

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
RFQ NUMBER:	Q11382/2025	CLOSING DATE:	14 May 2025	CLOSING TIME:	11H00am
THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE PERSONAL PROTECTIVE CLOTHING AND UNIFORM TO THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE AT THE WALTER SISULU NATIONAL BOTANICAL GARDEN FOR A PERIOD OF ONE (1) YEAR					
BID RESPONSE DOCUMENTS MAY BE E-MAILED TO BELOW ADDRESSES:					
Submission of proposals: Proposals must be emailed to S.SCM-Quotations@sanbi.org.za <u>Failure to send to the above email address will result in your bid being disqualified.</u> <u>Please state the Bid number as the reference number on the subject line when responding to the RFQ</u>					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mutshutshu Mamma		CONTACT PERSON	Nkhangweleni Thobakgale	
TELEPHONE NUMBER	012 018 8313		TELEPHONE NUMBER	0877403650	
FACSIMILE NUMBER	n/a		FACSIMILE NUMBER	n/a	
E-MAIL ADDRESS	M.Mamma@sanbi.org.za		E-MAIL ADDRESS	N.Thobakgale@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		
[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)

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.

2.2

Full Name	Identity Number	Name of State institution

Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

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

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

.....
 Signature

.....
 Date

.....
 Position

.....
 Name of bidder

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

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

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

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

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

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:

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

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 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:

.....

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.

**THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE PERSONAL PROTECTIVE
CLOTHING AND UNIFORM TO THE SOUTH AFRICAN NATIONAL BIODIVERSITY
INSTITUTE AT THE WALTER SISULU NATIONAL BOTANICAL GARDEN FOR A PERIOD
OF ONE (1)YEAR**

**Physical Address: Malcolm Road, Poortview, Roodepoort
Gauteng**

**POSTAL ADDRESS:
Walter Sisulu National Botanical Garden
PO BOX 2194
Wilropark
1731**

RFQ NO. SANBI: Q11382/2025

1. INTRODUCTION

The South African National Biodiversity Institute (SANBI) contributes to South Africa's sustainable development by facilitating access to biodiversity data, generating information and knowledge, building capacity, providing policy advice, and showcasing and conserving biodiversity in its national botanical and zoological gardens.

The WSNBG is located in a beautiful setting on the outskirts of Johannesburg. It is approximately 15km from Randburg and 25km from the centre of Johannesburg, accessible from the N1 and other major arterial roads. The Ruimsig/Poortview area, in which the Garden is located, is one of the fastest developing up-market residential areas in Johannesburg.

2. INVITATION TO QUOTE

Quotations are hereby invited for the appointment of a service provider to provide personal protective clothing and equipment to the Walter Sisulu National Botanical Garden for a period of 1 year. The procurement process will be coordinated by SANBI's Supply Chain Management (SCM) department, contactable at the following address:

Deputy Director: Supply Chain Management
The South African National Biodiversity Institute (SANBI)
Private Bag X101
Silverton
0184
Email: sanbi.quotations@sanbi.org.za

3. REQUIREMENTS FOR PROPOSAL

3.1. Mandatory requirements

Tenderers must include the following documentation (Failure to submit this required documentation WILL lead to disqualification):

- A copy of the company Central Supplier Database (CSD) registration report.
- Fee/cost structure for Annexure A
- A valid letter of Good Standing from the office of the Compensation Commissioner as required by the Compensation for Occupational Injuries and Diseases Act (COIDA). The letter should be issued by the Department of Labour.
- Completed and signed SBD forms.

3.2. Other documents to be submitted

Each quotation document should also include the following documentation, although failure to submit these documents will not result in disqualification. However, the information contained in them is required for evaluation purposes:

- Track record: a list of similar contracts held in the past five (5) years that should include the name of the client, scope of the services, duration dates and value of contract.
- Reference letters: letters of reference from at least five (5) signed current or previous clients that have been provided with similar products within the past 5 years.
- Valid original tax clearance certificate.
- Supply municipal services (water, sanitation, rates and electricity) account statement in the name of the service provider or Lease Agreement with a current bill of account.

NB: SANBI reserve the right to verify and vet all provided documentation with relevant third parties.

4. SERVICE TO BE RENDERED

To supply branded Personal Protective Clothing (PPE) and equipment on an annual basis for Walter Sisulu NBG.

4.1. Below is a list of PPE and uniforms that needs to be supplied annually and on as and when required basis:

- 2 piece emerald green overalls
- 2 piece royal blue overalls
- 2 piece denim overalls
- 2 piece red overalls
- 2 piece flame resistant overall
- Round neck t-shirts
- Wide soft brimmed hat (cricket hat)
- Safety boots for men
- Safety boots for ladies
- Light orthopaedic safety shoe
- Golf shirts
- Garden gloves
- Shirts
- Ladies Pants
- Water proof hiking boots
- Jerseys
- Jackets
- Cargo pants

- Peak cap
- Chainsaw pants
- Antivibration gloves
- Gardening Gloves
- Shoulder Length Rubber Gloves
- Leather Gloves (Welding)
- Leather Gloves (Fire)
- Elbow Length rubber Gloves (Herbicide)
- Helmet with clear visor
- Safety goggles
- Ear muffs
- Gumboots
- Rainsuits
- Disposable Overalls
- Earplugs
- Dust masks
- Respirator masks
- Respiration Cartridges
- Beanies
- Crayfish style safety gloves
- Shin guards
- Welding PPE (leather apron and gloves and visor)
- Denim Apron
- Fishing Wader with braces, buckles and boots
- Leather gloves
- Flame resistant bandana
- Embroidery
- Knapsack sprayer

5. SCOPE OF WORK AND OPERATIONAL CONDITIONS

The Service Provider will be required to deliver the PPE and uniform to Walter Sisulu National Botanical Garden annually and as and when required basis. The bulk of the protective clothing is usually required in April of every year (overalls, boots, etc.). Other items maybe be required outside of the annual schedule and therefore the service provider must be prepared to supply any of such items within a reasonable timeframe, not exceeding seven (7) days from the date of receiving a request. Service providers to provide samples to the project manager prior to delivery to ensure compliance with the specifications. Samples to

be physically delivered to Walter Sisulu NBG at the cost of the service provider. SANBI will not take any responsibility for items procured and delivered without the project manager sample approval. Product prices as quoted in Annexure A to be fixed for the duration of the contract.

6. EVALUATION CRITERIA

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

6.1 STAGE ONE

The first stage will evaluate functionality according to the criteria listed in the table below. Bids that fail to score a minimum of 70 points out of a possible 100 points for functionality will not be eligible for further consideration.

Functionality Criteria

CRITERIA FOR EVALUATING FUNCTIONALITY				
No	Criteria	Sub Criteria		Weight
1	Company Experience			50
1.1	COMPANY TRACK RECORD			
	Attach the following documents: Provide a list of current and previous clients (company name, contact person, telephone number, services provided, total value of the contract and contract duration with dates).	More than nine (9) clients	(20)	
		Between six (6) and 9 clients	(15)	
		Between three (3) and six (6) clients	(10)	
1.2		Between one (1) and three (3) clients	(5)	
		No submission	(0)	
	Provide reference letters from clients in the past five years (company name,	More than five (5) relevant reference letters with requested	(30)	

CRITERIA FOR EVALUATING FUNCTIONALITY				
No	Criteria	Sub Criteria		Weight
	contact person, telephone number, services provided, total value of the contract and contract duration with dates, performance of the service provider per service provided). The reference letters must be relevant to the tender.	supporting documents		
		Between three (3) and five (5) relevant reference letters with requested supporting documents	(20)	
		Between one (1) and three (3) relevant reference letters with requested supporting documents	(10)	
		No submission	(0)	
2	Locality			30
	Bidders must submit documentary proof of address to indicate that the company has an operating office/business in the province (Municipal account, Local Authority Letter, telephone account not older than three (3) months, signed lease agreement, etc.)	Office/business within the local municipality where the service is to be rendered	(20)	
		Office/business within the district where the service is to be rendered.	(15)	
		Office/business within the province where the service is to be rendered	(10)	
		Office/business in other provinces	(5)	
3	Implementation method			20

CRITERIA FOR EVALUATING FUNCTIONALITY			
No	Criteria	Sub Criteria	Weight
	Provide a detailed project plan and programme for the project with clear timelines. Project plan must indicate response and delivery time from the date of purchase order issued. Implementation methodology full detail of how the contractor will execute the full scope of the contract.	The bidder has submitted a proposed project plan and programme with clear reasonable timelines and execution plan.	(20)
		Submitted proposed programme that is not detailed.	10
		No submission of the proposed programme.	0
	Total		100

6.2 STAGE TWO

The second stage will evaluate the price and specific goals of those bids that meet the minimum threshold for functionality. In accordance with the Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act (No. 5 of 2000), the 80/20-point system will be applied in evaluating proposals that qualify for further consideration, where price constitutes 80 points and a maximum of 20 points will be awarded based on the bidder's specific goals.

Specific Goals

Specific Goals that will be applied to this procurement:

Specific Goals	Points
(a) Categories of persons historically disadvantaged by unfair discrimination based on race. 100% black ownership (Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof)	10

(b) 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 Points	20

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

7. GENERAL TERMS

All documents submitted in 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 three months calculated from the closing date of this Quotation. Any Enquiries; in connection with this RFQ shall be submitted in writing to the following e-mail address: S.SCM-Quotations@sanbi.org.za and referring to your request as Quotation number: **Q11382/2025** provision of Personal Protective Clothing and Equipment at the Walter Sisulu National Botanical Garden as the subject.

For any technical information, the following persons may be contacted: Ms Rachel Thobakgale at the following e-mail address: at n.thobakgale@sanbi.org.za and Ms Nondumiso Magija: Garden Manager: Walter Sisulu National Botanical Garden, at the following e-mail address: magija@sanbi.org.za

8. SANBI HAS THE RIGHT:

To verify any information supplied in the Quotation documents.

Not to appoint any Service Provider.

To cancel or withdraw this RFQ at any time without attracting any penalties or liabilities.

To appoint one or more Service Providers, depending on the outcome, to separately or jointly be responsible for the provision of the required services on the campus.

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.

9. SAFETY, HEALTH, AND ENVIRONMENTAL REQUIREMENTS

- Service Providers are required to comply with all Acts, Regulations, and standards relating to Safety, Health, and Environment (SHE).
- The Compensation for Occupational Injuries & Diseases Act (Act 130 of 1996): The Service Providers will be required to submit a letter of good standing from the office of the Compensation Commissioner as required by the Compensation for Occupational Injuries and Diseases. The letter should be issued by the Department of Labour. A current, up-to-date copy of the Compensation for Occupational Injury and Diseases Act (COIDA) shall be available at all times.
- National Environmental Management Act (Act No. 107 of 1998).

10. PROPOSAL SUBMISSIONS

Closing date for submission of responses 14 May 2025 @ 11:00 am.

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

Emailed applications must not be more than 6MB in size.

11. PRICING

NB: Bidders must price for all line items in ANNEXURES A (BOQ). Failure to do so will result in disqualification. The total amount of the contract must be fixed for the full period of the contract and must be VAT inclusive and must factor in any increases on all products. Service providers to factor in delivery and any other overheads of the items in the quotations.

12. ANNEXURES

The Annexure below is attached to this document.

Annexure A: Bill of quantities (list of Protective Clothing, Uniform and Equipment and pricing schedule

ANNEXURE A: Bill of quantities (list of Protective Clothing, Uniform and Equipment and pricing schedule

The total amount of the contract must be fixed for the full period of the contract and must be VAT inclusive and must factor in any increases on all products. Pricing on the schedule must be per (1) item!

Please note that it may not be possible to include everything on the BOQ, as such a successful service provider will be required to provide a quotation as and when required

Item	Specification	Colour	Size(s)	Quantity	Year 1
Two Piece Overall	Two Piece Overall – Emerald green Poly/cotton 65/35 (200g), Conti suit 7 pocket jacket and trouser, Jacket and Pans Zip fly, Trouser triple stitched with ruler pocket on leg, SABS fit. SANBI logo to be embroidered on the left-hand top	Emerald green	30 - 44	1	
Two Piece Overall	Two Piece Overall – Royal blue Poly/cotton 65/35 (200g), Conti suit 7 pocket jacket and trouser, Jacket and Pans Zip fly, Trouser triple stitched with ruler pocket on leg, SABS fit. SANBI logo to be embroidered on the left-hand top	Royal blue	30 - 44	1	
Two Piece Overall	Two Piece Overall- Red Poly/cotton 65/35 (200g), Conti suit 7 pocket jacket and trouser, Jacket and Pans Zip fly, Trouser triple stitched with ruler pocket on leg, SABS fit. SANBI logo to be embroidered on the left-hand top	Red	30 - 44	1	
Two-piece denim work suit	Two-piece denim work suit 100% cotton Conti Denim Suit, 7 pocket jacket and trouser, Jacket and Pants Zip fly, SABS fit, Jacket to have pocket with button on the left side. SANBI logo to be embroidered on the left-hand top	Denim	30 - 44	1	
Round neck t-shirt	100% cotton SANBI logo to be embroidered on the left-hand top	Khaki	S -XXI	1	
Golf shirt 	100% cotton SANBI logo to be embroidered on the left-hand top	Khaki or Olive Green	S -XXI	1	
Cricket hats soft brim 	Heavy Brushed Cotton, Metal Eyelets, Cord with slide Toggle SANBI logo to be embroidered	Khaki	M -XL	1	
Flame resistance overalls (two Piece). 	Flame resistant, Breathable, Heat resistant, Waterproof, Liquid resistant 300g/m2 100% D59 flame retardant and acid resistant cotton twill open neck collar • front yoke panel • concealed zip • chest pocket features Vflap with concealed press stud closure two front pockets • elasticated cuffs triple needle top stitching • bar tacks at stress points silver 50mm flame retardant reflective tape detail SABS approved Manufactured in the SADC Region. SANBI logo to be embroidered on the left-hand top	Navy	S – XXL	1	
Cargo shirt – short sleeve. 	100% cotton Fabric: 100% cotton. Weight: 310 gsm. Size: 28 – 50. Details: – Triple needle posting on all seams SANBI logo to be embroidered on the left-hand top	Olive/Navy	S-XXXL	1	

Cargo shirt –long sleeve. 	100% cotton Fabric: 100% cotton. Weight: 310 gsm. Size: 28 – 50. Details: – Triple needle posting on all seams SANBI logo to be embroidered on the left-hand top	Various	S-XXXL	1	
Safety boots - Men 	safety shoe has a steel toe-cap, padded insole, tongue and collar accompanied by the ultrathick memory foam platinum footbed.	Brown	4-12	1	
Safety boots- ladies 	safety shoe has a steel toe-cap, padded insole, tongue and collar accompanied by the ultrathick memory foam platinum footbed. Take note to quote for supply ladies version!	Brown	4-12	1	
Protective gloves, wear resistant non-slip anti-static 	Fabric: Nylon Lycra Nitratine Gloves with black nitrile coating Weight : 15 gauge	Grey	S/M/L/XL	1	
Shoulder length rubber gloves 	Pinnacle PVC Red with Yellow Elastic Smooth Shoulder Glove	various	S/M/L/XL		
Rain suit, navy 2 piece 	(jacket & trouser), Heavy duty, Rubberised, stowaway hood and drawstring, 110gsm, 100% water proof, elastic waist band, drawcord in jacket, YKK zip	Navy/ Olive	M -XXXL	1	
Jackets 	Freezer thermal design that provides insulation to help regulate your body temperature, elasticated cuffs, side pockets, concealed hood with zip closure, drawstring with toggles, Heavy Duty Front Zip SANBI logo to be embroidered on the left-hand top	various	M -XXXL	1	
Cargo pants (men & women fit)	Fabric: 100% cotton. Weight: 310 gsm. Size: 28 – 50. Details: – Triple needle posting on all seams.	Various	S -XXXL	1	

					
Fishing Wader with Braces, Buckles and Boots. 	Double high-frequency seal on join between boot and upper Additional PVC strips high frequency welded into all seams	various	S-XXXL	1	
Chemical Gloves	High abrasion resistance, High cut resistance, High chemical resistance, Heat resistance, Fully coated extra heavy duty PVC (Poly Vinyl Chloride), Fleece jersey reinforced cotton liner, Rough finish, Fully coated 35cm PVC cuff	various	S/M/L/XL	1	
Flame resistance bandana 	Flame resistant, Breathable, Heat resistant, Liquid resistant	various		1	
Dust mask. 	Disposable dust mask: FFP2 Colour: white Material: 100 % polyester Weight: 2. 7664 kg Head straps: spandex elastic tape MASK/RESPIRATOR: 4 layers – top and bottom are non-woven 100% polyester, 2 middle layers of meltblown nonwoven polyester.	various	Pack (box) of 10	1	
Respirator 	Double Respirator Half Mask PVC EN140:1998 SABS Approved Must cover the nose and the mouth.	various		1	
Dust Cartridges 	Respirator cartridge SABS approved and suitable for supplied respirators.	various		1	
Goggles Clear Goggles Wide vision goggles Scratch resistant, 120 ° lateral vision 14mm elasticated & adjustable cotton knit head		various		1	

	Dimensions: 0.065kg – 21 x 9 x 6 cm				
Googles 	Clear Spectacles Size: Standard Colour: Clear and dim Details: 9 base lenses; one piece lens; CSA coverage; Universal Fit Clear lens in 4A coating (Anti-fog, Anti-scratch, Anti-static, and Anti-UV) Ratchet system. Good flexible frame Light weight: 26g Slick temple design Nose adjustable to fit over various face shapes; one-hand operation. Dual-shot soft nose piece Soft temple pads This model meets ANSI Z87.1-2015, CE EN166 and CSA Z94.3 standards	various		1	
Faceshield 	4mm PET Film, with foam padding for the forehead and an elastic band that securely fits around one's head. Shields protect the entire risk area against droplets (eyes, nose and mouth) and assists the user in avoiding touching those risk areas.	various		1	
Ear muffs 	Easily combines with ear protection for good noise protection and pivoting nylon mesh (polyamide PA), adjustable head strap. Minimum 116 decibel protection	various	With face protection	1	
		various	Without face protection	1	
Knapsack sprayer 	Knapsack sprayer - 5L Manual knapsack sprayer, Stainless steel lance adjustable nozzle 50 cm, Cushioned backstraps	n/a	5L	1	
	Knapsack sprayer - 10L Manual knapsack sprayer, Stainless steel lance adjustable nozzle 50 cm, Cushioned backstraps	n/a	10L	1	
	Knapsack sprayer - 15L Manual knapsack sprayer, Stainless steel lance adjustable nozzle 50 cm, Cushioned backstraps	n/a	15L	1	
Leather Gloves – Machine Operator	Fabric: Leather, Size: XXL, Colour: Yellow, Fabric: Nylon spandex shell, Weight: 15 Gauge Details:	Various	M-XXXL	1	

	• 15 Gauge nylon spandex shell with black nitrile coating • Micro-fine foam finish • Highly flexible and super comfortable • Excellent breathability • Good grip • Suitable for mechanical and petrochemical industries • Wrist length				
Waterproof hiking boots - men 	It features a durable and protective leather upper, along with a soft foam midsole to cradle your feet for long days on the trails. Waterproof and have a moisture wicking lining. With a Vibram Mega grip outsole.	Various colours	5-12	1	
Waterproof hiking boots - ladies 	It features a durable and protective leather upper, along with a soft foam midsole to cradle your feet for long days on the trails. The upper is made from ripstop material and PU, with a TPU support for added strength. Ortholite sock liner. Ripstop upper. Mesh lining. Ortholite sockliner. Rubber outsole.	Various colours	5-10	1	
Gumboots 	Gumboots Dromex Mighty Nite white (Chemical), Knee Length Gumboot (White)				
Olive Cargo pants	100% cotton canvas utility trousers. Equipped with belt loops and handy side, back, and cargo pockets for daily essentials	Olive	S-XXXL	1	
Chainsaw trouser and Jacket 	Jacket Water repellent 2-way stretch fabric. 9-layer arm, should and chest protection 100% Cotton. Durable trousers with two deep slant pockets, one back pocket with additional two cargo pockets with button closure. Pants - 100% cotton	various	S-XXXL	1	
Knee Cap 	Knee protecting Shin pads	black	n/a	1	
Chainsaw & Brushcutter Leg Protectors / Shinpads 	Leg protecting Shin pads for users of "sharp bladed" tools like brush cutters or chainsaws. Penetration resistant - shock absorbing - flame resistant shell. Complies with the following FESA standard: FESA 001:1998 - Penetration resistant	Orange	n/a	1	
Chainsaw pants	Material composition of outer fabric: 65% polyester, 35% cotton • Lining material composition: 100% polyester	various	S-XXXL	1	

					
Heavy duty leather welding apron	Heavy-Duty Leather Welding Apron with 6 Pockets - Heat & Flame Resistant, Adjustable Fit for Men and Women	various	S-XXXL	1	
Machine Function universal jacket 	Material composition of outer fabric: anthracite/highvisibility orange (100% polyester), black (65% polyester, 35% cotton)	various	S-XXXL	1	
Promax Disposable Chemical  Overall --	DuPont™ Tyvek® 500 Xpert, model CHF5. Hooded coverall available in white, in sizes S to XXXL. Robust yet lightweight (<180g per garment). 3-piece hood for optimal fit to head and face when turning. Elasticated face, wrists and ankles as well as glued-in waist elastic. Wide crotch area for freedom of movement. Large, easy-to-grasp zipper puller	white	S-XXXL	1	
Embroidery	logo to be embroidered on the left-hand side of the overalls, jackets, etc.) SANBI  Biodiversity for Life South African National Biodiversity Institute	Embroidered		1	
SUMMARY				Year 1	
SUB-TOTAL					
15% VAT					
TOTAL COSTS					