
- All invoices must be addressed to SANBI, but they must be delivered via the appointed Agent of the service provider.

10. Submission

NB: Late submissions will be disqualified.

Quotations must be submitted no later than **16th September 2024 at 11:00**

Submission of proposals must be emailed to S.SCM-Quotation@sanbi.org.za with a copy to Ms C Mogapi at C.Mogapi@sanbi.org.za Emailed applications must not be more than 6MB in size.

Cut-off date for enquiries: 15th September at 16:00

For enquiries please contact Mashudu Tshireke on (033) -344 -1516 or M.Tshireke@sanbi.org.za
PLEASE NOTE: Emailed applications must not be more than 8MB.