

SBD1

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
BID NUMBER:	Q11529-2025	CLOSING DATE:	14 July 2025	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT BASELINE, ANNUAL PERIODIC AND EXIT MEDICAL EXAMINATIONS AT FREE STATE NATIONAL BOTANICAL GARDEN FOR A PERIOD OF three (3) YEARS AS AND WHEN REQUIRED.				
NON-COMPULSORY SITE BRIEFING:					
Submission of proposals: proposals must be emailed to S.SCM-Quotations@sanbi.org.za with a copy to Ms. Zozi at S.Zozi@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	Siphokazi Zozi		CONTACT PERSON	Mr Loyd Vukeya	
TELEPHONE NUMBER	012 843 5292		TELEPHONE NUMBER	051 436 3530	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	S.Zozi@sanbi.org.za		E-MAIL ADDRESS	L.Vuyeka@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]					

**Stop Fraud, Theft and Corruption without Fear or Favour –
Call our Fraud Hotline 0800 160 999 (toll-free) anytime**



ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS			
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.			

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA .
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

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**

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.

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

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

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.

criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	
Signature	Date
.....	
Position	Name of bidder

SBD 6.1

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

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

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20	or	90/10
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	or	$Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$

Where

Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20	or	90/10
$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$	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 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	

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



forward the matter for criminal prosecution, if deemed necessary

	
	SIGNATURE(S) OF TENDERER(S)
SURNAME AND NAME:	
DATE:	
ADDRESS:	
	
	
	
	



TERMS OF REFERENCE

APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT BASELINE, ANNUAL PERIODIC AND EXIT MEDICAL EXAMINATIONS AT FREE STATE NATIONAL BOTANICAL GARDEN FOR A PERIOD OF three (3) YEARS AS AND WHEN REQUIRED.

Quotation number: Q11529-2025

1. PURPOSE:

The purpose of this request is to procure the services of a service provider to conduct baseline, annual periodic and exit medical examinations for employees at Free State National Botanical Garden for a period of three (3) years as and when required.

3. BACKGROUND

SECTION 8 of the Occupational Health and Safety Act No. 85 of 1993 requires every employer to provide and maintain, as far as is reasonably practicable, a safe working environment without risk to the health and safety of the employees. Medical examinations are done to assist with early detection, monitoring and management of adverse health effects of particular work-related hazards. To achieve this, SANBI must:

Establish a planned programme of periodic examinations, which includes clinical examination, biological monitoring, or medical tests of employees.

The purpose of periodic medical examinations is to identify conditions, if any, that could present an increased risk of adverse health effects related to the task being performed.

Based on the type of work being performed, including consideration of factors such as the task's duration, the materials being used, and the potential for exposure, medical surveillance is recommended or required for the job.

The employer should keep records of all medical examinations and control measures.

4. Scope of Work

The service provider is required to assist SANBI in establishing compliance with the requirements of the Occupational Health and Safety Act (85 of 1993).

Do medical examinations for approximately 20 employees, which include the following:

3.1. Required test

- Physical Examination, including a urine test.
- Audiometric Screening Test.
- Lung Function/ Spirometry Test.
- Vision Screening.
- Chest X-Ray.

3.2. Other Requirements

- The Service Provider must provide a certificate of fitness upon completion of the medical examination.
- Referral of employees with identified abnormalities during medical examination.
- Provide a report of findings for the medical examinations done, accompanied by recommendations for continuous improvement of Occupational Health. An Occupational Medical Practitioner must sign all results and reports.

- Issue referrals where necessary.
- Issue Certificates of Fitness for all assessed employees.
- The appointed service provider should have their equipment for conducting the tests with a mobile unit if they are based outside of Bloemfontein.

3.1 Relevant Competencies and Expertise

The Service Provider should possess the following skills, abilities & competencies:

- Knowledge, understanding and experience in Occupational Health.
- The Occupational Medical Practitioner (OMP) must provide proof of qualifications for Bachelor of Medicine and Bachelor of Surgery (MBChB) and qualifications in Occupational Health.
- The OMP must be registered with the Health Professionals Council of SA (HPCSA) with a valid certificate
- The Occupational Health Nurse Practitioner (OHNP) provide proof of qualifications – a Degree or Diploma in Nursing.
- The OHNP must be registered with the South African Nursing Council (SANC) with a valid certificate.
- Provide proof of a valid profession's registration with either SASOM (South African Society of Occupational Medicine) and/ or SASOHN (South African Society of Occupational Health Nurses) must be attached.
- The Service Provider must ensure all equipment is calibrated prior to commencement of the medical examinations- Calibration Certificates must be provided to the project manager.

4. Service providers are required to submit the following Mandatory documentation:

Quotes must accompany the following documentation **(Failure to submit this required documentation WILL lead to disqualification):**

- SBD 1 (invitation to bid)
- SBD 4 (declaration of interest)
- SBD 6.1 (Preferential specific goals points)
- A copy of the Central Suppliers Database (CSD) registration report. A valid proof of liability insurance coverage for the company and the amount available per claim.
- A valid Letter of Good Standing from the Compensation Commissioner as required by the Compensation for Occupational Injuries and Diseases Act (**COIDA**).
- Formal quotation with a company's letterhead and pricing schedule provided on 7.1

5. OPERATING HOURS

The appointed Service Provider will be required to provide services within the set period from Monday to Friday between 08:00 and 16:00.

6. Evaluation process

The evaluation process will be based on the price and Specific goals of those bids that meet the minimum threshold for functionality. By Preferential Procurement Regulations, 2022 about the Preferential Procurement Policy Framework Act (No. 5 of 2000)

6.1. Specific goals

Specific Goal	Total Points
Categories of persons historically disadvantaged by unfair discrimination on the basis of race. Information will be verified on the CSD report - 100% black ownership = 10 points	(10)
Categories of persons historically disadvantaged by unfair discrimination based on gender. Information will be verified on the CSD report. 100% Female ownership = 10 points.	(10)
Total	20

Sufficient information must be provided to allow the evaluation panel to score bids against all these criteria. Failure to do so may result in the disqualification of bids.

6.2. Evaluation Criteria

Evaluation of proposals will be done according to the following criteria (all relevant information should be provided):

CRITERIA FOR EVALUATING FUNCTIONALITY																		
Ref	Criteria	Sub criteria		Total Points														
1.	Company profile																	
	Brief overview of the company with an indication of its expertise in the Scope work- Health Medical Surveillance	<table><tr><th>Sub-criteria</th><th>Points</th></tr><tr><td>No experience</td><td>0</td></tr><tr><td>One (1) to two (2) years of relevant experience.</td><td>10</td></tr><tr><td>Three (3) to four (4) years of relevant experience.</td><td>15</td></tr><tr><td>Five (5) or more relevant experiences.</td><td>25</td></tr></table>		Sub-criteria	Points	No experience	0	One (1) to two (2) years of relevant experience.	10	Three (3) to four (4) years of relevant experience.	15	Five (5) or more relevant experiences.	25	25				
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One (1) to two (2) years of relevant experience.	10																	
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Five (5) or more relevant experiences.	25																	
2.	Reference letters																	
	Provide a list of similar projects undertaken on Medical Surveillance. A minimum of two (2) 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 client's company letterhead. • Contact details 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>5</td></tr><tr><td>Two (2) letters of reference.</td><td>10</td></tr><tr><td>Three (3) letters of reference.</td><td>15</td></tr><tr><td>Four (4) letters of reference.</td><td>20</td></tr><tr><td>Five (5) or more letters of reference.</td><td>25</td></tr></table>		Sub-criteria	Points	No reference letters for similar projects	0	One (1) letter of reference	5	Two (2) letters of reference.	10	Three (3) letters of reference.	15	Four (4) letters of reference.	20	Five (5) or more letters of reference.	25	25
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Five (5) or more letters of reference.	25																	

	• Year in which the service was rendered. • Description of work performed. • Must be signed and dated.																
3.	Capacity of key personnel																
	Demonstrate the capacity and relevant experience of key personnel who will be working on the project. • Submit their individual Curriculum Vitae (CV), relevant Qualifications and Certifications.	<table><tr><th>Sub-criteria</th><th>Points</th></tr><tr><td>No submission of CV and qualifications</td><td>0</td></tr><tr><td>Less than one (1) year of relevant experience</td><td>5</td></tr><tr><td>One (1) to two (2) years' relevant experience</td><td>10</td></tr><tr><td>Three (3) to four (4) years of relevant experience</td><td>15</td></tr><tr><td>Four (4) to five (5) years of relevant experience</td><td>20</td></tr><tr><td>More than five (5) years of relevant experience</td><td>25</td></tr></table>	Sub-criteria	Points	No submission of CV and qualifications	0	Less than one (1) year of relevant experience	5	One (1) to two (2) years' relevant experience	10	Three (3) to four (4) years of relevant experience	15	Four (4) to five (5) years of relevant experience	20	More than five (5) years of relevant experience	25	25
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Sub-criteria	Points																
No submission of Qualifications and Professional Registration Certificates	0																
Qualifications and Professional Registration submitted	25																
	TOTAL		100														

NB: Service providers 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.

7. Costing

The costing should be per person, inclusive of all costs

All prices must be inclusive of VAT

7.1 Breakdown of the cost:

Activity	Quantity	Year 1	Year 2	Year 3
	Unit price/ Each	Unit price/ Each	Unit price/ Each	Unit price/ Each
Physical Examination, including urine test	1			
Audiometric Screening Test	1			
Lung Function/ Spirometry Test	1			
Vision Screening	1			
Chest X-Ray	1			
Total cost (Excluding VAT)				
Total cost (Including VAT)				
Grand total for year 1, 2 and 3. (incl /excluding VAT)				

8. Contract Terms

- Contract duration is three (3) years from the contract's signing date.
- Payment of invoices will be in accordance with PFMA (within 30 days of receipt of invoice) after the service has been rendered.
- Pricing will remain fixed for the first year of the contract, adjustments or ad hoc costs will not be considered, and a pricing increase will be considered in the second year of the contract through negotiation and agreement between the service provider and SANBI.
- Supplier performance evaluation will be conducted annually.

9. General Information

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 the Free State National Botanical Garden 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 RFQ. The appointment of a successful service provider shall be subject to all parties agreeing to mutually acceptable contractual Terms and Conditions. If all parties fail 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 re-advertise should the second tender not be acceptable.



9.1 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.

10. Submission of quotation

Closing date for submission of responses: 14 July 2025

For any technical information, the following person may be contacted: Mr LR Vukeya @ L.Vukeya@sanbi.org.za

Submission of proposals must be emailed to SANBI SCM at S.SCM-Quotations@sanbi.org.za with a copy to Ms. Zozi at S.Zozi@sanbi.org.za

NB: All documents must be clearly labelled.

Emailed applications must not be more than 10MB in size.

Note: Late submissions will be disqualified