

SBD1

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
RFQ NUMBER:	Q11392/2024	CLOSING DATE:	31 March 2025	CLOSING TIME:	11H00am
DESCRIPTION:					
THE APPOINTMENT OF THREE (3) SERVICE PROVIDERS TO SUPPLY AND DELIVER MEAT CARCASSES ON AN “AS AND WHEN” REQUIRED BASES FOR THE SOUTH AFRICAN NATIONAL BIODIVERSITY TO THE MOKOPANE BIODIVERSITY CONSERVATION CENTRE FOR A PERIOD OF TWO (2) 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	Khanyisile Hlatshwayo		CONTACT PERSON	Mark Howitt	
TELEPHONE NUMBER	012 843 5336		TELEPHONE NUMBER	074 074 5879/ 082 496 1800	
FACSIMILE NUMBER	n/a		FACSIMILE NUMBER	n/a	
E-MAIL ADDRESS	k.hlatshwayo@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
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT ☐ Yes ☐ No		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]
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE 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)

SBD 4

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.

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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.

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

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.

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

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

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

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

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20

or

90/10

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

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:

$$P_S = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or } P_S = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = 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)	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	
1. Categories of persons historically disadvantaged by unfair discrimination on the basis of disability. 100 % disability 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:

.....

.....

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.

TERMS OF REFERENCE

THE APPOINTMENT OF THREE (3) SERVICE PROVIDERS TO SUPPLY AND DELIVER MEAT CARCASSES ON AN “AS AND WHEN” REQUIRED BASES FOR THE SOUTH AFRICAN NATIONAL BIODIVERSITY TO THE MOKOPANE BIODIVERSITY CONSERVATION CENTRE FOR A PERIOD OF TWO (2) YEARS.

RFQ No: SANBI: (Q11392/2024)

1. Introduction and background

The South African National Biodiversity Institute (SANBI) is a public entity that is mandated by the National Environmental Management: Biodiversity Act (NEMBA), Act No. 10 of 2004. SANBI's mission is to champion the exploration, conservation, sustainable use, appreciation and enjoyment of South Africa's exceptionally rich biodiversity for all people.

SANBI has various national gardens located throughout South Africa, The Mokopane Biodiversity Conservation Centre (MBCC), National Zoological Garden (NZG) is one of the national gardens located in Limpopo in the town of Mokopane.

It is the responsibility of the MBCC to maintain the welfare needs of the carnivorous species housed within various enclosures at the Centre, on a daily basis. As part of maintaining good welfare of these species, good quality meat is required, as specified in the scientifically formulated diet sheets prescribed by animal nutritionist and/or wildlife veterinarians.

The MBCC would like to appoint three (3) service providers to supply and deliver meat carcasses as outlined in the specification below.

2. Invitation to quote

Bidders are hereby invited to submit bids for the appointment of three (3) service providers to supply and deliver meat carcasses as and when required to the SANBI, MBCC over a period of two (2) years.

The request for submission of bids closes at 11:00am on 31 March 2025

3. Scope of work

The appointed service providers will participate in competitive bidding process with each requisition which should run every two months. The cheapest bid out of the will be given the purchase order for that 8-week delivery period.

3.1. Carcass description and quantity

The below Table provides details specifications and estimated quantities of meat carcasses required over the contract period. It should be noted that the estimate quantities for meat carcasses might differ from the actual consumption, and this will be dependent on the operational needs.

The quantity and type of carcass will vary dependant on the number of carnivores and the various life stages of the carnivores at MBCC.

Table 1. Annual estimate quantities of meat carcasses

Item Description	Unit of Measure	Grading	Fat Content or thickness	Estimate per week required	Estimated annual consumption. Year 1	Estimated annual consumption. Year 2
Beef carcass	Kg	C	1 cm	200-250	10 000	12 000
Horse carcass	Kg	N/A	N/A			

Note:

- i. South African Red Meat Classification System 2017, only a guide indicating equivalent type of meat required for this tender.
- ii. The estimated annual consumption is based on an estimated average dressed carcass weight of an estimated 200-250kg.
- iii. **Delivery address:**
Mokopane Biodiversity Conservation Centre
Thabo Mbeki Drive / Route R101 North, Mokopane, 0601, Limpopo
Contact numbers: 074 074 5879 or 082 496 1800

3.2. Special Conditions for delivery of carcasses

- a. Meat carcasses must be equivalent to grades as stipulated in Table 1 (above).
- b. Carcasses must only come from an accredited abattoir within South Africa.
 - i. The carcasses must have the grade and the abattoir certification stamps on each part of carcass.
- c. The supplier must provide the sourcing abattoirs verification (documentation) for SANBI to back track any provided carcass through that abattoir used with every delivery.
- d. Carcasses may vary between beef and horse meat as per request.
- e. Full carcasses must be dressed, and cut into 4 portions (two hind quarters and two front quarters) and each portion labelled with:
 - i. The weight
 - ii. Date of slaughter

iii. Origin (abattoir).

- f. The Carcasses portions received will be inspected to verify the individual weights as indicated on the delivery note and label.
- g. MBCC prefer carcasses where animals were slaughtered by mechanical method which involves firing a bolt through the skull of the animal using a pneumatic device or pistol.
- h. No carcasses will be accepted from animals that have been shot by a bullet within the main body.
- i. Meat carcasses must be delivered to the MBCC premises in a refrigeration vehicle set at a temperature between 5-10 °C, according to SANS 10156:2014. Care must be taken during transportation to keep the cold chain intact.
- j. Temperature readings from the loading point to the MBCC must be available on request.
- k. Carcasses will be subject to internal assessment for quality.
- l. Carcasses will be inspected by MBCC staff for freshness and quality. An inspection form will be completed by the MBCC and the supplier representative confirming the quality and quantity of carcasses delivered.
- m. Carcasses must be free of all and any form of medication and vitamins before being slaughtered.
- n. Carcasses must be fresh when delivered and not frozen. Frozen Carcasses will not be accepted.
- o. Carcasses that smell rotten, appear bruised, changing colour, displaying colours potentially indicating the carcass has started to potentially decay, have freezer burns and / or are not in good condition when delivered will not be accepted and returned.
- p. All order will be placed as and when required throughout the contract period. **Note:**
 - i. Based on current storage capacity only one to two carcasses would be required per delivery every one to two weeks due to limited current onsite cold storage.
 - ii. When the storage capacity is addressed, the requested quantities would be increase, and the number of deliveries required would be reduced to monthly, but the quantity would increase to between 4 and 8 carcasses monthly, dependant on consumption, number of carnivores in the collection and available cold storage on site.
- q. **Orders are normally placed every two months based on competitive bidding and the first delivery of the eight week period should take place within a 72**

hour period after receiving an official order. The supplier must confirm the ability to deliver or the inability to deliver with the management of the MBCC immediately (within 24 hours). Deliveries must be during a work week (Monday to Friday) before 14:00.

- r. The service provider is responsible for the labour arrangements at the time of delivery to offload and pack the carcasses into the cold storage at the MBCC.
- s. The team offloading the carcasses must always wear appropriate clean protective clothing (aprons, mask and gloves), (PPE's) for hygiene purposes.
- t. The instructions appearing on the official purchase order must be strictly adhered to and under no circumstances should the service provider deviate from such.
- u. MBCC will be under NO obligation to accept any quantity in excess of the ordered quantity.
- v. All deliveries or dispatches must be accompanied by a delivery note stating the official purchase order number against which the delivery has been affected. The person receiving the delivery and the person delivering must both sign on the delivery note.
- w. Deliveries not complying with the purchase order will be returned to the service provider at the service providers' expense. The returned order must be corrected within 24 hours from date of rejection.
- x. If the selected service provider is not able to deliver as per official order on the stipulated time intervals (be it weekly or monthly), with the initial (first delivery) delivery binging within 72 hours, or does not comply with the required communication guidelines, the service provider will forfeit the delivery. A new order will be then given to the second cheapest bid received.
- y. If the Service provider defaults on delivery or is found to be **none compliant with the above referenced special condition of delivery on three occasion** or more, their contract may be cancelled.
- z. Estimated quantities reflected in **Table 1. Annual estimate quantities of meat carcasses are based on possible consumption estimate**. Orders will be placed on the basis of "as and when required" and no guarantee is given or implied as to the actual quantity which will be procured during the contract period.

4. Evaluation Process

In accordance with the Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act (No.5 of 2000), this bid will be evaluated in 3 stages:

4.1 Administrative requirements – Compliance and Mandatory documents needed from bidders to submit. (Failure to submit will result in disqualification) **See table 2**

4.2 Functionality - Bidders will be evaluated on functionality as per the **table 3**. Bidders who fail to score a minimum of 70 points out of a possible 100 points on functionality criteria will not be eligible for further consideration. **See table 3.**

4.3 Price and Specific goals - The appointed service providers will participate in a competitive bidding process with each requisition which should run every two months. The total highest scoring bid out of the service providers will be given the purchase order for that 8 week delivery period. The service providers will be evaluated on price and specific goals according to the 80/20-point system, where price constitutes 80 points and a maximum of 20 points will be awarded based on specific goals. **See table 4**

The bid proposal will be screened for compliance with administrative requirements as indicated below and bidders must cross the correct answer (failure to submit the mandatory documents required below will lead to disqualification):

5 Administrative requirements

5.1

Table 2

Administrative Requirements	Mandatory/Optional	Submitted
SBD 1 - Invitation to Bid - Completed and signed	Mandatory	☐ Yes ☐ No
SBD 4 - Declaration of Interest - Completed and signed	Mandatory	☐ Yes ☐ No
SBD 6.1 - Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022 - Completed and signed	Mandatory	☐ Yes ☐ No
Pricing details (see Annexure A). Pricing completed - Formal quotation with company letter head.	Mandatory	☐ Yes ☐ No
Central Supplier Database (CSD) report - Submit a copy	Supplier must be registered on CSD	☐ Yes ☐ No
Essential Returnable Documents:		
A valid letter of good standing certificate with COIDA is required. The certificate should be issued by the Department of Labour.	Mandatory	☐ Yes ☐ No
Proof of Public Liability Insurance or proof of application must be provided or letter of intent	Mandatory	☐ Yes ☐ No
In case of bids where Consortia / Joint Ventures, Consortia/Joint Venture agreement signed by both	Bidders must submit in the case of a JV	☐ Yes ☐ No

parties must be submitted with bid proposal - JV agreement completed and signed, if applicable		
Submit company profile	For evaluation purposes	☐ Yes ☐ No
References letters from at least 3 (maximum of 5) companies to whom similar services were provided to.	For evaluation purposes	☐ Yes ☐ No
Provided proof of ownership of at least one registered refrigerated vehicle (Valid license disks) owned by the bidder or proof of lease / delivery agreement between bidder and rental / delivery company.	For evaluation purposes	☐ Yes ☐ No
The bidder needs to provide a detailed contingency plan to ensure a continued supply of requested meat carcasses, addressing possible disruptions or hinderances that would impact on delivery. E.g. Industrial action own or source suppliers, illnesses and leave of core staff, failure to source meat from primary suppliers, transport problems, etc.	For evaluation purposes	☐ Yes ☐ No

5.2 FUNCTIONALITY CRIETERIA

Table 3

CRITERIA FOR EVALUATING FUNCTIONALITY				
No	Criteria	Sub Criteria		Weight
1	Company Experience Reference letters and supporting documents			40
A	Provide at least 3 reference letters from companies to whom fresh meat / produce was delivered to on a contract basis over the past three (3) years. The letters must address the following (- company name, - contact person and telephone number, - services provided, - total value of the contract, - contract duration (dates), and evaluation of the service provided to the company).	More than three (3) companies with relevant experience.	30	
		Three (3) suppliers with relevant experience.	20	
		Two (2) companies with relevant experience.	15	
		One (1) company with relevant experience.	10	
		No submission or incomplete submission.	0	
B	Verification of reference letters provided by SANBI Officials.	The information provided is accurate and verifiable for every letter.	10	
		The information provided is accurate and verifiable for only some of the letters submitted.	7	
		The information provided is not accurate or verifiable for most of the letters.	3	

CRITERIA FOR EVALUATING FUNCTIONALITY				
No	Criteria	Sub Criteria		Weight
		The information provided is not accurate or verifiable for all letters.	0	
2	Ability to Deliver meat			30
	Provided proof of ownership of at least one registered refrigerated vehicle (Valid license disks) owned by the bidder or proof of lease / delivery agreement between bidder and rental / delivery company	Own delivery vehicles (Valid licenses provided in businesses name (two or more vehicles)	30	
		Own delivery vehicle (only one) AND / OR A Delivery agreement with third party including proof of (valid licensed vehicles)	20	
		No documents provided	0	
3	Contingency Plan			30
	Companies contingency plan addressing all possible scenarios that could result in possible none or delayed deliveries. E.g. industrial actions, alternative source(s) of carcasses, transportation problems, staff shortages.	Clear comprehensive plan with viable, implementable action plans.	30	
		A provided plan but not clear, or comprehensive, or not viewed as realistic and implementable.	20	
		Poor plan with little reference to implementable alternative actions	10	
		No plan provided	0	
	Total			100

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

5.3 SPECIFIC GOALS

Table 4

Category	Allocated Points
Categories of persons historically disadvantaged by unfair discrimination on the basis of race – 100% black ownership (Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof)	5
Categories of persons historically disadvantaged by unfair discrimination on the basis of gender – 100% Female (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
Categories of persons historically disadvantaged by unfair discrimination on the basis of disability – 100% disabled (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 Maximum Points	20

Note: Any misrepresentation will lead to disqualification.

6. Pricing

- Pricing must be fully inclusive of all costs, including transport and VAT.
- It is noted that the quote below is not fixed and will be used for first delivery period of two months.
- The appointed service providers will be approached every two months to provide a new quotation for the new delivery period based on the requested quantity at the time.
- Competitive bidding will be applied throughout the term of the contract.

7. Award

Appointment: The three-service providers that scores the **highest total** score for **Price** and **Specific goals** will be the recommended for appointment. Three service providers will be Appointed for the supply and delivery of meat carcasses on an “as and when required basis” to the SANBI, MBCC over a period of two (2) years.

8. Contract

- The duration of the contract shall be ideally for a maximum period of two years (24 months), negotiable depending on the work plan confirmed during contracting phase.
- Payment of invoices will be in accordance with PFMA (within 30 days of receipt of invoice) after the service has been rendered.
- Pricing will remain fixed for the first year of the contract, adjustments or ad hoc costs will not be considered, pricing increase will be considered in the second year of the contract through negotiation and agreement between the service provider and SANBI.
- Supplier performance evaluation will be conducted annually.
- SANBI reserves the right to terminate the contract in case of unsatisfactory performance.

9. GENERAL INFORMATION

- All documents submitted in the response to this Request for Quotation (RFQ) must be written in English.
- Service providers shall not assume that information and/or documents supplied to SANBI at any time prior to this RFQ are still available or that they will be considered and shall not make any reference to such information and/or documentation in their response to the RFQ.
- Each quotation shall be valid for a period of thirty days calculated from the closing date of this RFQ.
- The appointment of a successful service providers shall be subject to all parties agreeing to mutually acceptable contractual Terms and Conditions. In the event of all parties failing to reach an agreement within 30 days from the appointment date, SANBI reserves the right and

shall be entitled to appoint the second contractor or to re-advertise should the second tender not be acceptable.

10. SANBI HAS THE RIGHT:

- To verify any information supplied in the tender 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 that this will be binding.
- To disqualify a quotation or cancel any subsequent contracts should it be found that information disclosed was factually inaccurate and/or that a misrepresentation of facts may have occurred.
- To disqualify potential Service Providers who may attempt to bribe or influence any person employed by SANBI during this quotation process.

11. Important Note:

REGISTRATION ON THE CENTRAL SUPPLIER DATABASE (CSD): The bidder must be on the National Treasury's Central Supplier Database to do business with the SANBI and for the SANBI to award a bid and sign the subsequent contract. Registration on the CSD (www.csd.gov.za) is compulsory and bids from unregistered bidders are not considered. National Treasury Contact Details: +27 (0) 12 406 9222 or email csd.support@treasury.gov.za

12. Submission of proposals

Quotations must be submitted no later than 31 March 2025 at 11:00am

Supply Chain Management Email: S.SCM-Quotations@sanbi.org.za

Cut-off date for enquiries: 28 March 2025 at 15:00pm

For enquiries, please contact Khanyisile Hlatshwayo at k.hlatshwayo@sanbi.org.za

For technical assistance, please contact Mark Howitt, m.howitt@sanbi.org.za

PLEASE NOTE: Only Emailed applications will be accepted. No hand delivery will be accepted.

Email size must not be more than 8MB.

NB: Late submissions will be disqualified.

Annexure A

Name of Bidder and company contact details:

Address:

Tel: _____

Email: _____

Contact person: _____

Quote for two months of supply, a total of four deliveries:

	Item Description	Unit of Measure	Grading	Fat Content or thickness	Price per Kg	Estimate per weight every two (2) weeks
	Beef carcass	Kg	C	1cm	R	Total of 400-500 Kg (2 carcasses)
	Horse carcass	Kg	N/A	N/A	R	
The Quoted price must inclusive of all other costs e.g. transport, labour and VAT if and where applicable. Quotation is fixed for the period of delivery, which will be 8 weeks.						
Signature and Date of Bidder: _____ Date _____						

Pricing must be fully inclusive of all costs, including transport and VAT.

It is noted that the quote below is not fixed and will be used for first delivery period of two months.