

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
RFQ NUMBER:	Q11719 / 2025	CLOSING DATE:	22 October 2025	CLOSING TIME:	11H00am
DESCRIPTION					
TO REQUEST QUOTATION FOR A SERVICE PROVIDER TO SUPPLY AND DELIVERY IRRIGATION MATERIALS SERVICES AT THOHOYANDOU FOR THE PERIOD OF 3 YEARS					
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	PERCY MASHELE		CONTACT PERSON	KHATHUTSHELO NDOU	
TELEPHONE NUMBER	0120188313		TELEPHONE NUMBER	0159624258	
FACSIMILE NUMBER	n/a		FACSIMILE NUMBER	n/a	
E-MAIL ADDRESS	p.mashele@sanbi.org.za		E-MAIL ADDRESS	k.ndou@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 IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]1					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO					

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

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

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

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

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

PART B
TERMS AND CONDITIONS FOR BIDDING

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

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

SIGNATURE OF BIDDER:

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

DATE:

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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

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:

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.

3 DECLARATION

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

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

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

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

.....
 Signature

.....
 Date

.....
 Position

.....
 Name of bidder

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

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

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

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

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

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

Consent form in terms of section 11 of the Protection of Personal Information Act No 4 of 2013 (POPIA)

In order for the South African National Biodiversity Institute (SANBI) to consider the bidder's response to the RFQ / RFP to become a service provider of the SANBI, it will be necessary for the SANBI to process certain personal information which the service provider may share with SANBI for the purpose of the RFQ / RFP, including personal information, which may include special personal information (all hereafter referred to as "Personal Information")

The SANBI will process the Service Provider's Personal Information in accordance with the SANBI Privacy Policy.

Access to your Personal Information and purpose specification

Personal Information will be processed by SANBI for purposes of assessing the service provider's submission in relation to the RFQ / RFP i.e. the purposes of assessing current services required by 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

Authorized representative, who warrants that he/she is duly authorized.

**Terms of reference for the supply and delivery of
Irrigation Materials at the Thohoyandou National
Botanical Garden for a period of Three years.**

Thohoyandou National Botanical Garden

**451 Garden route
Thohoyandou Unit D
Thohoyandou,
0950, Limpopo**

Quotation No: Q11719/2025

1. Background

The South African National Biodiversity Institute (SANBI) requires a Service Provider to supply Irrigation Materials services to the Thohoyandou National Botanical Garden (TNBG) for a period of three years. The TNBG is located at Thulamela Local municipality, Vhembe district. It is approximately 2km from Thohoyandou town and Vhembe District municipality. This Garden is the first National Botanical Garden in the Limpopo Province. The garden is situated in the Thulamela local municipality.

2. Invitation for quotation

Quotations are hereby requested for the appointment of a service provider for the supply and delivery of irrigation materials at Thohoyandou National Botanical Garden. The quotation process will be coordinated by SANBI's Supply Chain Management Directorate at the at the following address:

**Deputy Director: Supply Chain Management
South African National Biodiversity Institute
Private Bag X101
Silverton
0184**

3. Quotation specification and requirements

The South African National Biodiversity Institute (SANBI) requires a Service Provider to provide irrigation materials services for the Thohoyandou National Botanical Garden (TNBG) for the period of three years.

The Service provider will comply with all relevant government legislation as well as the SANBI's terms and conditions including the service level agreement.

Service providers are required to provide quotations as per the below material list, this should be indicated for a three-year period – year one to year three.

Item No	Name	Description	Graphic
1.	Round valve box	• Easy assessable, green lid to blend in the outside environment. • Different sizes for different applications (required sizes will vary between 150 and 300cm) • Used for placing valves apart, not assembled close to the controller.	
2.	Compression reducing Tee	• Size :40mmx32mm	
3.	Compression Equal Tee	• Compression 90° Equal Tee • Size: between 32mm to 50mm	

4.	HDPE Equal Coupling	Size: between 32mm to 50mm	
5.	Compression Elbow	Size: between 32mm to 40mm	
6.	Compression End plug	Size: between 32mm to 50mm	
7.	Compression Male Adaptor	- suitable for with the whole range HD Polyethylene pipe - size: between 32mm to 50mm	

8.	PVC Compact Ball Valve, Female threaded type	• Size: between 20mm to 50mm • Product type: ball valve	
9.	Heavy Duty Plumbers Tape	• Pipe Thread Seal Tape. • Size 19mm by 30m. • High quality seal tape.	
10.	Coupler Valve & Turf Key Duo	• Material: plastic • Work pressure :2 -6 kg • Colour: black and yellow	
11.	HDPE Saddle	• Size :32mm x 3/4". • Suitable for use with the whole range of HD polyethene pipe and PVC Pipe, where the outside diameter is constant. • High durable bolts and nuts	

12.	HDPE Pipe	- Material: Hdpe pipe class 6 - Size: between 32mm to 40mm. - Pipes to be supplied on a 100m - Colour: black.	
13.	Poly Pipe Class 3 LDPE	- Low-density polyethylene pipe. - Size: 20mm	
14.	Female Galvanized Elbow	Size: 25 mm 90 Degree	
15.	PVC Standpipe	- Size: 15mm x 600mm - Easy to install - Highly durable and withstand hot weather conditions - Smooth and even threads	
16.	Rain Bird Adjustable Pop-up Rotor Sprinkler	- Pop-up height: 100mm - Inlet size: 1/2 (15mm) female - Pressure: min 1.4 to 4.8 max bar - Sprayer distance 3.7m	

17.	PGP-ADJ	• 10 cm, adjustable from 40° to 360°, ¾" inlet, 12 standard red nozzles included •	
18.	PGP Ultra	• Flat-top nozzles allow fast, easy insertion. • Patented automatic arc return feature returns the turret back to the original arc pattern if vandalized; adjustable arc from 50° to 360°.	
19.	PGJ	• Pop-up size: between 10 cm, 15 cm, and 30 cm pop-up • Includes an easy-to-install, square top rack of 8 standard nozzles	
20.	Pro Adjustable Nozzle	• size: 25cm x 25cm x 25cm • Adjustable from 0° to 360° for maximum design flexibility • Easy-grip top for simple adjustment	

21.	REDUCING BUSH GALVANISED	• SIZE: 40 X 32MM. • Material: GALV - DWS- • Female BSP Threaded.	
22.	Full Flow 20mm Connector/ Coupling	• Full Flow Connector coupling • Size: 20mm	
23.	Full Flow Male Thread Elbow	• Full Flow Male Threaded Elbow • Size: 20mm x 3/4" (20mm) male elbow • Full-flow compression fittings.	
24.	Full Flow Elbow	• Full Flow Equal Elbow. • Size: 20mm.	
25.	Full Flow Threaded Male Tee	• Size: 20mm	

26.	Full flow to female thread tee	Size: 20mm	
27.	Full flow to female thread tee	- Size: 20mm. - Full-flow compression fittings. – To be used on outside diameter of Class 3 and 6 low-density polyethylene pipes.	
28.	Full Flow End Plug	- Pressure tolerance :3bar - material: plastic - Size: 20mm	
29.	HDPE Compression Female Adaptor	- Suitable for the whole range of HD Polyethylene pipes - Size: between 32mm to 50mm	
30.	Full Flow Male Adaptor	- Size: 20mm x 1" Male Adaptor. - To be used on outside diameter of Class 3 low-density polyethylene pipe.	
31.	Compression Male Tee	Size :32mm x20mm	

5. Mandatory Requirements of the service provider

Preference will be given to service providers based within the Thulamela Local Municipality.

The service provider must submit all relevant documentation (failure to submit this documentation will lead to disqualification:

- a) A copy of the company Central Supplier Database (CSD) registration report.
- b) Fee/cost structure as per Annexure A including
- c) Written quotation (fee/cost structure) on Company Letterhead
- d) Valid letter of good standing from the office of the Compensation Commissioner as required by the Compensation for Occupational Injuries and Diseases Act (COIDA).

The letter should be issued by the Department of Labour.

- e) A certified copy of Liability Insurance Cover for the company and the amount available per claim. This must be valid during the duration of the contract.
- f) Duly completed and signed SBD forms

6. Terms and Conditions

- Seven (7) days maximum delivery from issuing of Purchase Order
- The products must be properly packaged 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 affected. 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 staff for correctness and quality
- Any item returned or requiring replacement must be replaced by the following day at the expense of the suppliers, no additional charges: for delivery or replacement will be paid for by SANBI.

- All orders will be placed as and when required throughout the three (3) year contract period
- Estimated quantities reflected in Annexure A, three Year estimated quantities, is an estimate. Purchase orders will be processed as the approved Quote at the time of ordering, however delivery will be requested because of “as and when required” and no guarantee is given or implied as to the actual PO Amount that will be completed during the three-year contract period.

7. Contract period

The contract period is for three years, which will be reviewed every (12) twelve months from the date of commencement. This agreement may be terminated by either party by giving a written notice of termination at least (3) three months prior to the expiry of the initial three-year period or any further extended 12 months.

8. 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.

9. Preparation of Proposal

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

10. 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.

11. 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 change the quantities during the duration of the contract

12. 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:

PHASE 1

The first stage will evaluate functionality according to the criteria listed in the table below:

Any Quotation that scores less than 60 out of 100 points against the functionality criteria in the table below will be disqualified from further consideration.

CRITERIA FOR EVALUATING FUNCTIONALITY															
Ref	Criteria	Sub criteria	Total Points												
6.1	Reference letters														
	Provide a list of similar projects undertaken on material supplier. A minimum of four (4) signed letters of reference from other clients for work done in the past five (5) years to be attached. Reference letters must indicate the following: • Must be on the company letterhead of the client. • Contact details of the client. • Year in which the service was rendered. • Description of work performed. • Must be signed and dated.	<table><tr><th>Sub-criteria</th><th>Points</th></tr><tr><td>No reference letters for similar projects</td><td>0</td></tr><tr><td>One (1) letter of reference</td><td>10</td></tr><tr><td>Two (2) letters of reference.</td><td>20</td></tr><tr><td>Three (3)</td><td>30</td></tr><tr><td>Four (4) or more letters of reference</td><td>40</td></tr></table>	Sub-criteria	Points	No reference letters for similar projects	0	One (1) letter of reference	10	Two (2) letters of reference.	20	Three (3)	30	Four (4) or more letters of reference	40	40
Sub-criteria	Points														
No reference letters for similar projects	0														
One (1) letter of reference	10														
Two (2) letters of reference.	20														
Three (3)	30														
Four (4) or more letters of reference	40														
6.2	Locality														
	The bidder must submit a documentary proof of		20												

	address from the third (3rd) party to indicate that the company has an operating office/business in the province (E.g., Municipal account, Local Authority Letter, telephone account not older than three (3) months, signed lease agreement, etc.)	<table><tr><th>Sub-criteria</th><th>Points</th></tr><tr><td>Business based outside Limpopo Province</td><td>0</td></tr><tr><td>Business based outside the radius of 200km from T/NDOU NBG but within Limpopo Province</td><td>4</td></tr><tr><td>Business based outside the radius of 180km from T/NDOU NBG but within Limpopo Province</td><td>8</td></tr><tr><td>Business based outside the radius of 160km from T/NDOU NBG but within Limpopo Province</td><td>12</td></tr><tr><td>Business based outside the radius of 140km from T/NDOU NBG but within Limpopo Province</td><td>16</td></tr><tr><td>Business based within the radius of 120km from T/NDOU NBG</td><td>20</td></tr></table>	Sub-criteria	Points	Business based outside Limpopo Province	0	Business based outside the radius of 200km from T/NDOU NBG but within Limpopo Province	4	Business based outside the radius of 180km from T/NDOU NBG but within Limpopo Province	8	Business based outside the radius of 160km from T/NDOU NBG but within Limpopo Province	12	Business based outside the radius of 140km from T/NDOU NBG but within Limpopo Province	16	Business based within the radius of 120km from T/NDOU NBG	20	
Sub-criteria	Points																
Business based outside Limpopo Province	0																
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Business based within the radius of 120km from T/NDOU NBG	20																
6.3	Methodology																
	Approach/methodology to be used particularly for responding within a short time frame. The Preliminary Program includes how the bidder would execute full scope of work described in the work specification.	<table><tr><th>Sub-criteria</th><th>Points</th></tr><tr><td>The bidder has submitted a proposed detailed programme with reasonable timelines.</td><td>40</td></tr><tr><td>Submitted proposed programme is not detailed.</td><td>20</td></tr><tr><td>No submission of the proposed programme.</td><td>0</td></tr></table>	Sub-criteria	Points	The bidder has submitted a proposed detailed programme with reasonable timelines.	40	Submitted proposed programme is not detailed.	20	No submission of the proposed programme.	0	40						
Sub-criteria	Points																
The bidder has submitted a proposed detailed programme with reasonable timelines.	40																
Submitted proposed programme is not detailed.	20																
No submission of the proposed programme.	0																
		TOTAL	100														

PHASE 2

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 the highest combined score (80 plus 20) out of 100 points.

13. General terms

All documents submitted in the response to this Request for Quotation (RFQ) must be written in English. Service providers should not assume that information and/or documents supplied to SANBI at any time prior to this RFQ are still available or that they will be considered and shall not make any reference to such information and/or documentation in their response to the RFQ. Each quotation shall be valid for a period of three months calculated from the closing date of this RFQ.

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 contractor 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 it should be found that information disclosed was factually inaccurate and/or that a misrepresentation of facts may have occurred.
- To disqualify potential Service Providers who may attempt to bribe or influence any person employed by SANBI during this quotation process.

14. Submission of quotation

Quotations must be emailed to SANBI SCM at S.SCM-Quotations@sanbi.org.za with a copy to Mr. Percy Mshele p.mashele@sanbi.org.za

For any technical information the following person may be contacted: Mr. Mufhati Bulannga contact number: 015 962 42 or M.Bulannga@sanbi.org.za

NB: All documents must be clearly labelled.

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

Closing date for submissions is **22 October 2025**

Note: Late submissions will be disqualified

Pricing Schedule

Service providers are required to provide quotations as per below.

NB: Pricing will remain fixed for the first year of the contract, adjustments or ad hoc costs will not be considered, Price increases will be considered in the second year and third year of the contract through negotiation and agreement between the supplier and SANBI

Item No	Description	Year 1
1.	Round valve box	R.....
2.	Compression reducing Tee	R.....
3.	Compression Equal Tee	R.....
4.	HDPE Equal Coupling	R.....
5.	Compression Elbow	R.....
6.	Compression End plug	R.....
7.	Compression Male Adaptor	R.....
8.	PVC Compact Ball Valve, Female threaded type	R.....
9.	Heavy Duty Plumbers Tape	R.....
10.	Coupler Valve & Turf Key Duo	R.....
11.	HDPE Saddle	R.....
12.	HDPE Pipe	R.....
13.	Poly Pipe Class 3 LDPE	R.....
14.	Female Galvanized Elbow	R.....
15.	PVC Standpipe	R.....

16.	Rain Bird Adjustable Pop-up Rotor Sprinkler	R.....
17.	PGP-ADJ	R.....
18.	PGP Ultra	R.....
19.	PGJ	R.....
20.	Pro Adjustable Nozzle	R.....
21.	Reducing Bush Galvanized	R.....
22.	Full Flow 20mm Connector/ Coupling	R.....
23.	Full Flow Male Thread Elbow	R.....
24.	Full Flow Elbow	R.....
25.	Full Flow Threaded Male Tee	R.....
26.	Full flow to female thread tee	R.....
27.	Full flow to female thread tee	R.....
28.	Full Flow End Plug	R.....
29.	HDPE Compression Female Adaptor	R.....
30.	Full Flow Male Adaptor	R.....
31.	Compression Male Tee	R.....
	Total cost excluding VAT	R.....
	VAT	R.....
	Total annual cost including VAT	R.....

