

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
RFQ NUMBER:	Q10879/2024	CLOSING DATE:	23 September 2024	CLOSING TIME:	11H00am
DESCRIPTION					
Waste Removal, Recycling and General Assistance Service for the Kirstenbosch Summer Sunset Concerts and New Year's Eve Concerts from November 2024 to April 2027					
BID RESPONSE DOCUMENTS MAY BE E-MAILED TO BELOW ADDRESSES:					
Submission of proposals: Proposals must be emailed to S.SCM-Quotations@sanbi.org.za and Ms. Ripfumelo Fumani @ r.fumani@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	Ripfumelo Fumani		CONTACT PERSON	Sarah Struys	
TELEPHONE NUMBER	012 843 5035		TELEPHONE NUMBER	021 799 8775.	
FACSIMILE NUMBER	n/a		FACSIMILE NUMBER	n/a	
E-MAIL ADDRESS	r.fumani@sanbi.org.za		E-MAIL ADDRESS	w.ringane@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		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		TICK APPLICABLE BOX
	☐ Yes ☐ No				☐ 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]1					
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:

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**

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.

2.3.1 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 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:

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

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

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

.....

REQUEST FOR QUOTATIONS
Terms of Reference:

**Waste Removal, Recycling and General Assistance Service for the
Kirstenbosch Summer Sunset Concerts and New Year's Eve Concerts
from November 2024 to April 2027**

1. BACKGROUND

The **Kirstenbosch Summer Sunset Concerts** take place at Kirstenbosch National Botanical Garden (NBG) from the end of November until the end of March/ beginning of April. Concerts are usually held on Sunday afternoons as well as New Year's Eve, and are attended by up to 6000 people per concert. Patrons are allowed to bring their own food and beverages along to these picnic style events.

Kirstenbosch NBG has a bin-free policy and patrons at concerts are asked to take their litter home with them. However, a lot of litter is left behind at some of the concerts. Until now, Kirstenbosch NBG's own staff would collect and recycle the waste on the day after the concerts. This impacts on other garden operations, and the decision has now been taken to outsource this function.

In addition to waste collection, the Kirstenbosch NBG team requires extra hands for setting up and striking at the events. Kirstenbosch NBG therefore wishes to contract four porters to perform these functions.

2. MAIN DELIVERABLES

The Service Provider will be required to undertake the following tasks:

- Provide an **event waste collection service** for a 12-hour shift for all the Kirstenbosch Summer Sunset Concerts and New Year's Eve Concert *on concert day*.
- Provide an **event waste collection service** for a 12-hour shift on the *day after* each Kirstenbosch Summer Sunset Concerts and New Year's Eve Concert
- Provide a team of **four (4) porters** to assist with pre-event set-up and post-event striking of items owned by Kirstenbosch (these are items such as crowd fencing, tables, chairs, umbrellas and gazebos).
- **Remove** all collected waste from Kirstenbosch.
- **Recycle** all collected waste.
- Provide a **recycling and waste report** after each concert.

3. TIMES AND QUANTITIES

Kirstenbosch National Botanical Garden will be holding nineteen (19) Summer Sunset Concerts and one (1) New Year's Eve concert annually – a total number 20 concerts per season.

Nineteen (19) Kirstenbosch Summer Sunset Concerts

Days: 19 Sundays annually between 24 November and 10 April (exact dates to be confirmed)

Waste collection team: 12-hour shift on concert days from 11am to 11pm on concert day AND 12-hour shift from 7am to 7pm on the day after each concert.

Porters: 12-hour shift from 10am to 10pm on concert day.

One (1) New Year's Eve Concert

Day: 31 December

Waste collection team: 12-hour shift on concert day from 1pm to 1am on concert day AND 12-hour shift from 7am to 7pm on the day after each concert.

Porters: 12-hour shift from 2pm to 2am on concert day.

4. AREAS TO BE CLEANED

Collection of waste to take place before, during and after the concerts, at the following areas:

- Concert area with a size of 7000m
- Backstage area where the performers stay during the concert
- 3 car parks of Kirstenbosch (Visitor Centre parking, Garden Centre parking and Stone Cottage grounds.)
- All paths through the garden leading to the three car parks.
- Street parking areas around Kirstenbosch.

5. MANAGEMENT AND REPORTING

Overall accountability is to the Event Manager of Kirstenbosch, who will be responsible for the Service Provider in terms of delivery on the agreed work plan and outputs.

6. COMPETENCIES

In order to fulfil this role, the Service Provider requires the following skills and competencies:

- Experience in clearing waste at large outdoor events hosting at least 5000 people.
- The ability to recycle all collected waste.
- The ability to produce a report on how the collected waste was recycled.

7. REQUIREMENTS FOR PROPOSAL

Service Providers interested in contributing towards this project should submit a concise written proposal that addresses the scope of work and the above requirements and outputs.

The proposal must include the following:

7.1. A response to the Terms of Reference

- Details of prospective Service Provider, including relevant experience and track record.
- A company profile.
- A description of the prospective Service Provider's approach to and interpretation of the scope of work and deliverables.
- An example of a recycling report that produced for a similar event, including contact details of the organiser of that event.
- Reference letters of at least three relevant current or recent clients hosting outdoor events.

7.2. Price

- Please complete the price schedule in Annexure A. The bid cannot be considered if Annexure A has not been completed.

7.3 MANDATORY DOCUMENTATION REQUIRED: (Failure to submit this required documentation will lead to disqualification)

- SBD Forms (1,4 and 6.1) The standard Bidding Forms (included in the bid documentation) must be completed, signed and submitted with proposal
- A copy of the Central Suppliers Database (CSD) registration report
- Submission of quotation with company's letterhead
- A valid proof of Liability Insurance Cover for the company and the amount available per claim or letter of intent
- A valid Letter of Good Standing from the Compensation Commissioner as required by the Compensation for Occupational Injuries and Diseases Act (COIDA) from department of Labour or letter of intent
- Submission of valid permit waste removal from municipality

8. 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:

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

CRITERIA FOR EVALUATING FUNCTIONALITY		SUBCRITERIA		TOTAL POINTS
1. Past Experience: this refers to the experience of the Bidder to undertake the scope of work involved in this required service.				46
1.1. Provide your company profile.	Sub-criteria	Points	(10)	
	No company profile provided, or company profile is irrelevant to the required service	0		
	Company profile shows that the company offers most of the services that are that are required	5		
	Company profile shows that the company offers most of the services that are that are required	10		

2.1 Provide three (3) reference letters from relevant clients (outdoor events hosting at least 5000 people).	Sub-criteria	Points	(36)
	No reference letters for similar projects	0	
	One (1) letter of reference.	12	
	Two (2) letters of reference.	24	
	Three (3) letters of reference.	36	
2. Ability to recycle: This refers to the Bidder's approach to recycling all collected materials, as opposed to dumping the collected waste as general landfill.			40
2.1. Describe your company's structure on waste management and recycling	Sub-criteria	Points	(20)
	Non-responsive	0	
	Some recycling systems in place	10	
	Significant recycling systems in place	20	
2.2. Provide a recycling report that your company produced for a client in the past, <u>including the client's name and contact details</u> .	Sub-criteria	Points	(20)
	No recycling report provided	0	
	Basic recycling report	10	
	Detailed recycling report	20	
3. Understanding of the requirement			14
3.1. Demonstrate an understanding of the requirements for this service in one paragraph.	Sub-criteria	Points	(14)
	No explanation provided on how service will be delivered	0	
	Basic understanding with some shortcomings	7	
	Full understanding	14	
TOTAL			100

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

8.2 The second stage will evaluate the price and preference points of those bids which 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 20 points will be awarded based on the bidders specific goals as per the below table.

Sufficient information must be provided to allow the evaluation panel to score bids against all these criteria. Failure to do so may result in the disqualification.

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 = 10 points Information will be verified on CSD report. Points will be allocated based on the percentage of ownership per goal	(10)	
Categories of persons historically disadvantaged by unfair discrimination on the basis of gender. - 100% female ownership = 10 points Information will be verified on CSD report. Points will be allocated based on the percentage of ownership per goal	(10)	
TOTAL POINTS	20	

8. CONTRACTUAL ARRANGEMENTS

A contract will be drawn up between SANBI and the service provider. Invoices will be paid according to the agreed schedule of payment milestones appended to the contract.

9. PROPOSAL SUBMISSIONS

Closing date for submission of responses: 23 September 2024 @ 11:00am

Submission of proposals must be emailed to S.SCM-Quotations@sanbi.org.za with a copy to Ms R Fumani at r.fumani@sanbi.org.za

Queries relating to these Terms of Reference must be directed to Sarah Struys at s.struys@sanbi.org.za , 021 799 8775.

Annexure A: Price Schedule

Required service	Price incl. VAT Year 1 2024-25	Price incl. VAT Year 2 2025-26	Price incl. VAT Year 3 2026-27
Waste removal service for one (1) Kirstenbosch Summer Sunset Concert <i>(including clearing of waste on concert day and the day after, removal and recycling of waste, generating recycling and waste report)</i>	R.....	R.....	R.....
Waste removal service for twenty (20) Kirstenbosch Summer Sunset Concerts (= one whole concert season)	R.....	R.....	R.....
Waste removal service for one New Year's Eve Concert <i>(including clearing of waste on concert day and the day after, removal and recycling of waste, generating recycling and waste report)</i>	R.....	R.....	R.....
Team of four (4) porters for one (1) Kirstenbosch Summer Sunset Concert	R.....	R.....	R.....
Team of four (4) porters for twenty (20) Kirstenbosch Summer Sunset Concerts	R.....	R.....	R.....
Team of four (4) porters for one (1) New Year's Eve Concert	R.....	R.....	R.....
ANNUAL TOTAL PRICE	R.....	R.....	R.....
Total price including VAT for 3-year period			
R.....			

Consent form in terms of section 11 of the Protection of Personal Information Act No 4 of 2013 (POPIA)

In order for the South African National Biodiversity Institute (SANBI) to consider the bidder's response to the RFQ / RFP to become a service provider of the SANBI, it will be necessary for the SANBI to process certain personal information which the service provider may share with SANBI for the purpose of the RFQ / RFP, including personal information, which may include special personal information (all hereafter referred to as "Personal Information")

The SANBI will process the Service Provider's Personal Information in accordance with the SANBI Privacy Policy.

Access to your Personal Information and purpose specification

Personal Information will be processed by SANBI for purposes of assessing the service provider's submission in relation to the RFQ / RFP i.e. the purposes of assessing current services required by the SANBI. We may also share the service provider's Personal Information with third parties, both within the Republic of South Africa and in other jurisdictions, including to carry out verification, background checks and Know Your Customer obligations in terms of the Financial Intelligence Centre Act, No. 38 of 2001 ("FICA"). In this regard, the service provider acknowledges that SANBI's authorised verification agent(s) and service providers will access Personal Information and conduct background screening.

Consent

By [ticking/clicking] "Yes" and signing below, you agree and voluntarily consent to the SANBI's processing of the service provider's Personal Information for the purposes of evaluating its RFQ / RFP submission, including to confirm and verify any information provided in the submission and service provider gives SANBI permission to do so. The service provider understands that it is free to withdraw its consent on written notice to SANBI and the service provider agrees that the Personal Information may be disclosed by the SANBI to third parties, including SANBI's affiliates, service providers and associates (some of which may be located outside of the Republic of South Africa). Please note that if you withdraw your consent at any stage, we may be unable to process your RFQ / RFP.

Yes ☐

No ☐

Supplier Name

Date

Signature

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