TERMS OF REFERENCE (T.O.R)

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

1 PROJECT SCOPE

To appoint three (3) service providers for the sourcing and delivery of fresh produce and groceries, which is fit for human consumption, on a weekly basis (every Thursday) for SANBI, to Mokopane Biodiversity Conservation Centre, Mokopane for a period of three (3) years.

The three (3) suppliers will be appointed, who will continue to competitively bid with each requisition sent to them. Each requisition will cover a period of two (2) months (8 weeks), involving weekly deliveries.

2 PRODUCE AND PRODUCTS TO BE DELIVERED

2.1 List of required fresh produce and groceries with estimated quantities

Note:

a. Each requisition will be stipulate produce type and related unit of measure and quantities, for each week, over the delivery period of two (2) months, (eight week), period.
b. Each week's delivery will differ both in produce type and quantities.
c. **The provided produce list and quantities is an estimate for the first eight (8) week period, which will also be the basis used for pricing evaluation**.
d. The listed produce and / or groceries and quantities may change during the contract period as determined by changes in the animal collection, the number of specimens, life stages and revision of diet sheets provided by the dietician and / or veterinarians.

NO	SHORT DESCRIPTION	UNIT OF MEASURE	8 Week quantity	Estimated Quantity 1 year	TOTAL ESTIMATED QUANTITY FOR 3 YR CONTRACT
1	Apples	kg	24	156	468
2	Banana	each	56	364	1092
3	Beans – green	kg	64	416	1248
4	Beetroot	kg	160	1040	3120
5	Berries (mixed)	kg	2	13	39
6	Bread Brown, whole wheat, Loaf	each	12	78	234
7	Broccoli (whole)	each	168	1092	3276
8	Butternut	kg	200	1300	3900
9	Cabbage	each	224	1456	4368
10	Carrots (without tops)	kg	120	780	2340
11	Cauliflower (whole)	each	56	364	1092
12	Celery	each	168	1092	3276
13	Chicken (Whole)	kg	32	208	624
14	Corn kernels (packet of 500 gram)	kg	3	20	59
15	Corn on cob (Sweet Corn)	each	48	312	936
16	Eggs (tray of 18 eggs)	Tray	8	52	156
17	Gem Squash	kg	4	26	78
18	Grape Fruit	kg	4	26	78
19	Grapes (500 gram tub)	kg	4	26	78
20	Melon – Sweet (Green)	each	8	52	156
21	Nuts – Giant (unsalted)	kg	1	7	20
22	Orange	kg	20	130	390
23	Pawpaw	each	16	104	312
24	Peanut butter, unsalted and smooth (bottle 400gr)	bottle	2	13	39
25	Pear	kg	24	156	468
26	Pepper - red	each	16	104	312
27	Pepper - yellow	each	16	104	312
28	Popcorn kernels (packet, 500gr)	packet	4	26	78

NO	SHORT DESCRIPTION	UNIT OF MEASURE	8 Week quantity	Estimated Quantity	TOTAL ESTIMATED QUANTITY
				1 year	FOR 3 YR CONTRACT
29	Potatoes	kg	2	13	39
30	Potatoes – Sweet	kg	80	520	1560
31	Raisins (seedless)	kg	2	13	39
32	Rice - brown, (2kg packet)	packet	1	7	20
33	Spinach	bunch	168	1092	3276
34	Tea Rooibos (box of 40 bags)	box	1	7	20
35	Tomatoes	kg	16	104	312
36	Weet bix (900gr box)	box	1	7	20
37	Yogurt (Plain)	Litre	3	20	59

2.2 Terms and Conditions for supply and delivery

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

- The seasonality of produce; and
- Our eight (8) week estimated requirements.

- <u>Additional items that may be required apart from the listed items</u> due to the changes in the animal collection or changes in the diet sheets that may occur. Such items will be added or removed and specified in the eight (8) week requisition.

a. **Deliveries:**

i. Supplier must be able to deliver no less than 90% of requested produce / products weekly. Failure to do so will result in the cancelation of the order and if repeated can result in cancellation of contract.

ii. Produce must be transported in a closed vehicle “dust free”; or covered.

iii. If delivery is greater than 100km by road from the Centre, delivery must be done in a temperature control delivery vehicle.

b. **Quality of produce / products delivered and control**:
   i. All products are to be fit for human consumption,
   ii. Produce is to be dirt free with the exception of Potatoes and Cabbage.
   iii. No over ripe or rotten or mouldy produce will be accepted. Such items will be returned and must be replaced, at the expense of the supplier.
   iv. If a single item in the packaging is over ripe or rotten then the entire pack is to be replaced, at the expense of the supplier.
   v. Tinned products are not to have blown up / rounded tops and if found to be a problem, such items will be replaced at the expense of the supplier.
   vi. Any produce returned or that requires replacement must be replaced by the following day at the expense of the suppliers. SANBI will not be responsible for any additional charges for the delivery or replaced of produce that was originally declined or returned.

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

d. **Supply Terms**
   i. Produce / Products are to be delivered weekly; every Thursday (if Thursday is a public holiday then delivery is to take place the preceding Wednesday).
   ii. NO delivery is to be skipped; skipped deliveries would result in the termination of the related order for that period and if non-compliance continues then the contract can be

cancelled.

iii. Delivery is to take place only when provided with an Official Order covering the specified eight (8) week period.

iv. **Delivery is to take place between 9:00 and 13:00 every Thursday.**

3 DOCUMENTATION REQUIRED

3.1 **Mandatory**

- Completed and signed SBD forms.
- A copy of the company Central Supplier Database (CSD) registration report.

3.2 For Evaluation purposes

All documents submitted will be used for verification purposes. False submissions, forges submissions that maybe identified will be submitted for further investigation. Companies found to be submitting forged or falsified documents will be reported to National Treasury for further investigation and legal action.

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

i **CSD Report**.

B. Business experience:

i Business registration, Certified copy of CIPC certification.

ii Proof of Business address, the location from where the business will be conducted, in the form of a:

1 Recent municipal account may not be older than 3 months, and / or lease agreement in the bidder’s name.

iii **Annexure B** - Statement as to how long has the service provider has been doing fresh produce supply to clients.

iv **Annexure C** - A list of at least three 3, (maximum of 5) contactable references to whom fresh produce and groceries were suppled to, during the past five (5) years (between 2019 and 2024).

Any line which is an incomplete entry will not be evaluated, including related supporting documents.

Note: "past 5 years": meaning " the provided service that is / was active between the date of advertising of this tender, calculating back for a period of five (5) years.

v **Annexure D** - Submit reference letters for each of the listed references of point 3.2. C (above).

The reference letters must clearly state and include the following information, to **whom the bidder supplied fresh produce and groceries to** within the past five (5) years. The format of the reference letters is to be clear and legible:

1 Be on that letter head of the referee company,
2 Must be dated and signed by the referee.
3 Contact name and telephone number,
4 Description of delivery services provided that can be used for verification: e.g.
   a Oder numbers / Contract number / name,
   b Length of service provided (once off, date of delivery period, over what period)
   c Type of produce and groceries received.
   d Rating of service especially with regard to:
      i Any delays or non-deliveries
      ii Communication about deliveries

iii Problems in receiving the requested products that was not delivered, how was such situations communicated and addressed by the Bidder (your supplier).

e How was produce delivered, was it in a passenger vehicle, open bakkie, closed bakkie, temperature controlled truck?

f The referee's overall impression of the bidder (your suppliers) service, communication, delivery, reliability in the supply of fresh produce.

vi **Annexure E** – A One page statement expressing how you as the bidder understand the procurement of fresh produce?

1 How have you in the past sourced fresh produce for your clients?

2 Explain how you have applied "price management" with regard to fresh produce market pricing?

3 What method of delivery will you as the bidder would be using?

a Bidders own transport; provided proof of ownership of vehicle(s), registration documents.

b Bidder plans to rent transport, provide proof of agreement / intent to rent signed and dated agreement.

c The use of third party who will do delivers, proof of statement by the third party pertaining to deliveries.

d NB: Reference must be given as to what type of vehicle will be used for deliveries no matter who is delivering.

C. Financial capacity:

i **Bank rating code** of the bidders account, valued for a period of 3 months showing the conduct of the account.

4 PRICING

- **Annexure A**
- Price must be fully inclusive of all costs,
  - Inclusive of VAT, transport, labour and other costs.
  - Invoice and payment will only be done after all deliveries have been received and verified.

NOTE

- **QUOTATION FOR BID:**
  - **Bidders are required to provide a quote based on current prices for delivery for the first period of eight (8) weeks.**

  - The first delivery will be based on the highest scoring points on price and specific goal. The recommended quote received by the appointed of suppliers will be for the first eight (8) weeks of deliveries of this contract.

  - **Thereafter, the appointed three suppliers will be approached with a new requisition to provide a new quotation for the following two months, (eight week delivery period), as and when required, for a period of three (3) years, in accordance with the allocated budget.**

Service providers are to quote on the following for the first 8 weeks, only, Complete Annexure A

  - Each subsequent requisition with regard to this contract, quotes received from the three suppliers will be evaluated and the bidder who remains compliant with
    1) National treasury regulations,
    2) The terms of the contract and

3) Supplier who scores the highest points on price and specific goals supplier will be appointed for the new delivery period and an official purchase order will be forward to the successful bidder for new delivery period.

- This process is to ensure compliance, and competitive bidding for budget management and to address changes of produce type and quantity required. The prices will be cross checked from time to time to ensure market related pricing is maintained by the bidders.

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

5 BID EVALUATION

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

Stage 1:

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

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

CRITERIA FOR EVALUATING FUNCTIONALITY				
No	**Criteria**	**Sub Criteria**		**Weight**
1	**Company Experience (Annexure C)**			**20**
	List of references related to supply and delivery services of fresh produce and	More than three (3) companies with relevant experience, verified.	20	

CRITERIA FOR EVALUATING FUNCTIONALITY				
No	**Criteria**	**Sub Criteria**		**Weight**
	groceries in terms of a contract in the past 5 years. List to have the following information to confirm company's relevant experience: Company name, - contact details - name and telephone number, - Type of produce provided during the contract, - start / end dates of contract, and – contract value.	Three (3) suppliers with relevant experience, verified.	15	
		Two (2) companies with relevant experience, verified.	10	
		One (1) company with relevant experience, verified.	5	
		No submission or incomplete submission.	0	
2	**REFERENCE LETTERS (ANNEXURE D)**			20
	<u>At least 3 (maximum of 5) references letters</u>, from companies to **whom the supply and delivery of fresh produce and groceries** (this is the related supply and delivery of food) within the past five (5) years. The reference letters provided by the companies to whom the services were rendered to, must: • Be on that company's letter head, • Must be dated and signed • Contact name and telephone number, • Contract number and reference name, • The type of produce and groceries provided, • The company's evaluation of service provided. **NB: REFERENCE LETTER NOT SIGNED WILL NOT BE CONSIDERED**	More than three (3) companies with relevant experience.	20	
		Three (3) suppliers with relevant experience.	15	
		Two (2) companies with relevant experience.	10	
		One (1) company with relevant experience.	5	
		No submission or incomplete submission.	0	
3	**SUPPORTING DOCUMENT TO THE PROVIDED REFRENCE LETTERS**			20
	<u>The supporting appointment document(s) only associated with the above provided reference letters</u> (refer to point 3.2. C. above) from companies to **whom the supply and delivery of fresh produce and groceries** (this is	More than three (3) companies with relevant supporting documents to the reference letters provided.	20	
		Three (3) suppliers with relevant supporting documents to the reference letters provided.	15	

CRITERIA FOR EVALUATING FUNCTIONALITY				
No	**Criteria**	**Sub Criteria**		**Weight**
	the related supply and delivery of food) within the past five (5) years. This would be documents such as: • Appointment letter, or Purchase order, or Service level agreement with those companies	Two (2) companies with relevant supporting documents to the reference letters provided.	10	
		One (1) company with relevant supporting documents to the reference letters provided.	5	
		No submission or incomplete submission.	0	
4	**Insight and capacity for the Procurement of fresh produce and groceries (Annexure E)**			**20**
	How produced is sourced?	-Direct from farmers (producers) – 6 points -From Registered Famers market – 5 points -From Shop which focuses on the sale of fresh produce. – 4 points -From multiple shops. – 3 points	6	
	Explain how you have applied “price management” regarding fresh produce market pricing?	- Fixed price with supply source - 6 points - Purchase products as priced on the shelf. – 3 points	6	
	Method of delivery? • Bidders own transport; provided proof of ownership of vehicle(s), registration documents. • Bidder plans to rent transport, provide proof of agreement / intent to rent signed and dated agreement. • The use of third party who will do delivers, proof of statement by the third party pertaining to deliveries. NB: Reference **must be given as to what type of vehicle will be used** for deliveries no matter who is delivering.	-Own transport with valid license documents attached – 4 points -Agreement with transport company or supplier. – 2 points - No evidence – 0 points Type of vehicle: - Refrigerated vehicle (cool truck) - 4 points - Closed bakkie - 3 points - Car - 2 points - no description – 0 points	8	
5	**Financial Capacity**			**20**
	Bank ratings code Bidders must submit bank rating code letter valid for three (03) months showing the conduct of the account.	Undoubted for the amount of enquiry or Good for the amount of enquiry. **(Bank code :A)**	20	

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CRITERIA FOR EVALUATING FUNCTIONALITY				
No	**Criteria**	**Sub Criteria**		**Weight**
		The subject has a good record of meeting their financial commitments, and the amount is well within the capacity of an ordinary business commitment. **(Bank code: B)**	16	
		The subject has a good record, the amount may appear high in relation to normal transactions on the account. **(Bank code: C)**	12	
		The financial position of the subject is modest or unknown, but where the account is satisfactorily conducted, and the subject is considered business commitments. **(Bank code: D)**	8	
		The amount of enquiry is too high for the subject and terms given. **(Bank code: E)**	4	
		This code is given when there is insufficient information to assess the position of the subject. **(Bank code: F)** Occasional dishonors **(Bank code: G)** Frequent dishonors **(Bank code: H)**	1	
		Non submission of bank rating letter	0	
	Total			**100**

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

The highest three suppliers will be appointed and will continue to competitively bid with each requisition sent to them. Each requisition will cover a period of two (2) months (8 weeks), involving weekly deliveries.

Stage 2:

- The second stage will evaluate the price and preference points of those bids that meet the minimum threshold for functionality. In accordance with the Preferential Procurement Regulations, 2017 pertaining to the Preferential Procurement Policy Framework Act (No. 5 of 2000), the 80/20-point system will be applied in evaluating proposals that qualify for further consideration, where price constitutes 80 points and a maximum of 20 points will be awarded based on the bidder's submitted evidence as set out in the table below to meet the SANBI Transformation goals.

SANBI Transformation goals

Category	Required documents, and category evaluation.		
- Categories of persons historically disadvantaged by unfair discrimination on the basis of race.	CSD Report.	5	
- Categories of persons historically disadvantaged by unfair discrimination on the basis of gender.	CSD Report.	5	
- Categories of persons historically disadvantaged by unfair discrimination on the basis of disability.	CSD Report.	10	

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

4 Award

The highest three suppliers will be appointed and will continue to competitively bid with each requisition sent to them. Each requisition will cover a period of two (2) months (8 weeks), involving weekly deliveries.

5 DELIVERY LOCATIONS

Mokopane Biodiversity Conservation Centre
(Main Entrance Gate)

Thabo Mbeki Drive / Route R101 North
Mokopane
Limpopo, 0601

6 SUPERVISION OF WORK

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

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

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

7 SAFETY REQUIREMENTS

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

8 GENERAL INFORMATION

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

The SANBI reserves the right:

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

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

9 SUBMISSION OF BID

Submission of proposals must be emailed to SANBI SCM at S.SCM-Quotations@sanbi.org.za.

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

CLOSING DATE FOR SUBMISSIONS: 09 APRIL 2025

Annexure A

QUOTATION:

Service providers are to quote on the following for the first 8 weeks, hereafter the three suppliers will compete for subsequent deliveries:

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

NO	SHORT DESCRIPTION	UNIT OF MEASURE	Unit Price	8 Week quantity	Total price
20	Melon – Sweet (Green)	each	R	8	R
21	Nuts – Giant (unsalted)	kg	R	1	R
22	Orange	kg	R	20	R
23	Pawpaw	each	R	16	R
24	Peanut butter, unsalted and smooth (bottle 400gr)	bottle	R	2	R
25	Pear	kg	R	24	R
26	Pepper - red	each	R	16	R
27	Pepper - yellow	each	R	16	R
28	Popcorn kernels (packet, 500gr)	packet	R	4	R
29	Potatoes	kg	R	2	R
30	Potatoes – Sweet	kg	R	80	R
31	Raisins (seedless)	kg	R	2	R
32	Rice - brown, (2kg packet)	packet	R	1	R
33	Spinach	bunch	R	168	R
34	Tea Rooibos (box of 40 bags)	box	R	1	R
35	Tomatoes	kg	R	16	R
36	Weetbix (900gr box)	box	R	1	R
37	Yogurt (Plain)	Litre	R	3	R
			Grand Total for the 8 week period	**R**	

Annexure B

Bidders are to copy and paste or retype this table on their own letterhead and complete.

Incomplete or details requested that is not provided will disqualify the bid.

Bidders' information	
Company name	
CIPC number	
Owner(s)' full names	
Owner(s)' contact details	
Companies Accountant / Bookkeeper	
Accounting / Bookkeeper firm	
Accountants' registration number	
Contact number	
Statement: How long has the Bidder been suppling Fresh Produce to clients?	
Owners Signature:	
Date of statement:	

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Annexure C

Bidders are to copy and paste or retype this table on their own letterhead and complete.

Incomplete or details requested that is not provided will not be evaluated.

CLIENT	CLIENT CONTRACT DETAILS: NAME AND SURNAME	CLIENT CONTRACT DETAILS: TELEPHONE NUMBER(S)	STARTING DATE OF CONTRACT OR FIRST DATE OF DELIVERY	ENDING DATE OF CONTRACT OR LAST DATE OF DELIVERY	CONTRACT VALUE OR VALUE OF THE LAST DELIVERY (RANDS)
					R
					R
					R
					R
					R

Annexure D

<u>Copy and paste or retype this table on the Companies own letter head providing the Referee's report.</u>

Incomplete or details not provided will have an impact on the evaluation of the bid.

Company letter head providing the Referee's Report

<table>
<tr><td colspan="2">Business Adress:</td><td colspan="2"></td></tr>
<tr><td colspan="2">Business type / services</td><td colspan="2"></td></tr>
<tr><td colspan="4"></td></tr>
<tr><td colspan="4"><u>Referee's Report of fresh produce received for the supplier</u></td></tr>
<tr><td colspan="3">Referee report for Suppliers
(Company Name of Supplier)</td><td></td></tr>
<tr><td colspan="4">Description of delivers received from the supplier</td></tr>
<tr><td colspan="3">1. A reference to service provision?
(A Contract number and description, OR
The last Order number OR
Any official form to identify the specific service rendered).</td><td></td></tr>
<tr><td>Time length of service provided</td><td>Starting date</td><td>Ending date OR Currently active</td><td>Term period (Years / Months / Once Off / Ad-hoc)</td></tr>
</table>

Type of produce provided by supplier, (YES / NO)	Fruit	Vegetables	Groceries	White meat	Red Meat

Any delays on deliveries? (YES / NO)		If yes, short description as to reason	
Any Non deliveries		If yes, short description at to reason	

Communication about deliveries (YES / NO)	Before date of delivery	On the day of delivery	Suggested alternative	If a commitment to deliver later, was it meet.

When specific items where not received how was it addressed by the supplier or what was the alternative arrangement	

How was produce delivered (May select more than one option) (YES / NO)	Passenger vehicle	Open bakkie	Closed Bakkie	Temperature controlled vehicle / delivery

Referee's – Name and Surname.	
Referee's Signature	
Reports date:	

Annexure E

Copy and paste or retype this table on the Bidders own letter head.

Incomplete or details not provided will have an impact on the evaluation of the bid.

<table>
<tr><td colspan="5">1. How have you in the past sourced fresh produce for your clients?</td></tr>
<tr><td colspan="5"></td></tr>
<tr><td colspan="5">2. Explain how you have applied “price management” with regard to fresh produce market pricing?</td></tr>
<tr><td colspan="5"></td></tr>
<tr><td colspan="5">3. Explain how you would manage seasonality of produce in with this contract?</td></tr>
<tr><td colspan="5"></td></tr>
<tr><td colspan="5">4. What method of delivery will you as the bidder would be using?</td></tr>
<tr><td colspan="3">A. Bidders own transport; provided proof of ownership of vehicle(s), registration documents</td><td colspan="2"></td></tr>
<tr><td colspan="3">B. Bidder plans to rent transport, provide proof of agreement / intent to rent signed and dated agreement</td><td colspan="2"></td></tr>
<tr><td colspan="3">C. The use of third party who will do delivers, proof of statement by the third party pertaining to deliveries</td><td colspan="2"></td></tr>
<tr><td colspan="5">5. What type of vehicle will be used for deliveries no matter who is delivering</td></tr>
<tr><td rowspan="2">Mark the vehicle that will be more likely to be used</td><td>Passenger vehicle</td><td>Open bakkie</td><td>Closed Bakkie</td><td>Temperature controlled vehicle / delivery</td></tr>
<tr><td></td><td></td><td></td><td></td></tr>
<tr><td colspan="5"></td></tr>
</table>

Bidder Representative – Name and Surname.	
Representatives position within the Bidders Company	
Representative Signature	
Date:	

SANBI Biodiversity for Life

South African National Biodiversity Institute

SBD1

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
RFQ NUMBER:	**Q11346/2025**	CLOSING DATE:	**09 April 2025**	CLOSING TIME:	**11H00am**

DESCRIPTION

THE APPOINTMENT OF THREE (3) SERVICE PROVIDERS FOR THE SOURCING AND DELIVERY OF FRESH PRODUCE AND GROCERIES TO MOKOPANE BIODIVERSITY CONSERVATION CENTRE, MOKOPANE, LIMPOPO FOR A PERIOD OF THREE (3) 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**

Failure to send to the above email address will result in your bid being disqualified.

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	**Tryphina Lubisi**	CONTACT PERSON	**Mark Howitt**
TELEPHONE NUMBER	**012 018 8307**	TELEPHONE NUMBER	**074 074 5879**
FACSIMILE NUMBER	**n/a**	FACSIMILE NUMBER	**n/a**
E-MAIL ADDRESS	**t.lubisi@sanbi.org.za**	E-MAIL ADDRESS	M.Howitt@sanbi.org.za

SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		**OR**	CENTRAL SUPPLIER DATABASE No:	MAAA

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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]25			
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

1 the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2 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:
…………………………………………………………………………….
…………………………………………………………………………….

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.

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.

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

……………………………… ..……………………………………………
Signature Date

……………………………… ………………………………………………
Position Name of bidder

SBD 6.1

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

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

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

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1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

a) The applicable preference point system for this tender is the 80/20 preference point system.

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

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

(a) Price; and

(b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

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1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. **POINTS AWARDED FOR PRICE**

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

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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)	Number of points claimed (80/20 system) (To be completed by the tenderer)

	(To be completed by the organ of state)	
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)**	5	
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)**	5	
3. Categories of persons historically disadvantaged by unfair discrimination on the basis of disability. **(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

- ϒ Partnership/Joint Venture / Consortium
- ϒ One-person business/sole propriety
- ϒ Close corporation
- ϒ Public Company
- ϒ Personal Liability Company
- ϒ (Pty) Limited
- ϒ Non-Profit Company
- ϒ 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:	………………………………………………………
	………………………………………………………

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.

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