

SBD1

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
BID NUMBER:	Q11701/2025	CLOSING DATE:	09 October 2025	CLOSING TIME:	11:00am
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT HEALTH RISK ASSESSMENT AT ALL GARDENS AND DIVISIONS OF THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) FOR A PERIOD OF NINE (09) MONTHS.				
COMPULSORY VIRTUAL BRIEFING SESSION DATE: 03 October 2025 AT 11:00AM https://teams.microsoft.com/meet/3459474755952?p=4i8cOCNL7bDYHESkVA					
Submission of proposals: proposals must be emailed to S.SCM-Quotations@sanbi.org.za with a copy to Ms. Giyama at N.Giyama@sanbi.org.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Noloyiso Giyama		CONTACT PERSON	Ms. Trinity Manyathi	
TELEPHONE NUMBER	012 339 2750		TELEPHONE NUMBER	(012) 002 5000	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	N.Giyama@sanbi.org.za		E-MAIL ADDRESS	T.Manyathi@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

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION: 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION. 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT. 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT. 1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS. 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS. 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE Error! Hyperlink reference not valid.. 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

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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

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

2.2.1 If so, furnish particulars:

.....

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

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

- 3.5 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

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

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

- P_s = Points scored for price of tender under consideration
- P_t = Price of tender under consideration
- P_{min} = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20

or

90/10

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

Where

- Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
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	10	
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 = 10 points	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

REQUEST FOR A QUOTATION

TERMS OF REFERENCE

**FOR THE APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT HEALTH RISK ASSESSMENT AT
ALL GARDENS AND DIVISIONS OF THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE
(SANBI) FOR A PERIOD OF NINE (09) MONTHS.**

1. INTRODUCTION

The South African National Biodiversity Institute (SANBI) is a public entity established by the National Environmental Management Biodiversity Act (NEMBA), Act No. 10 of 2004. In terms of this Act, SANBI must, amongst other things, monitor and report on the status of South Africa's biodiversity. SANBI's mission is to champion the exploration, conservation, sustainable use, appreciation, and enjoyment of South Africa's exceptionally rich biodiversity for all people.

2. BACKGROUND

SANBI is seeking to appoint a suitably qualified and experienced service provider to conduct Health Risk Assessment and assist the organisation to establish a suitable medical surveillance programme for baseline, periodic and exit medical surveillance for all employees.

3. SCOPE OF WORK

Health Risk Assessment is required at SANBI to ensure compliance with the requirements of the Occupational Health and Safety Act, No. 85 of 1993, and regulations regarding the establishment of baseline, periodic, and exit Medical Surveillances.

3.1. SANBI Centres and site visits

The organisation comprises fourteen (14) Centres as mentioned in the table below. The bidder must be able to conduct at least two (2) Centre visits for a walk-through to observe and assess the operational environment and critical work activities to identify potential health risks.

PROVINCE	TOWN	NAME OF THE CENTRE	ESTIMATED NUMBER OF EMPLOYEES
Eastern Cape	East London	Kwelera National Botanical Garden	15
Free State	Bloemfontein	Free State National Botanical Garden	50
KwaZulu Natal	Durban	KwaZulu-Natal National Herbarium	12
	Pietermaritzburg	KwaZulu-Natal National Botanical Garden	30
Mpumalanga	Nelspruit	Lowveld National Botanical Garden	55
Gauteng	Pretoria	Pretoria National Zoological Garden	300
	Pretoria- Silverton	Pretoria National Botanical Garden	195
	Johannesburg - Roodepoort	Walter Sisulu National Botanical Garden	65
Limpopo	Mokopane	Mokopane Biodiversity Conservation Centre	25
	Thohoyandou	Thohoyandou National Botanical Garden	10
Northern Cape	Nieuwoudtville	Hantam National Botanical Garden	10

Western Cape	Cape Town	Kirstenbosch National Botanical Garden	280
	Worcester	Karoo Desert National Botanical Garden	38
	Betty's Bay	Harold Porter National Botanical Garden	35

3.2. Extent of the service

Service to be provided must include, but not be limited to, the following:

3.2.1.	Analyse Occupational Hygiene reports and identify health risks in the organisation. Determining the need for biological monitoring in risk assessment.
3.2.2.	Analyse the organisation's job profiles and recommend medical surveillance tests to be conducted.
3.2.3.	Conduct a walk-through or site visits to at all the Centres listed on the table in paragraph 3.1 for the following activities: Identifying, anticipating, examining, and evaluating the workplace environment for any health hazards that may arise from work operations and processes, materials and equipment used, products, by-products and effluents.
3.2.4.	Recommend a medical monitoring programme for baseline, periodic and exit medicals for all sites for each job category.
3.2.5.	Develop a medical monitoring Matrix for the organisation.
3.2.6.	On completion of the assessment, the bidder must provide a comprehensive report which includes, amongst others: • Occupational Health Programmes for the organisation, in line with Occupational Hygiene Measurements and Health Risk Assessments. • Health Risk Assessment report informed by existing reports, Job profiles, site visits and observations. • Risk categorisation of all workers (Safety critical and safety related, low, medium, or high risk) • Specify medical assessments (medical surveillance matrix) to be done on employees, including screening questionnaires and clinical examinations designed to match the risk categories. • Defined frequency of health assessments to support long-term fitness for duty. • Recommend suitable control measures (both technical and administrative) and any other additional information deemed relevant for protecting employee health. It must be noted that the service provider is not required to conduct medicals but to assist the organisation in establishing and implementing a medical surveillance programme.

4. REQUIREMENTS FOR PROPOSALS

The potential Service Provider must comply with all relevant government legislation relevant to the industry in which they operate, as well as SANBI's terms and conditions, including the service level agreement.

4.1. **Mandatory documentation required: Bidders not meeting minimum requirements will be disqualified.**

- SBD Forms (1.4 and 6.1) The standard Bidding Forms (included in the bid documentation) must be completed, signed, and submitted with the proposal.
- A copy of the Central Suppliers Database (CSD) registration report.
- Pricing details (see pricing schedule section 6).
- **Official Quotation on the company letterhead.**
- A valid Letter of Good Standing as required by the Compensation for Occupational Injuries and Diseases Act (COIDA).
- Copy of Liability Insurance Cover for the company and the amount available per claim.
- Minimum Bachelor of Medicine and Surgery (MBChB) certification/qualification.
- Proof of training or qualification as an Occupational Medical Practitioner
- Valid certificates of registration with the Health Professionals Council of SA (HPCSA) to provide occupational health services.
- Provide proof of a valid professional registration with SASOM (South African Society of Occupational Medicine)

4.2. **Additional Documentation: will be used for evaluation:**

- A company profile with a brief overview of the company, with an indication of its expertise in scope of work.
- Indicate the capacity and relevant experience of duly qualified key personnel who will be working on the project (should the service provider have any). Submit an individual Curriculum Vitae (CV) that is not more than three (3) pages.
- A list of similar projects undertaken on Health Risk Assessment. A minimum of three (3) signed letters of reference, which include Health Risk Assessment work done in the last five (5) years. The reference letter is to be on the referee's letterhead, contact details, specify work done, the value and duration, and completion date- this will be verified with the previous clients; therefore, the referee must be contactable.
- A concise written summary of no more than three (3) pages that demonstrates the methodology and approach to be used for this project.

4.2.1. **Requirements for the proposal**

The service provider must submit a concise written proposal that addresses the scope of work and the above requirements and deliverables.

The following information needs to be included in the proposal:

- A comprehensive description of the proposed approach, methodology and deliverables.
- Implementation of team capability and availability.
- Project schedule, including aspects of work to be undertaken and associated milestones and deliverables.
- Details, qualifications, and relevant experience of service provider/owner/members, including specialists.
- List of three (3) similar projects carried out within the last five (05) years with contact details of the client representative.

5. 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:

Stage 1

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.

CRITERIA FOR EVALUATING FUNCTIONALITY															
Ref	Criteria	Sub criteria	Total Points												
1.	Company profile														
	Brief overview of the company with an indication of its expertise and years of experience in the scope of work-Health Risk Assessment	<table><tr><th>Sub-criteria</th><th>Points</th></tr><tr><td>No experience</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 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) years or more relevant experience.</td><td>25</td></tr></table>	Sub-criteria	Points	No experience	0	Less than one (1) year of relevant experience	5	One (1) to two (2) years of relevant experience.	10	Three (3) to four (4) years of relevant experience.	15	Five (5) years or more relevant experience.	25	25
Sub-criteria	Points														
No experience	0														
Less than one (1) year of relevant experience	5														
One (1) to two (2) years of relevant experience.	10														
Three (3) to four (4) years of relevant experience.	15														
Five (5) years or more relevant experience.	25														
2.	Capacity of key personnel														

	Demonstrate the capacity and relevant experience of key personnel who will be working on the project. • Submit an individual Curriculum Vitae (CV) and copies of relevant Qualifications	<table><tr><th>Sub-criteria</th><th>Points</th></tr><tr><td>No submission of CV and copies of relevant qualifications.</td><td>0</td></tr><tr><td>Less than one (1) year of relevant experience and copies of relevant qualifications.</td><td>5</td></tr><tr><td>One (1) to two (2) years of relevant experience and copies of relevant qualifications.</td><td>10</td></tr><tr><td>Three (3) to four (4) years of relevant experience and relevant qualifications.</td><td>15</td></tr><tr><td>Four (4) to five (5) years of relevant experience and relevant qualifications.</td><td>20</td></tr><tr><td>More than five (5) years of relevant experience and relevant qualifications.</td><td>25</td></tr></table>	Sub-criteria	Points	No submission of CV and copies of relevant qualifications.	0	Less than one (1) year of relevant experience and copies of relevant qualifications.	5	One (1) to two (2) years of relevant experience and copies of relevant qualifications.	10	Three (3) to four (4) years of relevant experience and relevant qualifications.	15	Four (4) to five (5) years of relevant experience and relevant qualifications.	20	More than five (5) years of relevant experience and relevant qualifications.	25	25
Sub-criteria	Points																
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Three (3) to four (4) years of relevant experience and relevant qualifications.	15																
Four (4) to five (5) years of relevant experience and relevant qualifications.	20																
More than five (5) years of relevant experience and relevant qualifications.	25																
3. Company experience																	
	Provide three (3) contactable client references where the services can be verified. References should be presented in the form of a written letter on an official letterhead from clients where similar services have been provided and may not be longer than five (5) years. Reference letters must be presented in the form of a written letter and reflect the following: • The company letterhead of the client. • Contact details of the client. • Year in which the service was rendered. • The duration of the service rendered • Description of work performed. • Must be signed and dated. (Supporting documents, e.g.,	<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 reflecting the required details.</td><td>5</td></tr><tr><td>Two (2) letters of reference reflecting the required details.</td><td>15</td></tr><tr><td>Three (3) or more letters of reference reflecting the required details.</td><td>25</td></tr></table>	Sub-criteria	Points	No reference letters for similar projects	0	One (1) letter of reference reflecting the required details.	5	Two (2) letters of reference reflecting the required details.	15	Three (3) or more letters of reference reflecting the required details.	25	25				
Sub-criteria	Points																
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Three (3) or more letters of reference reflecting the required details.	25																

	<i>Purchase order, award letter, and copy of contract, may be submitted with the reference letter.)</i>														
3.	Project plan/ Methodology														
	A concise written summary of no more than three (3) pages that demonstrates the methodology and approach to be used for this project. Provide: - Detailed methodology approach - Realistic and reasonable timelines	<table><tr><th>Sub-criteria</th><th>Points</th></tr><tr><td>No submission of project plan.</td><td>0</td></tr><tr><td>Methodology and timelines are not detailed.</td><td>10</td></tr><tr><td>Detailed methodology, but the timelines are not realistic for the project</td><td>15</td></tr><tr><td>Detailed methodology approach and timelines are not provided.</td><td>20</td></tr><tr><td>Detailed methodology approach and best timelines to complete the project.</td><td>25</td></tr></table>	Sub-criteria	Points	No submission of project plan.	0	Methodology and timelines are not detailed.	10	Detailed methodology, but the timelines are not realistic for the project	15	Detailed methodology approach and timelines are not provided.	20	Detailed methodology approach and best timelines to complete the project.	25	25
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Detailed methodology approach and best timelines to complete the project.	25														

Stage 2:

The second stage will be evaluated on the price and specific goals of those bids that meet the minimum threshold for functionality.

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 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:

The 80/20-point system will be applied in evaluating proposals. Evaluation of proposals will be done according to the following criteria:

Preference Point System	
Description	Points Allocated
Price	80 Points
Specific goals	20 Points

The following specific goals will be applied.

Category	Specific Goal	Total Points
1.	Categories of persons historically disadvantaged by unfair discrimination on the basis of race. 100% black ownership	(10)

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

6. PRICING SCHEDULE

The full contract will be awarded to one service provider only (i.e., no part of the contract will be split or shared with any other service provider).

- Service providers must take into account all travel and accommodation costs required to visit the SANBI Gardens listed on paragraph 3.1 when preparing quotations.
- These logistical expenses must be included in the final quotation to ensure full cost coverage.

SERVICE	QUANTITY	PRETORIA NZG
Site visits, Health Risk Assessment, and Reports		
Kwelera National Botanical Garden	01	R
Free State National Botanical Garden	01	R
KwaZulu-Natal National Herbarium	01	R
KwaZulu-Natal National Botanical Garden	01	R
Lowveld National Botanical Garden	01	R
Pretoria National Zoological Garden	01	R
Pretoria National Botanical Garden	01	R
Walter Sisulu National Botanical Garden	01	R
Mokopane Biodiversity Conservation Centre	01	R
Thohoyandou National Botanical Garden	01	R
Hantam National Botanical Garden	01	R
Harold Porter National Botanical Garden	01	R

Kirstenbosch National Botanical Garden	01	R
Karoo Desert National Botanical Garden	01	R
Medical Monitoring programme and matrix (for pre-employment, baseline, periodic, and exit)	01	R
Total cost (excl. VAT)		R
Total cost (incl. VAT)		R

7. OPERATING HOURS

The appointed Service Provider will be required to provide services within the set time of the project. Operating hours will be those that are set by the garden, which are from 08:00 to 16:00. No work/ services will be permitted after 17:00.

8. GENERAL HEALTH AND SAFETY REQUIREMENTS

All Contractors entering a Contract with the South African National Biodiversity Institute shall, as a minimum, comply with the requirements of:

- The Occupational Health & Safety Act (OHSA) (Act 85 of 1993) and its Regulations.
- The South African National Biodiversity Institute Health and Safety Specification and relevant policies
- Execute the work in a manner that complies with all the requirements of the OSHA and all its associated Regulations, and in so doing, minimize the risk of incidents to their employees and SANBI employees;

9. PROJECT DURATION

Project duration must not exceed a period of **9 months**.

10. NATURE OF APPOINTMENT & CONTRACTUAL ARRANGEMENT

- A Service Level Agreement will be drawn between SANBI and the Service Provider.
- Invoices will be approved on acceptance of deliverables.
- Payment will be on acceptance of a Health Risk Assessment Report and Medical Monitoring programme by the Project Manager.
- Invoices must indicate the deliverables produced.
- No upfront payments will be made.
- SANBI will pay within 30 days of the date of receipt of the invoice for the satisfactory completion of work.
- All invoices must be addressed to SANBI, but they must be delivered via the designated Project Manager.

11. VIRTUAL BRIEFING SESSION

There will be a virtual compulsory briefing session on **03 October 2025** from **11:00** to **12:00** on Microsoft Teams. Two representatives per service provider will be allowed to attend.

The link is as follows: <https://teams.microsoft.com/meet/3459474755952?p=4i8cOCNL7bDYHESkVA>

12. PROPOSAL FOR SUBMISSIONS

Closing date for submission of responses:

Submission of proposals must be emailed to S.SCM-Quotations@sanbi.org.za with a copy to N.Giyama@sanbi.org.za.

Emailed applications must not be more than 8MB in size.

For Technical queries, please contact Ms. Trinity Manyathi on T.Manyathi@sanbi.org.za or Ms. Chulumanca Kgafela on C.Kgafela@sanbi.org.za.