

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
RFQ NUMBER:	Q11724/2025	CLOSING DATE:	24 October 2025	CLOSING TIME:	11H00 am
SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) REQUIRES A SERVICE PROVIDER TO FUMIGATE THE DRIED PLANT COLLECTION FOR A PERIOD OF TWO (2) YEARS AT THE KWAZULU-NATAL HERBARIUM, DURBAN					
BID RESPONSE DOCUMENTS MAY BE E-MAILED TO BELOW ADDRESSES:					
Submission of proposals: Proposals must be emailed to S.SCM-Quotations@sanbi.org.za Failure to send to the above email address will result in your bid being disqualified. 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	Ripfumelo Fumani		CONTACT PERSON	Yashica Singh	
TELEPHONE NUMBER	012 843 5035		TELEPHONE NUMBER	083 2306827 / 031 2024095	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	r.fumani@sanbi.org.za		E-MAIL ADDRESS	Y.Singh@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]		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX]
	☐ Yes ☐ No				☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED 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:

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offer 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 is 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 proprietors/directors/trustees/shareholders/members/ partners or any person having a controlling interest in the enterprise, in the 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 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, and 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, before the date and time of the official bid opening or 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 about this procurement process before 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, suspicious bids 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 CONCERNING THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems apply 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 a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim regarding preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

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:

$$\begin{array}{ccc} \text{80/20} & \text{or} & \text{90/10} \\ P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) & \text{or} & P_s = 9 \end{array}$$

Where

- P_s = Points scored for price of tender under consideration
- P_t = Price of tender under consideration
- P_{max} = 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 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 based on race. 100% black ownership (Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof)	10	
2. Categories of persons historically disadvantaged by unfair discrimination based on 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)	05	
3. Categories of persons historically disadvantaged by unfair discrimination based on disability. (Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof)	05	

DECLARATION ABOUT 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 authorized to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualify 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 by 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 the 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 that it has suffered as a result of having to make less favorable 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

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE FUMIGATION OF THE DRIED PLANT COLLECTION FOR TWO (2) YEARS AT THE KWAZULU-NATAL HERBARIUM, DURBAN

1. INTRODUCTION

The South African National Biodiversity Institute (SANBI) is a Schedule 3A public entity established in terms of the National Environmental Management Biodiversity Act (Act No. 10 of 2004), whose is to conserve and promote biodiversity across South Africa and internationally

2. Background

The SANBI requires a Service Provider to fumigate the Herbarium Collection at the KwaZulu-Natal Herbarium (KZNH), Durban, and in addition, provide insect monitoring traps for two (2) years.

The KZNH is one of 11 remote sites managed by SANBI. It is located at 4 Problem Mkhize Road, Berea, Durban. The property is 2 ha (20,000 m²) and adjoins the Durban Botanic Gardens managed by the eThekweni Municipality. The KZNH campus has 5 buildings, two of which are National Monument Buildings and are surrounded by areas of garden and vegetation. One of the National Monument Building houses archival plant materials used for the identification of plants and research. The buildings are listed below:

Medley Wood House – National Monument

The Herbarium – National Monument

The Lecture Room

Umdoni Block – in process of being built

New office Block – in process of being built

The KZNH dried plant collection is visited by members of the public and researchers by appointment.

SANBI requires a pest control service provider to:

- Provide tented fumigation of the dried collection held in two buildings four times between January 2026 and September 2027.
- The appointed Service Provider should be cognisant of the general conditions of the contract
- Comply with all relevant government legislation as well as with SANBI's Terms and Conditions including those specified in the Service Level Agreement.

3. SCOPE OF WORK

The main scope of the provision of fumigation specific for the dry collection held in two buildings at the KZNH and to provide insect traps for a period of two years.

3.1 FUMIGATION OF THE DRIED PLANT COLLECTION

Tented with signage

Number of Buildings: 2, one is a National Monument Building with gables and solar panels

Size of Buildings: Herbarium Building: 24 (l) x 15 (w) x 7 (h) = 2520 m³

Lecture Room Building: Lecture Room: 14(L)x7(W)x7(H) = 686 m³

Number of fumigations: 6 (January 2026 to September 2027)

Contract period: 2 years

3.2 SUPPLY INSECT TRAPS

Supply 12 insect traps following each fumigation from January 2026 to September 2027.

4. OPERATION MANAGEMENT EXCELLENCE

The following are the expected outcomes and deliverables under this contract:

4.1 INDUCTION

The service provider's staff members will have to undergo induction training regarding the site and the Emergency Plan for the campus. This induction is compulsory and must be attended by the Fumigation Company's supervisors and staff.

4.2 SUPERVISION OF WORK

The Service Provider will supervise and exercise proper control over its personnel and shall not hold SANBI liable for any loss or injury caused to the said personnel. The Service Provider will seek to resolve any problems relating to its personnel in line with the laws of the country (e.g. Labour Laws).

4.3 RESPONSIBILITIES

The Service Provider will provide and take responsibility for the following:

- Fumigation services as outlined in 3.1 above
- Provision of insect monitoring traps as outlined 3.2 above
- Availability for discussion in instances of localized outbreak on infestation

SANBI will take responsibility for the:

- Regular refresher communication and/or induction on KZNH operations where necessary
- Monitoring of insect traps

5. NON COMPULSORY SITE BRIEFING SESSION

There is **no compulsory** site briefing session.

6. REQUIREMENTS FOR PROPOSALS

6.1 Mandatory documents required please note that failure to submit the mandatory documents may lead to disqualification of bids.

Service Providers interested in this project should submit the following documents:

- A concise written summary of no more than five (5) pages that demonstrates the methodology and approach to be used for this project. SBD 1, 4, 6.1 (**Must be fully completed and signed**)
- A copy of the company Central Supplier Database (CSD) registration report.
- Submit formal quotation with company letter.
- Submit valid proof of public liability cover
- A valid Letter of Good Standing as required by the Compensation for Occupational Injuries and Diseases Act (COIDA).
- Proof of registration with the Dept of Agriculture as the Pest Controller

Other requirements

Service Providers interested in this project should submit the following documents:

- Company profile, which includes brief descriptions of the products and services and clients that have been serviced in the last five (5) years.
- Three signed letters of reference for relevant contracts (website hosting and technical maintenance) within the last five (5) years.
- Capacity and relevant experience of key personnel who will be working on this project. Submit their individual three (3) paged Curriculum Vitae (CV).

7. EVALUATION PROCESS AND CRITERIA

This bid will be evaluated in two stages:

7.1 The first stage will evaluate functionality; the minimum threshold will be 65 points.

Evaluation of proposals will be done according to the following criteria (so sufficient information should be provided)

Sufficient information must be provided to allow the Evaluation Committee to evaluate bids against these functionality criteria.

CRITERIA FOR EVALUATING FUNCTIONALITY				
No	Criteria	Sub Criteria		Weight
1	Company Experience			30
1.1	Bidders must demonstrate an in-depth experience and expertise in the field of Pest Control services within Government or Private sector, with relevant supporting documents provided.	Five (5) years or more of relevant experience.	30	
		Four (4) years relevant experience	24	
		Three (3) years relevant experience	18	
		Two (2) years relevant experience	12	
		One (1) year relevant experience.	6	

CRITERIA FOR EVALUATING FUNCTIONALITY				
No	Criteria	Sub Criteria		Weight
1.2		No submission of evidence	0	
	COMPANY TRACK RECORD			20
	The Service Provider is required to provide details of previous work related to fumigation to items similar to dried herbarium specimens <i>List of clients comprising of:</i> i. Company Name ii. Contact person iii. Telephone number iv. Services provided v. Contract Duration vi. Total value of contract over what time period	Three or more clients	20	
		Two clients	10	
		One client	1	
		No submission	0	
	Provide reference letters from clients in the past five years			10
	Signed reference letters must be on the letterhead of the client and must include the following: i. Company Name ii. Contact person iii. Telephone number iv. Contract duration v. Total value of the contract for a specified duration Supporting document of evidence (Official purchase order(s), Appointment letters, or Service level agreements)	Three (3) or more relevant reference letters within the past five years	10	
		Two (2) relevant reference letters within the past five years	5	
		One (1) relevant reference letter within the past five years	1	
		No submission	0	
2	Supervisory experience			10
	Submit curriculum vitae indicating the site manager's experience in fumigating items similar to dried herbarium specimens as a supervisor	Three (3) or more years relevant experience	10	
		Two (2) years of relevant experience	5	
		One (1) year relevant experience	3	
		No submission	0	
3	Methodology / Implementation Plan			30
	The Service Provider should present an implementation plan detailing how it proposes to manage fumigation and risks. - Method for tenting - Infrastructure risk management like gables and solar panels on roof	Plan includes method for tenting, Infrastructure risk management, OH&S risk management, plan is specific to KwaZulu-Natal Herbarium for the two buildings, plan includes fumigants and number of fumigations based on fumigant.	30	

CRITERIA FOR EVALUATING FUNCTIONALITY				
No	Criteria	Sub Criteria		Weight
	- OH&S Risk Management - Is specific to the needs of the KwaZulu-Natal Herbarium for the two buildings. - Includes fumigants and number of fumigations based on fumigant.	Plan includes method for tenting, Infrastructure risk management, OH&S risk management, plan is specific to the needs of the KwaZulu-Natal Herbarium for the two buildings.	24	
		Plan includes method for tenting, Infrastructure risk management, OH&S risk management.	18	
		Plan includes method for tenting, Infrastructure risk management.	12	
		Plan includes method for tenting.	6	
		No submission	0	
	Total			100

Bids that fail to score a minimum of 65 points out of a possible 100 points for functionality will not be eligible for price and equity consideration.

7.2 The second stage – Specific Goals

The second stage will evaluate the price and Specific goals of those bids that meet the minimum threshold for functionality. By the Preferential Procurement.

Regulations, 2022 about the Preferential Procurement Policy Framework Act (No. 5 of 2000), the 80/20-point system will be applied in evaluating proposals that qualify for further consideration, where price constitutes 80 points and a maximum of 20 points will be awarded based on the bidder's specific goals

Specific Goal	Total Points
Categories of persons historically disadvantaged by unfair discrimination based on race. 100% black ownership=Max Points (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 based on gender. 100 % female ownership= Max Points (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 based on disability. (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

7. 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.

8. 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/quotation, the obtaining of certificates, or any other cost that might be incurred in submitting the proposal / quotation.

8. PROPOSAL SUBMISSIONS

Closing date for submission of responses: 24 October 2025 @ 11:00 am

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

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

Requests for further information on this Terms of Reference (ToR) must be directed to Ms. Talia Krishanlal on T.Krishanlal@sanbi.org.za. Or Cell: 067 724 1539 and alternatively to Dr. Yashica Singh at y.singh@sanbi.org.za Or Cell: 083 230 6827. Should you wish to visit the site, please also contact Talia Krishanlal or alternatively Dr. Yashica Singh.

Notes to suppliers:

- i. The required documents listed under **Point 5.** are mandatory.
- ii. A submission is considered complete when ALL required documents are received by the submission closing date.
- iii. A Purchase Order (PO) validates SANBI's commitment to do business with a service provider, therefore, no work can be carried out before the supplier receives a PO from Supply Chain Management (SCM).

FEE / COST STRUCTURE FOR 2 YEARS

		NAME OF BIDDER:		SIGNATURE OF BIDDER:	
A. Fumigation Includes staff costs, travel, PPE, and other incidentals.		A	B VAT	Total Cost Year 1	
January, May, September 2026		R	R	R	
				Total Cost Year 2 (Annual increase at CPI rates)	
January, May, September 2027		R	R	R	
B. Provision of 12 insect traps		10 traps after each fumigation	VAT	Total Cost	
January, May, September 2026 (1 st year)		R	R	R	
January, May, September 2027 (2 nd Year)		R	R	R	
Total				R	R
Total contract value					
1	1 st (First) Year	Total Price			R
2	2 nd (Second) Year (Annual increase at CPI rates)	Total Price			R
3	Provision of insect traps three times a year for two years	Total Price			R
		OVERALL TOTAL BID PRICE FOR TWO (2) YEARS FOR SERVICES TOTAL PROPOSED CONTRACT AMOUNT COSTS MUST BE INCLUSIVE OF VAT			R