

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
RFQ NUMBER: Q11425/2024		CLOSING DATE: 09 April 2025		CLOSING TIME: 11H00 am	
SUPPLY AND DELIVERY OF STATIONERY TO THOHOYANDOU NATIONAL BOTANICAL GARDEN FOR THE PERIOD OF 3 YEARS.					
BID RESPONSE DOCUMENTS MAY BE E-MAILED TO BELOW ADDRESSES:					
Submission of proposals: Proposals must be emailed to Ms. Anathi Mbadla @ a.mbadla@sanbi.org.za and copy S.SCM-Quotations@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	Anathi Mbadla		CONTACT PERSON	Khathutshelo Ndou	
TELEPHONE NUMBER	012 843 5085		TELEPHONE NUMBER	015 962 4258	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	A.Mbadla@sanbi.org.za		E-MAIL ADDRESS	K.Ndou@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]					

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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)

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

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:

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right) \quad \text{or} \quad Ps = 90 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

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

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

Where

Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 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) (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	10	

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)		
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)	05	
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)	05	
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:	
	
	

**Supply and Delivery of Stationery for a period of
3(three) Years at**

Thohoyandou National Botanical Garden,

**451 Garden Route, Thohoyandou Unit D.
Thohoyandou Limpopo 0950.**

QUOTATION NO: Q11425/2024

TERMS OF REFERENCE

1. BACKGROUND

The South African National Biodiversity Institute (SANBI) requires a Service Provider to supply and deliver Stationery at the Thohoyandou National Botanical Garden (TNBG) for a period of 3 (three) years.

The Thohoyandou National Botanical Garden is one of the eleven National Botanical Gardens managed by SANBI. Its main purpose is to conserve and promote biodiversity conservation across South Africa and internationally. The garden is located at 451 Garden Route at the end of Casino Boulevard in Vhembe district, Thohoyandou town. It is situated east to the SABC and Vhembe District municipality offices. The garden is rich in biodiversity of trees and mainly characterized by Acacia and Ficus species which occur naturally in the garden. The TNBG is open to the public 365 days a year from 8:00 – 17:30.

2. INVITATION TO QUOTATION

Quotations are hereby invited for the supply and delivery of stationery at the Thohoyandou National Botanical Garden for the period of 3 (three) years. The quotation process will be co-ordinated by the SANBI's Supply Chain Management (SCM) Directorate

3. QUOTATION SPECIFICATION

The South African National Biodiversity Institute (SANBI) requires a Service Provider to supply and deliver stationery at the Thohoyandou National Botanical Garden for the period of 3 (three) years.

The Service provider or Company must comply with all relevant government legislations as well as the SANBI's terms and conditions

3.1 GOODS/SERVICES REQUIRED

The appointed service provider, chosen to supply and deliver stationery at the Thohoyandou National Botanical Garden will be required to quote based on the following:

Table 1

Item No	Description
1.	White Printing papers A4 – 5 Reams/box
2.	Coloured hard papers A4
3.	Scissor Large orange
4.	Rubber bands-Medium 175mm X 4.0mm 100g
5.	Permanent Marker-Black 10/pack
6.	Memo book hard Cover, A6 144 pages
7.	A4 Exam pad

8.	A4 Masonite Clipboard
9.	Correction fluid pen 7ml
10.	100g Multi-Purpose Re-usable Adhesive
11.	Stick 43g Glue stick- 3-pack
12.	Calculator Desktop Electronic plastic, 12 key display
13.	HB Pencil Tradition pack 12/box
14.	Laminating Pouches A4 150 micron- 100s
15.	A3 Laminating Machine
16.	Arch Lever File A4 75mm -Turquoise color
17.	Folder Divider Plastic A4 Assorted colors 20 Tab
18.	A4 40µm Plastic Pocket File/sleeves 100's
19.	Brown packing Tape 2m 65mm X 35mm
20.	Paper clips 33mm Assorted colours 100s
21.	2 Quire hard cover 192 pages A4
22.	Carpet pin Notice board (1200mm x 1200mm)
23.	Highlighters Assorted colours 12s
24.	Desk cube Refill White 100mm X 100mm 500 sheets
25.	Pencil Holder
26.	Black Retractable R-Pen -with rubber grip 50/box
27.	Red Retractable R-Pen-with rubber grip 12/box
28.	Thermal Till rolls 80X83
29.	Thermal Till Rolls 57X40
30.	Cash Receipt Book Duplicate 300x11 (5 to view) 10/Pk
31.	Desk Calander
32.	A5 Diaries
33.	Rubber Date Stamp
34.	PVC Clear/transparent A4 180 Micron Binding Cover 100 sheets/pk
35.	Copic Markers
36.	Uni Pin Drawing pen 0.2
37.	Ruler
38.	Scale ruler
39.	Flip file A1 pocket file
40.	A2 White paper
41.	Eraser
42.	Pencil Sharpener

Note:

- All materials should be of good quality and SABS approved
- The service provider should issue SANBI with a guarantee of 12 months to the materials supplied.
- Materials supplied should have a shelf life span of not less than 12 months on delivery

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 2 stages:

4.1 Administrative requirements – Compliance and Mandatory documents needed from bidders to submit. **See table 2**

4.2 Price and Specific goals - Bidders who score a minimum of 70 points out of a possible 100 points on functionality criteria will be evaluated on price and specific goals. In accordance with the Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act (No. 5 of 2000), the 80/20-point system will be applied in evaluating proposals that qualify for further consideration, where price constitutes 80 points and a maximum of 20 points will be awarded based on the bidder's specific goals. **See table 3**

4.1 Administrative requirements

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:		
In case of bids where Consortia / Joint Ventures, Consortia/Joint Venture agreement signed by both parties must be submitted with bid proposal - JV agreement completed and signed, if applicable	Bidders must submit in the case of a JV	☐ Yes ☐ No

4.2 SPECIFIC GOALS

Table 3

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)	10
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)	05
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)	05
Total Maximum Points	20

Note: Any misrepresentation will lead to disqualification.

5. Pricing

Pricing must be fully inclusive of all costs, including transport and VAT. Bidders need to complete pricing as per Annexure A.

6. Award

Service provider that scores the **highest total** score for **Price** and **Specific goals** will be the recommended for appointment.

7. Terms and Conditions

- Seven (7) days maximum delivery time from issuing of the Purchase Order
- All deliveries must be delivered to Tohoyandou National Botanical Garden on weekdays from 8am to 4pm. Deliveries after the given time will not be accepted.
- All deliveries or dispatches must be accompanied by a delivery note and or an Invoice stating the official purchase order number against which the delivery has been effected. The person receiving the delivery and the person delivering must both sign on the delivery note.

- Delivery of goods will be inspected by the SANBI staff for correctness and quality
- Any item returned or requiring replacement must be replaced by the following day at the expense of the suppliers, no additional charges: for delivery or replacement will be paid for by SANBI.
- All orders will be placed as and when required throughout the three (3) year contract period.

8. Contract period

The contract period is for three years which will be reviewed every (12) twelve months from the date of commencement. This agreement may be terminated by either party by giving a written notice of termination at least (3) three months prior to the expiry of the initial three-year period or any further extended 12 months.

9. Confidentiality

Any or all information made available to the service provider by SANBI shall be regarded as confidential and shall not be made available to third parties without the prior written consent of SANBI.

7. Preparation of Proposal

SANBI shall not be held liable for any costs incurred by the service provider in the preparation and submission of the proposal, the obtaining of certificates or any other cost that might be incurred in submitting the proposal.

8. Compliance reports and meetings

The service provider and SANBI will enter into a Service Level Agreement (SLA) for monitoring and compliance purposes which will be signed by both parties during contracting. The SLA will be monitored through compliance meetings which will be held monthly until the completion of the contract. The service provider will also meet the designated SANBI representative as and when deemed necessary by either party.

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.
- To change the quantities during the duration of three years

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 09 April 2025 at 11:00am

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

For Technical queries please contact Mufhati Bulanga at the following e-mail address:
M.Bulanga@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.

NB: Service providers are required to provide quotations as per below:

Pricing will remain fixed for the first year of the contract, adjustments or ad hoc costs will not be considered, Price increases will be considered in the second year and third year of the contract through negotiation and agreement between the supplier and SANBI

PLEASE NOTE THAT SUPPLIERS ARE REQUIRED TO SUBMIT A FORMAL QUOTATION WITH COMPANY LETTERHEAD.

Item No	Description	Quantity	Year 1
1.	White Printing papers A4 – 5 Reams/box	01	R.....
2.	Coloured hard papers A4	01	R.....
3.	Scissor Large orange	01	R.....
4.	Rubber bands-Medium 175mm X 4.0mm 100g	01	R.....
5.	Permanent Marker-Black 10/pack	01	R.....
6.	Memo book hard Cover, A6 144 pages	01	R.....
7.	A4 Exam pad	01	R.....
8.	A4 Masonite Clipboard	01	R.....
9.	Correction fluid pen 7ml	01	R.....
10	100g Multi-Purpose Re-usable Adhesive	01	R.....
11	Stick 43g Glue stick- 3-pack	01	R.....
12	Calculator Desktop Electronic plastic, 12 key display	01	R.....
13	HB Pencil Tradition pack 12/box	01	R.....
14	Laminating Pouches A4 150 micron- 100s	01	R.....
15	A3 Laminating Machine	01	R.....

16	Arch Lever File A4 75mm - Turquoise color	01	R.....
17	Folder Divider Plastic A4 Assorted colors 20 Tab	01	R.....
18	A4 40µm Plastic Pocket File/sleeves 100's	01	R.....
19	Brown packing Tape 2m 65mm X 35mm	01	R.....
20	Paper clips 33mm Assorted colours 100s	01	R.....
21	2 Quire hard cover 192 pages A4	01	R.....
22	Carpet pin Notice board (1200mm x 1200mm)	01	R.....
23	Highlighters Assorted colours 12s@	01	R.....
24	Desk cube Refill White 100mm X 100mm 500 sheets	01	R.....
25	Pencil Holder	01	R.....
26	Black Retractable R-Pen -with rubber grip 50/box	01	R.....
27	Red Retractable R-Pen -with rubber grip 12/box	01	R.....
28	Thermal Till rolls 80X83	01	R.....
29	Thermal Till Rolls 57X40	01	R.....
30	Cash Receipt Book Duplicate 300x11 (5 to view) 10/Pk	01	R.....
31	Desk Calander	01	R.....
32	A5 Diaries	01	R.....
33	Rubber Date Stamp	01	R.....
34	PVC Clear/transparent A4 180 Micron Binding Cover 100 sheets/pk	01	R.....
35	Copic Markers	01	R.....
36	Uni Pin Drawing pen 0.2	01	R.....
37	Ruler	01	R.....

38	Scale ruler	01	R.....
39	Flip file A1 pocket file	01	R.....
40	A2 White paper	01	R.....
41	Eraser	01	R.....
42	Pencil Sharpener	01	R.....
	Total cost (excl VAT)		R.....
	VAT		R.....
	Total annual cost (incl VAT)		R.....