

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
RFQ NUMBER: Q10983/2024		CLOSING DATE: 20 November 2024		CLOSING TIME: 11H00am	
DESCRIPTION					
APPOINTMENT OF A SERVICE PROVIDER TO REPAIR, SERVICE, AND MAINTANENCE OF HORTICULTURAL MACHINERIES AT PRETORIA NATIONAL BOTANICAL GARDEN FOR A PERIOD OF FIVE (5) YEARS.					
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 copy Ms. Khanyisile Hlatshwayo @ k.hlatshwayo@sanbi.org.za Please state the Bid number as the reference number on the subject line when responding to the RFQ					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Khanyisile Hlatshwayo		CONTACT PERSON	Nakisane Mathivha	
TELEPHONE NUMBER	(012) 843-5000		TELEPHONE NUMBER	012 843 5000	
FACSIMILE NUMBER	n/a		FACSIMILE NUMBER	n/a	
E-MAIL ADDRESS	k.hlatshwayo@sanbi.org.za		E-MAIL ADDRESS	N.Mathivha@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]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:

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

Where

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

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:

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

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:

TERMS OF REFERENCE

**APPOINTMENT OF A SERVICE PROVIDER TO REPAIR, SERVICE, AND
MAINTANENCE OF HORTICULTURAL MACHINERIES AT PRETORIA
NATIONAL BOTANICAL GARDEN FOR A PERIOD OF FIVE (5) YEARS.**

QUOTATION NO: Q10983/2024

1. BACKGROUND

The South African National Biodiversity Institute (SANBI) requires services at Pretoria National Botanical Garden (PNBG). The garden is surrounded by urban development and offers a much-needed outdoor experience and wildlife in the eastern suburbs of Pretoria. The ridge that runs through the garden, the natural grassland and large lawned areas containing theme gardens of indigenous plants, offer a habitat for our indigenous wildlife species. Our lawn area has become carpet to many formal and informal events, experienced by millions of garden visitors annually.

The garden is 76 hectares of which fifty hectares of the total area are devoted to developed gardens, using almost exclusively South African plants. All the flowering plant species to be seen including 50% of the country's tree species, make this Garden a botanical tapestry, offering the visitor a glimpse of different biomes such as Savanna, forest, fynbos and some plants of other biomes. A 35 M high quartzite outcrop divides the garden into two sections. Its frosty south-facing section and the north-facing, warmer section present two different worlds to the visitor and botanist. A paved nature trail gives access to the fascinating natural vegetation on the ridge, which boasts a diversity of indigenous fauna and flora. The garden is and is open to the public 365 days a year from 8:00 – 18:00 with entry limited until 17:00.

However, maintaining the PNBG requires meticulous care and attention, especially concerning the horticultural machinery vital for its upkeep. These machineries are the lifeblood of PNBG's maintenance efforts.

Given the garden's year-round accessibility and the sheer scale of its operations, ensuring the reliability and efficiency of these machineries is paramount. Regular servicing and repairs are essential to uphold PNBG's standards of excellence.

2. INVITATION TO QUOTATION

The purpose of this request for quotation (RFQ) is to invite prospective service providers to submit quotation on the repairing, servicing, and/or maintenance of the horticultural machineries at the Pretoria national botanical garden for a period of five years. Potential Service providers are

expected to clearly stipulate their call out fee on the quotation as other pricing 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 co-ordinated by SANBI's Supply Chain Management (SCM) Directorate at the following address:

3. DESCRIPTION OF THE WORKS

SANBI Pretoria National Botanical Gardens would like to appoint a reliable and experienced service provider to repair, service and maintain horticultural machinery, specifically Stihl equipment, to ensure optimal performance and extend the equipment's lifespan.

The scope of work includes but not limited, following machines:

3.1 Lawn mowers

- 1 X Grasshopper 126V Ride On Lawn Mower – 52' Deck
- 1 X Hustler Sport Ride-On Mower 54' Deck – Model No 93065IEX
- 1 X Turfking 750 Mower
- 1 X Snapper LT 100 Tractor Mower Ride-on Mower – Model No 7800207
- 3 X Yamaha Professional Push mowers – Industrial
- 1 X Hustler rector Ride on Mower – Model No. 939751EX
- Husqvarna Ride on mower – Model No MZS4

3.2 Brush cutters

- 9 X Stihl Brush Cutters
- 2 X Stihl Brush Cutters Backpack FR450 X2

3.3 Pole pruner and hedge trimmer

- 1 X Stihl Hedge Trimmer HS45
- 1 X Echo P265 Edging Machine
- 1 X Professional Edge Cutter - Briggs & Stratton
- 2 X Stihl Pole Pruner HT103
- 1 X Stihl battery powered pole pruner

3.4 Chainsaw

- 1 X Stihl Ms 170 Chain Saw
- 1 X Stihl MS 250 Chain Saw
- 1 X Stihl MS 380 Chain Saw
- 1 X Stihl MS 381 Chain Saw
- 1 X Stihl MS 382 Chain Saw
- 1 X Stihl MS 661 Chain Saw

3.5 Leaf blower

- 4 X Stihl Blower BG 450
- 6 X Stihl Backpack Blower FS420

3.6 Other Estate machines

- 1 X Marshall Fowler Sterilising Machine Model : ESC 60 X 60 KW X 886 Volts X 3 Phase
- 1 X Multispray – Honda 5.0 X G200
- 1 X Buffel Fire Fighter - Honda GX160 Swift – 30 Powersprayer
- 1 X Gianelsi Edilio- Compressor X CE 0066
- 1 X Generator – Honda GX 160 5.5 (2.2KVA) (1 Phase)
- 1 X Massey Ferguson Tractor – MF 440 Extra
- 1 X Agrid Rotavator G 84
- 1 X Chipper (Unknown) PTO Driven
- 1 X Hydraulic Tractor tip trailer
- 1 X Bomag Compactor 90S F30 4632
- 1 X Thrash Pump (WT20X)
- 1 X Chemical sprayer (Quad master)

4. SCOPE OF WORK :

- Servicing and maintenance of horticultural machinery, including Stihl equipment.
- Regular inspections and reporting on machinery condition.
- Repair and replacement of parts as needed.
- Provision of genuine Stihl spare parts(Changing oil, Belts, Filters, Bearings etc)
- On-site servicing and workshop repairs.
- Technical support, training to garden machine operators

- Supply of machinery

4.1 Deliverables:

- Regular servicing and maintenance reports.
- Detailed invoices and quotes for repairs and spare parts.
- Timely response to service requests (indicate turnaround time).
- Quality workmanship and use of genuine Stihl spare parts.

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 however, the above is what the garden currently has.

4.2 PRICING SCHEDULE BREAKDOWN:

NOTE: Failure to complete Pricing Schedule will automatically invalidate the offer submitted.

Pricing Breakdown

Description	Cost (Year 1)	Cost (Year 2)	Cost (Year 3)	Cost (Year 4)	Cost (Year 5)
Call out Fee during working Hours (per hour)					
Labour rate during working hours (Per hour)					

Total quoted amount for the period of 5 years		
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5 Requirements:

- The service provider must be an authorized dealer of Stihl company as the garden use this machinery that are easily accessible
- The service provider must have a fully equipped workshop and sufficient storage facilities.
- The service provider must have experienced and trained technicians.
- The service provider must have an established track record and references regionally/ nationally.

- The service provider must have appropriate insurance coverage. The bidder must demonstrate sufficient experience in the field of power machinery repairs, maintenance and servicing by providing 3 (three) traceable references of similar work performed in the last 3 years in Pretoria region.

6. OPERATING HOURS

The appointed Service Provider will be required to provide services within the set time, operating hours will be between 08:00 to 16:30. Or make a special arrangement with the garden management when necessary.

7. BIDDING REQUIREMENTS

7.1 Mandatory documents

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):**

- (a) Copy of the company Central Supplier Database (CSD) report or registration number must be provided
- (b) Valid letter of good standing from the office of the Compensation Commissioner as required by the Compensation for Occupational Injuries and Diseases Act (COIDA). The letter should be issued by the Department of Labour.
- (c) SBD forms (1.4 and 6.1) duly completed and signed and submitted with these proposals
- (e) Formal quotation on a company's letterhead
- (f) Proof of Public liability Insurance

7.2 Other documents required

- OHS Certificate: A Health and Safety Compliance Certificate is a certifying document that asserts and approves a workplace as legally compliant with the Occupational Health and Safety (OHS) Act requirement

8. Appointment Criteria:

- The service provider must meet all requirements and evaluation criteria. The evaluation process will be based on the price and Specific goals of those bids that meet the minimum threshold for functionality. By Preferential Procurement. Regulations, 2022 about the Preferential Procurement Policy Framework Act (No. 5 of 2000),
- The service provider must submit a comprehensive proposal, including the scope of work, timelines, and pricing.

- The service provider must sign a service level agreement (SLA) outlining responsibilities and expectations.

9.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:

Stage 1

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

Evaluation criteria:

Criteria	Points allocation	Score
Experience and expertise in servicing horticultural machinery.	• 9 years or more (30) • 7 - 8 years (24) • 5 – 6 years (18) • 3 – 4 Years (12) • 1 -2 Years (6) • Less than 1 year (0)	30
Track Record and references including list for the past three years.	• 5 or more reference letters (30) • 4 reference letters (24) • 3 reference letters (18) • 2 reference letters (12) • 1 reference letter (6) • 0 reference letters (0)	30
Technical knowledge and training of technicians employed by the company.	• At least 2 relevant qualifications at degree level (25) • At least 2 relevant qualifications at diploma level (20) • At least 2 relevant qualifications at national certificate (15) • At least 2 relevant qualifications at SETA approved level (10) • Zero Qualifications (0)	25

Evidence on availability of already functional workshop within the Pretoria/ Tshwane region .	• Proof of workshop address with company letter head (15)	15
TOTAL: 100		100

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

Phase 2

Stage 2: Tender price and Specific Goals

The second stage will evaluate the price and specific goals points 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 specific goals on table below

Specific Goal	Total Points
1. 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)
2. 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)

Note: if supporting documents are not provided for evaluation the allocated score would be “zero”, or where the provided documents are ambiguous and/or unclear to evaluate requiring that assumptions are to be made, to clarify the provided documentation the allocated score would be “zero”.

With a “Zero” rating it does not disqualify the bidder from the bidding process. The bid will be

awarded to the highest combined score (80 plus 20) out of 100 points.

10. 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.

11. 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 the course of this quotation process.

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

12. 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 which are from 08:00 to 16:30. No works/services will be permitted after 17:00.

13 GENERAL HEALTH AND SAFETY REQUIREMENTS

All Contractors entering a Contract with the South African National Biodiversity Institute shall, as a minimum, comply with the requirements of:

- i. The Occupational Health & Safety Act (OHSA) (Act 85 of 1993) and its Regulations. A current, up-to-date copy of the Occupational Health and Safety Act as well as Health and Safety file for the company shall be always available on site. The Health and Safety file will become SANBI property at the end of the contract
- ii. Compensation for Occupational Injuries & Diseases Act (Act 130 of 1996). The principal Contractor will be required to submit a letter of good standing from the office of the Compensation Commissioner as required by the Compensation for Occupational Injuries and Diseases Act before being awarded the Contract. The letter should be issued by the Department of Labour. A current, up-to-date copy of the Compensation for Occupational Injury and Diseases Act (COIDA) shall be always available on site.
- iii. National Environmental Management Act (Act No. 107 of 1998).
- iv. The South African National Biodiversity Institute Health and Safety Specification and relevant policies

The Contractor shall:

- i. Create and maintain a safe and healthy work environment.
- ii. Execute the works in a manner that complies with all the requirements of the OHSA and all its associated Regulations, and in so doing, minimize the risk of incidents occurring; and
- iii. Respond to the notices issued by SANBI's Health and Safety Agent as follows:
 - a) Improvement Notice: improve health and safety performance over time so that repeat notices are not issued.
 - b) Contravention Notice: rectify contravention as soon as possible.
 - c) Prohibition Notice: terminate affected activities with immediate effect and only resume activities when it is safe to do so.

14 WASTE MANAGEMENT PLAN

In terms of Schedule 5B of the Constitution of South Africa (Act 108 of 1996), waste management is a local government competence that must be executed to protect human and environmental health. Potential service providers are requested to submit a Waste Management Plan as part of their proposal.

15. FIRE PROTECTION EQUIPMENT

Prospective service providers are to take note of implications of contravening the fire protection

regulations and standards.

16. Site Inspection

Site inspection for this quotation will be arranged with Mr Nakisane Mathivha at 012 843 5074 or at the following email address. N.Mathivha@sanbi.org.za or Mr. Richard Olivier R.Olivier@sanbi.org.za 012 943 5054

17. PROPOSAL SUBMISSIONS

The closing date for submission of responses is **20 November 2024 at 11:00.**

For any technical information the following person may be contacted:

NB: The deadline for submission of enquiries/ site inspection is **12:00 on 15 November 2024. No feedback will be provided after the deadline.**

Submissions should be e-mailed to S.SCM-Quotations@sanbi.org.za with a copy to Khanyisile Hlatshwayo @ K.Hlatshwayo@sanbi.org.za

For Technical queries please contact **Mr Nakisane Mathivha**, Estate Manager : Pretoria National Botanical Gardens , at 012 **843 5000/5074** or at the following email address N.Mathivha@sanbi.org.za .

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.