

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)

RFQ NUMBER: Q11427/2024 CLOSING DATE: 09 April 2025 CLOSING TIME: 11H00 AM

DESCRIPTION: THE SUPPLY AND DELIVERY OF PERSONAL PROTECTIVE EQUIPMENTS (PPE) IN THOHOYANDOU NATIONAL BOTANICAL GARDEN- LIMPOPO, FOR A PERIOD OF (12) MONTHS ON AN “AS AND WHEN” REQUIRED BASIS

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	Walter Mabatha
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	W.Mabatha2@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]

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

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:

.....

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

- 2.3 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 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.

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.

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:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{Ps} = \mathbf{80} \left(\mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left(\mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right)
 \end{array}$$

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:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10}
 \end{array}$$

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

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—
- 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
 - any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1. Categories of persons historically disadvantaged by unfair discrimination on the basis of race. 100% black ownership (Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof)	10	

2. Categories of persons historically disadvantaged by unfair discrimination on the basis of gender. 100 % female ownership (Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof)	10	
Total	20	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or

only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

- (e) forward the matter for criminal prosecution, if deemed necessary

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:
.....

**THE SUPPLY AND DELIVERY OF PERSONAL
PROTECTIVE EQUIPMENTS (PPE) IN
THOHOYANDOU NATIONAL BOTANICAL
GARDEN- LIMPOPO, FOR A PERIOD OF (12)
MONTHS ON AN “AS AND WHEN” REQUIRED
BASIS.**

RFQ No.: Q11427/2024

TERMS OF REFERENCE

1. BACKGROUND

Thohoyandou National Botanical Garden is seeking a suitably qualified service provider for the supply of personal protective equipment for the period of 12 months. Thohoyandou National Botanical Garden staff perform activities in multiple fields and facilities hence, they require variety of Personal Protective Equipment (PPE) material to ensure their safety and protection. The garden requires these items on regularly bases and most of them should be supplied as emergency due to the nature of our work.

The purpose of the ToR's is to invite potential service providers to submit a proposal for supply and delivery of Personal Protective Equipment (PPE) that will be used by staff in their respective sections and fields to support the garden operations.

2. SCOPE OF WORK

The appointed supplier will be expected to supply and deliver PPE whenever required for a duration of 12 months. On delivery, PPE will be subjected to strict tests to ensure compliance with standards.

The materials or items are to be supplied by the appointed service provider in time specified by SANBI. The following list are items and materials that will be required:

2.1 Personal Protective Clothing

Table 1

1.	Safety boots ➤ Unisex safety leather boots with steel toe cap ➤ Colour: Black ➤ Anti-static, energy absorption ➤ SOLE dual density polyurethane (PU) and molded insole polyurethane insole.
2.	Gumboots ➤ Unisex ➤ Black in colour
3.	Rain Suit ➤ Navy Blue colour ➤ Waterproof ➤ Medium weight(160gm) ➤ Yellow colour ➤ Fabric: Taffeta, polyester double coated with PVC
4.	Disposable Coverall ➤ One Size Fits All ➤ White colour

	➤ Light Micro Plastic Material
5.	Rugged Cargo Pants ➤ 97% cotton, 3% Spandex (Ripstop cotton, spandex fabric) ➤ Colour :olive. ➤ triple needle stitch on the inner and outer leg - Concealed YKK zip
6.	Ladies skirt ➤ Poly/Cotton 65/35 Poly/Cotton 65/35(200g) ➤ SABS fit ➤ Emerald Green colour ➤ Semi Pencil ➤ Elasticated waist

3. DELIVERY OF MATERIALS

- The appointed supplier must ensure that any required materials or items are delivered within specified time by SANBI representative.
- All deliveries of materials shall be made between 07h30 - 16h00 from Monday-Friday only to the address: Thohoyandou National Botanical Garden, 451 Garden Route, Thohoyandou Unit D, 0950
- Quantities required will be specified at the time of placing order.

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. **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 - 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 4**

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:		
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 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 FUNCTIONALITY CRITERIA

Table 3

CRITERIA FOR EVALUATING FUNCTIONALITY															
Ref	Criteria	Sub criteria	Total Points												
6.1	Reference letters														
	Provide a list of similar projects undertaken on material supplier. A minimum of four (4) signed letters of reference from other clients for work done in the past five (5) years to be attached. Reference letters must indicate the following: • Must be on the company letterhead of the client.	<table><tr><th>Sub-criteria</th><th>Points</th></tr><tr><td>No reference letters for similar projects</td><td>0</td></tr><tr><td>One (1) letter of reference</td><td>10</td></tr><tr><td>Two (2) letters of reference.</td><td>20</td></tr><tr><td>Three (3)</td><td>30</td></tr><tr><td>Four (4) or more letters of reference</td><td>40</td></tr></table>	Sub-criteria	Points	No reference letters for similar projects	0	One (1) letter of reference	10	Two (2) letters of reference.	20	Three (3)	30	Four (4) or more letters of reference	40	40
Sub-criteria	Points														
No reference letters for similar projects	0														
One (1) letter of reference	10														
Two (2) letters of reference.	20														
Three (3)	30														
Four (4) or more letters of reference	40														

	• Contact details of the client. • Year in which the service was rendered. • Description of work performed. • Must be signed and dated.																
6.2	Locality																
	The bidder must submit a documentary proof of address from the third (3rd) party to indicate that the company has an operating office/business in the province (E.g., Municipal account, Local Authority Letter, telephone account not older than three (3) months, signed lease agreement, etc.)	<table><tr><th>Sub-criteria</th><th>Points</th></tr><tr><td>Business based outside Limpopo Province</td><td>0</td></tr><tr><td>Business based outside the radius of 200km from T/NDOU NBG but within Limpopo Province</td><td>4</td></tr><tr><td>Business based outside the radius of 180km from T/NDOU NBG but within Limpopo Province</td><td>8</td></tr><tr><td>Business based outside the radius of 160km from T/NDOU NBG but within Limpopo Province</td><td>12</td></tr><tr><td>Business based outside the radius of 140km from T/NDOU NBG but within Limpopo Province</td><td>16</td></tr><tr><td>Business based within the radius of 100km from T/NDOU NBG</td><td>20</td></tr></table>	Sub-criteria	Points	Business based outside Limpopo Province	0	Business based outside the radius of 200km from T/NDOU NBG but within Limpopo Province	4	Business based outside the radius of 180km from T/NDOU NBG but within Limpopo Province	8	Business based outside the radius of 160km from T/NDOU NBG but within Limpopo Province	12	Business based outside the radius of 140km from T/NDOU NBG but within Limpopo Province	16	Business based within the radius of 100km from T/NDOU NBG	20	20
Sub-criteria	Points																
Business based outside Limpopo Province	0																
Business based outside the radius of 200km from T/NDOU NBG but within Limpopo Province	4																
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Business based outside the radius of 160km from T/NDOU NBG but within Limpopo Province	12																
Business based outside the radius of 140km from T/NDOU NBG but within Limpopo Province	16																
Business based within the radius of 100km from T/NDOU NBG	20																
6.3	Methodology																
	Approach/methodology to be used particularly about responding within a short time frame; The Preliminary Programme to include how the bidder would execute full scope of work described in the work specification.	<table><tr><th>Sub-criteria</th><th>Points</th></tr><tr><td>The bidder has submitted a proposed detailed programme with reasonable timelines.</td><td>40</td></tr><tr><td>Submitted proposed programme is not detailed.</td><td>20</td></tr></table>	Sub-criteria	Points	The bidder has submitted a proposed detailed programme with reasonable timelines.	40	Submitted proposed programme is not detailed.	20	40								
Sub-criteria	Points																
The bidder has submitted a proposed detailed programme with reasonable timelines.	40																
Submitted proposed programme is not detailed.	20																

		No submission of the proposed programme.	0	
		TOTAL		100

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

4.3 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)	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)	10
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. The rates will be fixed for duration of 12 months. See Annexure A – Pricing Schedule

6. Award

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

7. NATURE OF APPOINTMENT & CONTRACTUAL ARRANGEMENT

Contract duration: **12 months.**

Contract and payment:

- The contract will be drawn up between SANBI and the Service Provider.
- Invoices will be approved on acceptance of deliverables.
- Invoices must indicate the delivered product and no upfront payments will be made.
- SANBI will pay within 30 days of date of invoice for the satisfactory completion of work.
- All invoices must be addressed to SANBI and will be processed through garden office.

8. 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.

7. 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.

8. 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

9. Submission of proposals

Quotations must be submitted no later than 09 April 2025 at 11:00am

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

For more information about the Terms of Reference, please contact Mr Walter Mabatha
w.mabatha2@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

Pricing Schedule

The rates will be fixed for duration of 12 months.

Item Number	Items	Quantity	Year 1
1.	Safety Boots	1	R.....
2.	Gumboots	1	R.....
3.	Rain Suit	1	R.....
4.	Disposable Coverall	1	R.....
5.	Cargo Pants	1	R.....
6.	Green/Emerald Ladies Skirt	1	R.....
	Total cost excluding VAT		R.....
	VAT		R.....
	Total annual cost including VAT		R.....