

SBD1

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
BID NUMBER:	Q11669-2025	CLOSING DATE:	16 September 2025	CLOSING TIME:	11:00
DESCRIPTION	THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) REQUIRES A SUITABLE SERVICE PROVIDER TO SUPPLY AND DELIVER NURSERY AND GARDEN CONSUMABLES FOR A PERIOD OF THREE (3) YEARS AT THE KAROO DESERT NATIONAL BOTANICAL GARDEN.				
Submission of proposals: proposals must be emailed to S.SCM-Quotations@sanbi.org.za with a copy to Ms. Mogadingwane at R.modiba@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	Rorisang Mogadingwane		CONTACT PERSON	Thabang Makola	
TELEPHONE NUMBER	012 002 5332		TELEPHONE NUMBER	023 347 0785	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	R.modiba@sanbi.org.za		E-MAIL ADDRESS	T.Makola@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]
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:

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID

SBD 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

.....

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

2.3.1 If so, furnish particulars.....

3 DECLARATION

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.

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:

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

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:

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

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)
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 ownership (Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof)	5	
Categories of persons historically disadvantaged by unfair discrimination on the basis of disability. 100 % Disability ownership (Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof)	5	
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:

TERMS OF REFERENCE

QUOTATION NO: Q11669-2025

THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) REQUIRES A SUITABLE SERVICE PROVIDER TO SUPPLY AND DELIVER NURSERY AND GARDEN CONSUMABLES FOR A PERIOD OF THREE (3) YEARS AT THE KAROO DESERT NATIONAL BOTANICAL GARDEN

Physical address

**108 Roux Road
Panorama
Worcester
6850**

RFQ documents are to be submitted via email only. No hand delivery will be accepted.

1. Background

The Karoo Desert National Botanical Garden (KDNBG) is a campus of SANBI located in Worcester, Western Cape in the Breede Valley local municipality. The KDNBG covers an area of 154 ha comprising of 11 ha under cultivation and 143 ha protected natural area. The KDNBG houses various indigenous plant species and receives on average 13 000 visitors per year. The KDNBG is open to visitors daily, with official hours from 07:00 to 18:00 and offers guided tours and facilities may be booked for private functions.

The South African National Biodiversity Institute (SANBI) requires the services of a suitable service provider to supply and deliver nursery and garden consumables for a period of three (3) years at the Karoo Desert National Botanical Garden.

2. Invitation To Quote

Quotations are hereby invited for the appointment of a suitably experienced service provider for the supply and delivery of nursery and garden consumables at the Karoo Desert National Botanical Garden for a period of three (3) years.

Karoo Desert National Botanical Garden is located at:
 108 Roux Road
 Panorama
 Worcester
 Western Cape
 6850

The quotation process will be coordinated by SANBI's Supply Chain Management (SCM) Directorate at the following address:

Email address: S.SCM-Quotations@sanbi.org.za

3. Specifications

The South African National Biodiversity Institute (SANBI) requires the services of a suitable service provider to supply and deliver nursery and garden consumables at the Karoo Desert National Botanical Garden.

Description	Image
Nylon insert coupling 13 mm black	
Geka Hose coupling brass to fit 15mm pipe	

Brass Tap Heavy Duty 15mm - Complete with brass hose-pipe connection - Heavy duty	
Geka Female Coupling Brass Quick-Coupling Connector	
Geka Male coupling brass to fit metal sprinkler Brass Quick-Coupling Connector	
Metal Sprinkler	
Coupling Blank Brass Brass quick-coupling blank cap to stop water supply	
Geka Spare Rubber Seal	
Garden Hose Pipe 15mm x 30m	

Hose clamp 15 mm	
Cleaning Rags 5kg	
Adjustable Steel rake 30 - 50 cm	
Dutch hoe with steel handle ▪ Epoxy Powder Coated: Provides superior rust resistance and durability. ▪ Material: All steel construction for strength and longevity. ▪ Handle Length: 1300 mm, offering extended reach and ease of use. ▪ Blade Width: 180 mm, ideal for precise digging, weeding, and edge trimming. ▪ High Quality Carbon Steel: Ensures a sharp, robust blade that stays effective through tough gardening tasks.	
Telescopic Lopper ▪ Blades made of quality steel for powerful cutting strength with a cutting diameter of 42 mm ▪ Extends to up to 900 mm, providing powerful, effortless precision cutting for hard-to-reach branches ▪ Easy to use with ergonomically-designed handles and precision-ground blades to minimise strain	
Pressure Sprayer Knapsack 20L ▪ The Tank Is Fit For Back-Mounting. ▪ It Comes With A Built-In Air Chamber To Result In Compact Size, Safety And Being Leakage Free. ▪ It Operates With A Piston Pump To Allow Easy Operation, Labour Saving, Quick Boosting And Consistent Pressure. ▪ It Comes With A Trigger Switch To Allow Flexible And Non-Leaking Operation, As Well As Spot And Continual Spraying.	
Bypass secateur ▪ 21.5 cm ▪ 230 g ▪ For branches up to 20 mm in diameter. ▪ Practical single-hand clasp. ▪ Aluminium body with plastic-coated handles	

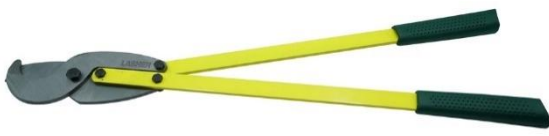
Garden Hand Trowel FG02325 ▪ Poly Handle: Ergonomically designed for a comfortable grip and precise control during use. ▪ Carbon Steel Blade: Tough and durable, ideal for digging, smoothing, and moving soil or other materials. ▪ Dimensions: Blade width of 90mm and handle length of 170mm, providing excellent maneuverability for small-scale tasks. ▪ Multi-Purpose Use: Perfect for digging, applying, smoothing, or moving small amounts of viscous or particulate material such as soil, compost, or fertiliser.	
Digging spade – Heavy duty ▪ Material: Made from all steel for unmatched strength and durability, perfect for rigorous use. ▪ Grip: Ergonomic cast steel grip designed for comfort and stability, reducing hand fatigue. ▪ Blade Size: 205mm wide blade, engineered for effective digging and cutting. ▪ Handle Length: 1340mm long handle provides excellent leverage and reach for deeper digging. ▪ Versatile Use: Suitable for various applications, including household gardening, agricultural work, and heavy-duty digging. ▪ SABS Approved: Meets stringent safety and quality standards, ensuring reliable performance.	
Household broom Soft Broom Synthetic Fibre Length 305mm Width 1290mm Height 65mm	
Garden broom ▪ Gutter Sweeper 380mm ▪ Stiff bristle designed for sweeping medium to rough surfaces, unique metal connector allows for durability	
Ladies fork ▪ Powder-Coated Finish: The fork's blade is powder-coated for enhanced durability and protection against rust, ensuring long-lasting use. ▪ Blade Width: 140mm width, ideal for delicate tasks like weeding, soil aeration, and cultivating around plants. ▪ Handle Length: 735mm handle length offers a comfortable grip and easy maneuverability, allowing for precise control while minimising strain.	
Steel Shaft Garden Spade 93 × 21 × 5 cm ▪ Construction: Sturdy steel shaft paired with a metal hilt for maximum durability and reliability. ▪ Blade Size: 205mm wide blade designed for efficient digging and cutting.	

▪ Handle Length: 660mm handle for comfortable grip and optimal leverage during use. ▪ Coating: Black etch coated for enhanced resistance to rust and corrosion. ▪ Versatile Use: Ideal for household gardening, agricultural applications, and heavy-duty tasks. ▪ SABS Approved: Meets industry standards for quality and safety, ensuring dependable performance.	
Pressure sprayer 7L ▪ 7-Litre Capacity: Ideal for covering larger areas without frequent refills ▪ Economic Pressure System: Provides steady, uniform spraying for thorough application ▪ Sturdy Plastic Nozzle: Ensures reliable spray distribution and durability ▪ Versatile Garden Use: Perfect for applying pesticides, weed killers, and other treatments ▪ Easy-to-Use Pump Design: Simple pump-action for effective pressurization and quick application	
Soft Bannister Brush 340mm soft flagged synthetic fibre Plastic buffers Height 60mm Width 340mm Length 40mm	
Garden hand fork ▪ Poly Handle: Ergonomically designed for a comfortable grip, allowing for extended use without hand fatigue. ▪ Carbon Steel Blade: Crafted from high-quality carbon steel, ensuring durability and resistance to wear. ▪ Blade Width: 90mm wide blade, ideal for precision work in tight spaces. ▪ Handle Length: 170mm handle, offering excellent control and maneuverability for one-handed tasks.	
Hand sieve stainless steel – 20 cm	
Soft spray nozzle ▪ Water flow infinitely adjustable soft spray rose ▪ Shut-off ▪ Ideal for watering potted plants ▪ 5-year warranty	
Ladies spade Blade width – 160.5 mm ▪ Lightweight design for reduced strain and easy handling ▪ Durable hardened steel blade for strength and longevity ▪ Comfortable ergonomic handle for a secure grip ▪ Ideal for gardening, planting, and soil preparation.	

25 Tooth rubber rake Dimensions – 132 × 43 × 2.5 cm ▪ Material: Strong steel shaft for durability and reliable use ▪ Head: High-quality rubber head with 25 flexible teeth, replaceable for long-term use ▪ Design: 25-tooth rubber rake allows for debris collection without harming grass or delicate surfaces ▪ Gentle Application: Ideal for use on soft landscapes like lawns and gardens ▪ Versatility: Perfect for clearing leaves, grass clippings, and other lightweight debris.	
Heavy Duty Rake 16 Tooth Dimensions – 132 x 41.5 x 9 cm ▪ Material: Constructed entirely from steel for maximum durability ▪ Finish: Powder-coated for corrosion resistance and long-lasting performance ▪ Tines: 16 long, thin tines designed for heavy-duty work ▪ Application: Perfect for smoothing stones, gravel, and soil on tough surfaces ▪ Performance: Engineered for reliability and efficiency in heavy-duty tasks	
4 Prong Hay Fork Steel ▪ Prongs: 4 strong prongs designed for reliable hay handling and lifting. ▪ Material: Steel head and shaft ensure durability and strength. ▪ Head: Green painted for enhanced visibility and resistance to corrosion. ▪ Handle: Epoxy powder-coated for increased durability and a secure grip. ▪ Blade Width: 180 mm, ideal for effective hay management. ▪ Handle Length: 1750 mm, providing ample reach and leverage for ease of use.	
Heavy Duty Wheelbarrow Wheel 35 × 35 × 7.5 cm ▪ Solid Rubber Tyre: Provides a puncture-resistant solution that can handle rough and uneven terrain without compromising on durability. ▪ Steel Hub: Ensures robust support for heavy loads, extending the wheel's lifespan even under continuous, rigorous use. ▪ Sintered Bush: Enhances strength and wear resistance, allowing for smoother performance over extended periods. ▪ Large Dimensions (350mm x 75mm): Offers greater ground coverage and stability, ideal for heavy-duty tasks.	
Hedge shear 58 × 16 × 7 cm ▪ Durable Polypropylene Handles: Lightweight and robust handles ensure a comfortable and firm grip for extended cutting tasks.	

▪ Hardened and Tempered Blades: Made from high-quality carbon steel, the blades are heat-treated for durability and retain sharpness for longer periods. ▪ Tension Bolt for Adjustments: Equipped with a tension bolt, this shear allows for blade adjustment to suit the user's cutting preference and ensure optimal performance. ▪ Special Notch Section: The blade includes a notch section specifically designed for pruning small branches, making it an all-in-one tool for garden maintenance.	
Lopping shear 60 × 24 × 3 cm ▪ Long Handles with PVC Grips: Equipped with extended handles for enhanced leverage and reach, the PVC grips ensure comfort and control during use, reducing hand fatigue. ▪ Double Bevelled Cutting Edge: The sharp, double-bevelled cutting edge guarantees clean, precise cuts, making it perfect for maintaining your garden's health and appearance. ▪ Chrome Vanadium Steel Jaws: Built with durability in mind, the jaws are manufactured from chrome vanadium steel, offering superior strength and resistance to wear and tear over time. ▪ Maximum Cutting Diameter of 25mm: Designed for cutting branches, twigs, and rose bushes, this shear can handle material up to 25mm in diameter with ease.	
5 L plastic watering can with removable rose Durable plastic	
Long feather duster 1840 mm Made from ostrich feathers	

Short feather duster ▪ 460mm in length ▪ Made from ostrich feathers	
Household Mop ▪ Metal Socket ▪ Pine Handle ▪ Size – 400g	
Wheelbarrow 141 × 67 × 60 cm ▪ Heavy-Duty Pan: 0.8mm thick pan with a 5mm steel-reinforced rim for added strength and durability. ▪ Large Capacity: 65L pan for transporting large quantities of materials like soil, compost, concrete, and gravel. ▪ Durable Frame: 1.8mm steel frame ensures stability and long-lasting performance under heavy loads. ▪ Falcon Wheel: Provides smooth, easy movement with excellent maneuverability, even on rough or uneven terrain. ▪ Versatile Use: Ideal for both construction tasks and agricultural work, including gardening, planting, and harvesting. ▪ Ergonomic Design: Built for comfort, reducing strain during extended use.	
Pruning scissors ▪ Made from high-quality Japanese SK-5 steel for durability and sharpness. ▪ Unique curve design on the blades for a comfortable grip. ▪ Ergonomic handle made from non-slip material. ▪ Handle locking mechanism for safe storage. ▪ Versatile tool for pruning, trimming, shaping, and harvesting. ▪ Lightweight and easy to use for extended periods of time. ▪ Can cut through small to medium-sized branches with ease. ▪ Ideal for use on plants, shrubs, and small trees. ▪ Easy to clean and maintain for long-lasting performance.	

Square Mouth Shovel 93 × 26.5 × 5.5 cm ▪ Material: Constructed with a robust steel shaft for enhanced durability ▪ Blade Width: 260mm, optimized for digging and moving various materials ▪ Handle Length: 625mm for better leverage and control ▪ Approval: SABS approved, ensuring compliance with quality and safety standards ▪ Application: Perfect for digging, as well as moving dirt, gravel, grain, or snow efficiently	
Mattock Cutter 40 × 9 × 8 cm ▪ Material: High-quality construction for strength and long-lasting use ▪ Design: 2.25kg head designed for efficient digging, prying, and chopping ▪ Finish: Anti-corrosive green coating for rust resistance and enhanced durability ▪ Application: Perfect for breaking tough ground, chopping roots, and excavation work ▪ Head Only: Can be fitted with a suitable handle for customised use.	
Poly Pick Handle ▪ 900mm x 80mm x 60mm ▪ Polypropylene. ▪ Hardened steel core. ▪ Ribbed tines for extra grip.	
Lopper Shear Heavy Duty 78 × 23 × 3 cm ▪ Long Handles with PVC Grips: Extra-long handles provide greater leverage, while PVC grips offer comfort and reduce hand fatigue during extended use. ▪ Double Bevelled Cutting Edge: The precision-engineered double bevelled cutting edge ensures clean and efficient cuts, even on thicker branches. ▪ Chrome Vanadium Steel Jaws: Constructed from chrome vanadium steel, the jaws offer exceptional strength and long-lasting durability, capable of handling heavy-duty pruning. ▪ Heavy Duty Design: Built for tough pruning tasks, this shear is ideal for larger, more demanding jobs in your garden or landscape. ▪ Maximum Cutting Diameter of 50mm: Capable of cutting branches up to 50mm in diameter, making it suitable for thicker branches and larger pruning tasks.	

Mixed Fibre Broom Wooden & 55 grip Width: 320mm Height: 1280mm Length: 120mm	
S3 Classic Pruning Shears ▪ Safety Lock ▪ Adjustment Knob and Shock Absorbing System ▪ Anvil blade with a sap groove ▪ A hardened bolt and nut to assure exact adjustment of both the cutting and anvil blades ▪ Rubber cushion and shock absorber ▪ Ideal pruner for light applications and easily adjustable ▪ Features strong blades with a wire cutting notch ▪ Lightweight metal handles ▪ Blades are made of high-quality hardened steel ▪ Cuts up to 1-inch diameter ▪ Ideal for large hands ▪ 8.5-inch total length ▪ Weighs 9.9-ounces	
Secateurs pouch/holster Genuine Leather	
Lever Pattern Bow saw 530mm 53 × 23 × 2.5 cm ▪ Blade Length: 530mm, providing ample reach for various pruning tasks. ▪ Blade Type: 31A blade, ideal for efficient cutting of trees and shrubs. ▪ Epoxy Coated Frame: Ensures durability and resistance to wear and corrosion. ▪ Complete Pruner: Ready to use with the included blade.	
Lever Pattern Bow saw 600mm 75 × 29 × 2.5 cm ▪ Blade Length: 600mm, providing ample reach for various sawing tasks. ▪ Epoxy Coated Frame: Ensures durability and resistance to wear and corrosion. ▪ 31A Blade: Ideal for efficient and effective sawing. ▪ SABS Approved: Certified for quality and reliability. ▪ Versatile Use: Perfect for sawing logs, mine props, and other materials.	
Bow Saw Blades 600mm	

▪ Blade Size: 600mm x 20mm, providing ample length for various cutting tasks. ▪ Peg and Rake Tooth Profile: Designed for effective cutting in wet wood and similar materials. ▪ Hardened: Ensures durability and maintains sharpness over extended use. ▪ SABS Approved: Certified for quality and reliability.	
Lever Pattern Bow Saw 750mm 75 × 30 × 2.5 cm ▪ Blade Length: 750mm, providing extended reach for various sawing tasks. ▪ Epoxy Coated Frame: Ensures durability and resistance to wear and corrosion. ▪ Heavy Duty Construction: Built to withstand rigorous use in tough environments. ▪ SABS Approved: Certified for quality and reliability. ▪ Versatile Use: Ideal for sawing logs, mine props, and other heavy-duty materials.	
Bow Saw Blades 750mm 75 × 3.5 × 0.1 cm ▪ Blade Size: 750mm x 20mm, providing extended length for various cutting tasks. ▪ Peg and Rake Tooth Profile: Designed for effective cutting in wet wood and similar materials. ▪ Hardened: Ensures durability and maintains sharpness over prolonged use. ▪ SABS Approved: Certified for quality and reliability.	
Bow Saw Blades 530mm 53 × 3.5 × 0.1 cm ▪ Blade Size: 530mm, providing the perfect length for versatile cutting tasks. ▪ Blade Type: No.51, designed for general-purpose wood cutting. ▪ Regular Peg Teeth Profile: Optimised for effective and smooth cutting in wood. ▪ SABS Approved: Certified for quality and reliability.	
Pick head C&D 3kg ▪ Design: Diamond and chisel head for versatile application ▪ Weight: Heaviest head on the market (3.0kg), requiring less force for effective use ▪ Finish: Anti-corrosive green coating for enhanced durability and resistance to rust ▪ Application: Ideal for breaking hard ground, mining, and excavation tasks ▪ Head Only: Can be fitted with a compatible handle for customised use.	
Pick Eye Axe (1.8 kg) ▪ Material: High-quality carbon steel for strength and durability ▪ Weight: 1.8kg head for efficient cutting and digging ▪ Finish: Anticorrosive green coating for rust resistance and extended lifespan ▪ Application: Ideal for breaking soil, cutting roots, and tough excavation tasks ▪ Head Only: Compatible with a handle for customised use.	

Vine Hoe 3 Prong ▪ High-Quality Carbon Steel: Ensures durability and resistance to wear, perfect for heavy-duty tasks. ▪ Painted Finish: Adds protection against rust and corrosion, extending the tool's lifespan. ▪ Sunken Eye Design: Offers additional strength for a secure handle fit, reducing the risk of loosening. ▪ Three Prongs: Ideal for breaking up soil, aerating, and weed removal around plants and vines.	
Poly Hoe Handle ▪ Polypropylene Construction: Made from durable polypropylene for lightweight handling and increased resistance to wear and tear. ▪ Steel Core: Reinforced with a steel core, providing additional strength and durability. ▪ Long Handle: 1160mm in length, offering optimal reach and leverage for efficient gardening. ▪ Gardening Application: Designed to fit garden hoes, making it perfect for tilling, weeding, and other garden tasks.	

4. Terms and Conditions

- Seven (7) days maximum delivery from issuing of Purchase Order
- Delivery to be done on weekdays between 07:30 and 16:30, delivered to Karoo Desert National Botanical Garden, Roux Road, Panorama, WORCESTER, Western Cape
- The products must be properly packaged in order to ensure that they are protected from any form of damage
- All deliveries or dispatches must be accompanied by a delivery note and or an Invoice stating the official purchase order number against which the delivery has been effected. The person receiving the delivery and the person delivering must both sign on the delivery note.
- Delivery of goods will be inspected by the SANBI KDNBG staff for correctness and quality
- Any item returned or that requires replacement must be replaced by the following day at the expense of the suppliers, no additional charges: for delivery or replaced items will be paid for by SANBI.
- All orders will be placed as and when required throughout the three (3) year contract period
- Delivery will be requested on the basis of "as and when required" and no guarantee is given or implied as to the actual PO Amount will be completed during the three year contract period.
- Payments of Invoices will be made 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, CPI (Consumer Price Index) based Pricing Increase will be considered in the second and third year of the contract through negotiation and agreement between the service provider and SANBI.
- Supplier performance evaluation will be conducted annually
- The SANBI reserves the right to terminate the contract in case of unsatisfactory performance

5. Bidding Requirements

Potential service providers are required to submit the following Mandatory documentation:

- SBD forms (SBD 1, 4 and 6.1). The Standard Bidding Forms (included in the bid documentation) must be completed and submitted with this proposal.
- The specific goals allocated in terms of this RFQ are as follows:
 - Categories of persons historically disadvantaged by unfair discrimination on the basis of race. Information will be verified on CSD report. Points will be allocated based on the percentage of ownership per goal. 100% black ownership = 10 points.
 - Categories of persons historically disadvantaged by unfair discrimination on the basis of gender. Information will be verified on CSD report. Points will be allocated based on the percentage of ownership per goal. 100% female ownership = 5 points
 - Categories of persons historically disadvantaged by unfair discrimination on the basis of disability. Information will be verified on CSD report. Points will be allocated based on the percentage of ownership per goal. 100% Disability ownership = 5 points
- A current copy of the Central Suppliers Database (CSD) registration report or registration number must be provided.
- Fee/cost structure as for Annexure A including breakdowns.
- Written quotation (fee/cost structure) on Company Letterhead.
- Fraud and Corruption
 - Any effort by a Bidder to influence the bid evaluation, bid comparisons or bid award decisions in any matter, may result in rejection of the bid concerned. SANBI shall reject a submission if the Bidder has committed a proven corrupt or fraudulent act, or any other improper conduct in bidding for any other work.
 - SANBI may disregard any submission if that Bidder, or any of its directors -
 - have abused the Supply Chain Management (SCM) system of any Government Department/ institution; have committed proven fraud, corruption or any other improper conduct in relation to such system; have failed to perform on any previous contract and the proof thereof exists; and/or
 - is restricted from doing business with the public sector if such a bidder obtained preferences fraudulently or if such bidder failed to perform on a contract based on the specific goals.

Closing date for quotations

The closing date for submission of responses is **16 September 2025 at 11:00 AM**.

Submissions should be e-mailed to S.SCM-Quotations@sanbi.org.za with a copy to Ms. Mogadingwane at R.modiba@sanbi.org.za

For Technical information, contact Mr Thabang Makola e-mail T.Makola@sanbi.org.za

PLEASE NOTE: Emailed applications must not be more than 8MB.

6. Confidentiality

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

7. Preparation of Proposal

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

8. Quotation documentation availability

The quotation documents are available from the SANBI website – www.sanbi.org

9. Contract period

A three (3) year contract will be entered into with the service provider.

10. Pricing

Based on the items outlined in Annexure A, give a **specific pricing breakdown** for the first year of the contract and include the pricing for all the items charged for in the breakdown.

Quotation to be submitted as single quantity and during delivery requests, SANBI will specify the number of quantities requested for delivery

11. Compliance reports and meetings

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

12. BID Evaluation

- a) Price must be fully inclusive of all costs;
Inclusive of VAT, transport, labour and other costs.
- b) SANBI reserve the right to order the quantities during the duration of the three (3) year period depending on demand in the garden.

Organisational Procurement goals and Pricing

In accordance with stipulated guidelines provided by National Treasury and that SANBI as an organ of the state is required to comply with section 10 (b) of the B-BBEE Act and to implement organisational “Specific Goals” pertaining to preferential procurement policy.

The revised 80 / 20 point system is to be applied with this procurement evaluation, where price contributes 80 points and the maximum of 20 points will be awarded based on stipulated SANBI’s Specific Goals as defined below:

SANBI’s Specific Goals for a maximum of 20 points		
No	Specific Goals	Weight
a	Categories of persons historically disadvantaged by unfair discrimination on the basis of race	10
b	Categories of persons historically disadvantaged by unfair discrimination on the basis of gender.	5
c	Categories of persons historically disadvantaged by unfair discrimination on the basis of disability.	5
TOTAL		20

Note: if supporting documents are not provided for evaluation the allocated score would be “zero”, or where the provided documents are ambiguous and/or unclear to evaluate requiring that assumptions are to be made, to clarify the provided documentation the allocated score would be “zero”.

With a “Zero” rating it does not disqualify the bidder from the bidding process. The bid will be awarded to the highest combined score (80 plus 20) out of 100 points.

13 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 the KDNBG 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. Any enquiries in connection with this RFQ shall be submitted in writing to the following e-mail address: S.SCM-Quotations@sanbi.org.za, referring to your request as: **RFQ number: SANBI: Q11669-2025 The Supply and Delivery of Nursery and Garden Consumables to the Karoo Desert National Botanical Garden** as the subject.

For any technical information the following person may be contacted:

Mr T Makola, Acting Garden Manager: Karoo Desert National Botanical Garden, Worcester at the following e-mail address: T.Makola@sanbi.org.za

The appointment of a successful service provider 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.

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 appoint one or more service providers, depending on the outcome, to separately or jointly be responsible for the supply and delivery of irrigation consumables to 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.
- To disqualify potential Service Providers who may attempt to bribe or influence any person employed by SANBI during the course of this quotation process

ANNEXURE A. PRICING SCHEDULE

Service providers are required to provide quotations as per below:

This should be indicated for **year one**. The below quantities are for quoting purposes only. Actual required quantities will be ordered throughout the three year period as and when needed.

Year 1

Description	Quantity	Price (Excl VAT)
Nylon insert coupling 13 mm black	1	
Geka Hose coupling brass to fit 15mm pipe	1	
Brass Tap Heavy Duty 15mm	1	
Geka Female Coupling	1	
Geka Male coupling brass to fit metal sprinkler	1	
Metal Sprinkler	1	
Coupling Blank Brass	1	
Geka Spare Rubber Seal	1	
Garden Hose Pipe 15mm x 30m	1	
Hose clamp 15 mm	1	
Cleaning Rags 5kg	1	
Adjustable Steel rake	1	
Dutch hoe with steel handle	1	
Telescopic loppers	1	
Pressure Sprayer Knapsack 20L	1	
Bypass secateur	1	
Garden Hand Trowel FG02325	1	
Digging spade – Heavy duty	1	
Household broom	1	
Garden broom	1	
Ladies fork	1	
Steel Shaft Garden Spade	1	
Pressure sprayer 7L	1	
Soft Bannister Brush	1	
Garden hand fork	1	

Hand sieve stainless steel – 20 cm	1	
Soft spray nozzle	1	
Ladies spade	1	
25 Tooth rubber rake	1	
Heavy Duty Rake 16 Tooth	1	
4 Prong Hay Fork Steel	1	
Heavy Duty Wheelbarrow Wheel	1	
Hedge shear	1	
Lopping shear	1	
5 L plastic watering can with removable rose	1	
Long feather duster	1	
Short feather duster	1	
Household Mop	1	
Wheelbarrow	1	
Pruning scissors	1	
Square Mouth Shovel	1	
Mattock Cutter	1	
Poly Pick Handle	1	
Lopper Shear Heavy Duty	1	
Mixed Fibre Broom	1	
S3 Classic Pruning Shears	1	
Secateurs pouch/holster	1	
Lever Pattern Bow saw 530mm	1	
Lever Pattern Bow saw 600mm	1	
Bow Saw Blades 600mm	1	
Lever Pattern Bow Saw 750mm	1	
Bow Saw Blades 750mm	1	
Bow Saw Blades 530mm	1	
Pick head C&D 3kg	1	
Pick Eye Axe (1.8 kg)	1	
Vine Hoe 3 Prong	1	
Poly Hoe Handle	1	
SUB TOTAL		

15% VAT	
TOTAL (Year 1)	

Pricing will remain fixed for the first year of the contract, adjustments or ad hoc costs will not be considered, CPI (Consumer Price Index) based Pricing Increase will be considered in the second and third year of the contract through negotiation and agreement between the service provider and SANBI.