

SBD1

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
RFQ NUMBER:	Q11747/2025	CLOSING DATE:	07 November 2025	CLOSING TIME:	11H00am
DESCRIPTION					
TO REQUEST QUOTATION FOR THE SUPPLY AND DELIVERY OF GUESTHOUSE SUPPLIES AT THOHOYANDOU.					
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	012 018 8307		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.

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:

.....

Full Name	Identity Number	Name of State institution

.....

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?

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.

YES/NO

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

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

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

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

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

.....
 Signature

.....
 Date

.....
 Position

.....
 Name of bidder

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

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

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

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

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

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

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

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1. Categories of persons historically disadvantaged by unfair discrimination on the basis of race. 100% black ownership (Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof)	10	
2. Categories of persons historically disadvantaged by unfair discrimination on the basis of gender. 100 % female ownership (Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof)	10	
3. Categories of persons historically disadvantaged by unfair discrimination on the basis of disability. 100 % disability ownership (Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof)		
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

Authorised representative, who warrants that he/she is duly authorised.

TERMS OF REFERENCE FOR THE SUPPLY AND DELIVERY OF GUESTHOUSE SUPPLIES (FURNITURE, LINEN & CUTLERY) AT THE THOHOYANDOU NATIONAL BOTANICAL GARDEN

**THOHOYANDOU NATIONAL BOTANICAL GARDEN
451 GARDEN ROUTE
THOHOYANDOU UNIT D
THOHOYANDOU,
0950, LIMPOPO**

QUOTATION NUMBER: Q11747/2025

1. Background

The South African National Biodiversity Institute (SANBI) requires a Service Provider to supply guesthouse supplies (furniture, linen & cutlery) at the Thohoyandou National Botanical Garden (TNBG). The TNBG is located at Thulamela Local municipality, Vhembe district. It is approximately 2km from Thohoyandou town and Vhembe District Municipality offices. This Garden is the first National Botanical Garden in Limpopo Province.

2. Invitation to quotation

Quotations are hereby invited for the appointment of a service provider for the supply and delivery of guesthouse supplies (furniture, linen & cutlery) at the 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 supply and deliver guesthouse supplies (furniture, linen & cutlery) for the Thohoyandou National Botanical Garden (TNBG)

The Service provider will comply with all relevant government legislations as well as the SANBI's procurement systems and terms and conditions.

4. Specifications

Service providers are required to provide quotations as per below.

NB: The required guesthouse supplies (furniture, linen & cutlery) must include at least, but not limited to the specified items on the table below:

	Description/specification	Picture	Quantity
1. Queen Bed & Mattress	- Bed and Mattress set - 52 cm x 188 cm (Queen) Plush Base Set Standard Length - Zoned Aloe Knit Fabric. - Stay true pressure relieving foam. - Pillow- top mattress - Hybrid Design Support - Bonnel spring unit - Sit Right Edge Support - Moisture Control - Protection to the comfort layers - Weight Limit: 135kg		12

2.Three Quarter Bed Set	Three Quarter Bed Set - Three Quarter - 107cm - Standard Length - 188cm - 5 Layer High Density Foam - Up to 130kgs p/person - Flip & Rotate Head to Toe Monthly - Mattress Thickness: 29cm *approx. - Base Height: 36cm - Total Height: 65cm *		06
3.Mattress Convertor	Bed converter - Bed Bridge Set - ¾ to super King Bed Converter - Bed Bridge Bed Connector Bed Gap Pad Gap Filler - 78.74 inches (L) x 7.87 inches (W)		05
4.Queen Headboard	- Queen Headboard (Cream) - Fabric finish material - Panelled or Tufted with "winged" design - Cream colour - Upholstered in a durable and high-quality fabric finish - With Rubber stoppers - 157cm		12

5.King Headboard	Headboard - Fully upholstered. - Subtle wingback sides. - Panel detail. - King size - 100% Polyester Fabric - Dimensions - H115 X W200 X D15CM - Natural Colour		03
6. Mobile 3 Drawer Unit - drawer pedestals	- 3 Drawer pedestal - Dimensions : 40.5 (L) x 47.5 (W) x 65 (H) cm - Color: Wenge - Materials: PU Lamination Sides - Chrome feet finish - Chrome handle finish		30
7. Study side desk	- 2- Drawer wooden Desk - Coffee colour - Durable natural Wood material - Dimensions :40cm(L) x 40cm(W) x 40cm(H) -		15

8. Chair	- Fully Upholstered dining chair with natural Leg - Dove grey colour - Natural linen-look material - Dove grey colour - Width: 65 cm - Height: 88 cm - Length: 61 cm -		12
9. Dining Chair	Dining Chair Speckle Taupe - Fully upholstered - padded seat - Solid wood legs. - Separate cushion. - 100% polyester fabric Dimensions - H82 x W 60.5 x D64cm - Natural colour		03

10. Fridge	- Top Fridge Freezer - Colour: Grey - Capacity Size: 170L		04
11. Four Burners Gas Stove	Carbon Steel Manual Gas Stove with Oven (4 Burners) - Freestanding stove - Body Material: Carbon Steel - Black colour - Control Type: Knob Control - Cooktop Type: Gas Cooktop - Fuel Type: LPG - Oven Type: LPG - Rotary control knob Dimensions -Height-100.5cm -Length-65.1cm -Width-51.2cm		01

12. Microwave	- 30 L Convection Microwave Oven - GREY in colour - Touch Keypad (Membrane) - Pull Handle Door		05
13. Side lamps (set of 2)	- Twin Pack Bedside Lamps - Size- 100mm base - Brass And Black colour		12
14. Bedside Lamps-Set of 2	- Twin Pack Bedside Lamps - Size- 100mm base - Brass Base with Hessian Shade Twin Pack -		03

15. Bin	- Bin with Pedal - Size 10lt - Metal Grey - Pedal		15
16. Bin	- Polypropylene Push Bin - Ideal for bathroom - Durable plastic - Size 3litres - Sage colour		15

17. Kettle	- Stainless Steel Electric Kettle, - 4-Cup-1 litre - 360 swivel base - Cordless Pouring - 3KW Rapid Boil - Auto- shut off - Adjustable Temperature		15
18. Kettle	- Stainless Steel Electric Kettle, - 1.7 litres - Cordless operation - Rapid Boil - 360 swivel base - Cordless Pouring - 3KW Rapid Boil - Auto- shut off - Adjustable Temperature -		04
19. Sleeper Couch (Charcoal) Sleeper couch	Sleeper Couch (Charcoal) -sleek square arms, and a polished look -3-in-1 (sofa, a recliner, or a bed,) - A durable and easy to clean - 3-in-1 space-saving design - Soft-touch fabric - - With the "click-clack" system to open -Tapered wooden bun feet -Removable armrests		15

			
20. Corner couch	Corner Couch - Kalahari Leather - fully upholstered - Charcoal colour - high-quality full-grain leather - 4-seater - Dimensions - H65 x W295 x D190cm -		05
21. TV -flat screen	TV set- flat screen - 40-inch HD Digital TV-STL-40T1D - Resolution 1366x 768 - HDMI x 3 - USB x 2 - Digital DVB-T2 TV - 720p HD resolution (1366x768) - 60Hz refresh rate - 9.5ms response time - RF, AV, SPDIF, and audio inputs/outputs - 200nit brightness - 1000:1 contrast ratio		05

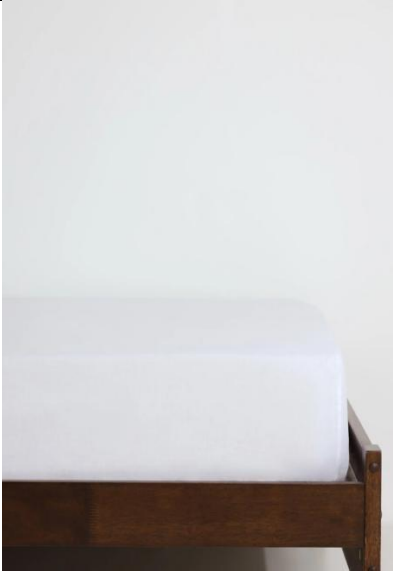
22. Bar fridge	- BAR FRIDGE 90L 19000 - White colour - Dimensions - Height: 85.0 (CM) - Width: 48.0 (CM) - Length: 45.0 (CM)		03
23. Coffee table	- Rectangular Coffee table - Rachel black wooden coffee table - Wood Solid - With curved glass coffee table - 8mm tempered glass - With 1 drawer Storage - Colour black - Size: 66(w) x 120(L) x 45(h)		05

24. Folding Table	Heavy Duty Plastic Folding Table - 1.8m size Heavy Duty - Rectangle shape - Finish Colour – Black - Pre-assembled (Ready to Use) - Seating Capacity: 8 -		05
25. Ironing board	100% Cotton Fabrication ironing board - Durable - 110 x 33cm - Heavy duty steel frame - Height Adjustable - Safety iron rest		05
26. King size Duvet Cover Set White	• Cotton duvet cover set • Material :100% Cotton 600 Thread Count • Colour white Sizing: • King – 230 cm x 220 cm duvet cover + 2 x 45cm x 70cm pillowcases		30

27. 100% Cotton Feather- Like Duvet Inner	100% Cotton Feather- Like Duvet Inner - 7-Tog for all-season comfort - Hypoallergenic and lightweight - Breathable 100% cotton percale casing - Microfibre fill made from recycled materials - 100% downproof casing for added luxury -King size (230 cm x 220 cm)		40
28. Mink Blanket	Mink Blanket - Material: Ultra-soft mink fleece - Colour: Assorted (10x Light grey and 10x dark grey) - Design: Embossed on one side, plain on the other - Features: - Luxurious and cozy - Reversible for versatility - Elegant, embossed design - 220x240 cm-Queen		30

29 Mattress Protector	Mattress Protector White - Size: King - Material: 100% coral fleece - quilted polyester with a PU lining - Waterproof and breathable - High elasticity for noise-free and wrinkle-free fit - Anti-dust mite, hypoallergenic, and antibacterial - Eco-friendly - Stylish - Queen size-230 cm x 220 cm x 35 cm - White colour		30
30. Bed fleece Throw	- Fleece Throw - 220x200cm - Maroon/Burgandy - Material: Polyester - Colours: Burgandy - Soft and cozy texture - Suitable for air-conditioned rooms		60

31. Twin Pack Pillows White Cotton Casual Polyester Standard Pillow	- Twin Pack Standard Pillow - Specifications: - Twin pack (two pillows) - Cover: 100% pure cotton - Filling: Hypoallergenic material - Construction: Durable Pearl Cluster Fibers - Size: Standard - White colour		80
32. Standard Pillowcase cover.	- Standard Pillowcase cover. - 100% polyester - Material Composition: Microfiber - Dimensions: 45X70 - Colour: white		80

33 Fitted Sheet	Fitted Sheet - Size: Queen (152x190x28cm) - Material: Super soft microfibre - Features: - Fitted style for secure fit - Deep pockets for mattresses up to 28cm - Soft and comfortable ▪ Colour: White		30
34. White Poly Cotton Flat Sheet	White Poly Cotton Flat Sheet -Material: Poly Cotton (mix of cotton and polyester) - Dimensions: 250 cm x 270 cm - Colour: White - Bedding Type: Flat Sheets - Size: Queen		60

35. Digital Abstract Rug/Mat	Digital Abstract Rug/Mat - Material: Synthetic (100% Polyester) - Shape: Rectangular - Pile: Chenille - Non-slip backing - Colourfast - Lightweight and durable - Easy care (Spot clean) Dimensions : L230 x W180 x H1 cm		18
36. Bath sheet	Bath Sheet - Size: 90 x 150 cm - Weight: 555gsm / 500gm² - Material: 100% Combed Cotton - Zero-twist Fibres - Pile: Plush Wave Pile - Maximum Absorption - Quick Drying - Eco-friendly Footprint		60

37. Bath towel	- White Bath towel - Size: 70cm x 130cmWeight: 555gsm / 500gm² - Material: Super Luxury Premium Cotton - 100% Combed Cotton - Zero-twist Fibres - Pile: Plush Wave Pile - Maximum Absorption - Quick Drying - Eco-friendly Footprint -		60
38. Guest /Hand towel	- White Guest towel - Size: Hand Towel: 50 x 90 cm - Weight: 555gsm / 500gm² - Material: Super Luxury Premium Cotton - 100% Combed Cotton - Zero-twist Fibres - Pile: Plush Wave Pile - Maximum Absorption - Quick Drying - Eco-friendly Footprint -		60

39. Plastic bathroom mat	-PVC Bath & Shower Mat -Transparent -Non-Slip -with Suction Cups & Polka Dot - 45cm x 78cm -		18
40. Tablecloths	Rectangular Tablecloth -Colours: 10x Black, 5x Gold & 5x White -linen material -For 8-to-10-seater - With side design - Floral material -Size = 170cmx250cm		20

41. Rubber Doormat	Step Rubber Iron Rectangular Doormat -Large - 1200 x 600mm -Excellent scraping capabilities to remove dirt - Durable and flexible design - Weather resistant - Made of 100% rubber - Dimensions: 1200x600mm - Thickness: 10mm -Black colour		20
42. Dinner Plate	-Dinner Plate -Round shape -250mm -Ceramic -White		100

43. Side Plate	-Side Plate -205mm size -Polycarbonate -White colour		100
44. Cutlery set - 84 pieces	84 Piece Stainless Steel Cutlery Set in Two-Tier Storage Case Product Features: - High polish finish - Superior rust resistant qualities - Highest durability - Easy to maintain - Stain-resistant - Dishwasher safe - Still possesses durability for everyday use The set includes: - 12 table knives - 12 table forks - 12 tablespoons - 12 coffee teaspoons - 12 cake forks - 12 sugar teaspoons - 2 meat forks - 2 tablespoons serving - 1 sugar tong - 1 soup ladle - 1 spoon of sugar - 1 clip for sugar - 1 spoon of salad - 1 salad fork - 1 spoon for cream - 1 cake shovel - 1 sauce spoon		5

45. Coffee mugs	280ml Stacking Porcelain Mugs - Ceramic - White - Dishwasher safe - 280 ml size		60
46. Cups & Saucers set	Generic Pack of 12 - 12 Piece set (White, Cup and Saucer Set) - Colour: white - Cup capacity: 60 ml - Material: porcelain		10
47. Knives set of 6	Knives set of 6 - High-Quality Stainless Steel - Heat-Treated Blade - Ergonomic Soft-Touch Handle - Finger Guard - Hand-Sharpener - Elegant design - Color: Black Vintage Collection - Model Number: BH-2950 The set includes: 1 x Chef knife 20 cm 1 x Bread knife 20 cm 1 x Santoku knife 17,5 cm 1 x Utility knife 12,5 cm 1 x Paring knife 9 cm 1 x Santoku knife 9 cm		10

48. Pots- set of 16	Pot set -Premium Stainless steel 16 Piece Pot Set The set has: - 16-Piece, premium thick-gauge, stainless steel cookware set - Unique, heavy base for superior heat distribution - Cool touch handles for convenient handling - Multi-functional, modern tempered glass thermo lids - 7 Value-added utensils for that all-round cooking experience - Set includes 1 x 16cm saucepan and glass lid, 1 x 16cm casserole pot and glass lid, 1 x 20cm casserole pot, 1 x 24cm casserole pot, 1 x 24cm deep frying pan - Added utensils include: 1 x Spatula, 2 x Spoons, 1 x Chip Basket, 1 x Peeler, 2 x Hot Pads		05
49.Serving Bowls- set of 3	- Mixing Bowls -Material: Stainless Steel - Rust-proof and food grade -Set of 3 - Sizes: 24cm, 28cm, 30cm		03

50.Chopping board	- Chopping Board - 32x22x1.8cm - Rectangular - Bamboo material - With Metal Handle		05
51. 3-Piece Sturdy Rectangle Wooden Tray Set	1x 3 Piece Sturdy Rectangle Wooden Tray Set - Sizes: - Large Tray: 31.5 x 44.5 cm - Medium Tray: 27.5 x 38.5 cm - Small Tray: 21.5 x 31.5 cm - Natural Bamboo Material,		15
52.Stainless steel grater	Premium Non-Slip Function 430 Grater -Stainless Steel Blade -Wood Handle Grater - Stable cone shape -Non-rust - With fitting rubber ring		05

53. Tall Highball Drinking Glasses	Traditional highball drinking glasses Specifications: - Material: Glass - Modern design - Dishwasher Friendly - Capacity: 340ml - Thickness: 2mm rim		120
54. Cereal bowls	Ceramic Cereal Bowl -Microwave safe -Ceramic material -White colour -768 ml - Round shape		50
55. Gas Cylinder Bottle	19 Kg LP Gas Empty Bottle REFILL Orange colour		02

56. Heavyduty can opener	Can Opener Heavy-duty Stainless Steel Manual Tin Openers		15
57. Ironing board cover	Ironing Board Cover -147x48cm Replacement Cover for Ironing Board -With elastic wrapping fasteners -100% cotton material		05
58. Stainless steel Peeler	Kitchen Stainless Steel Dual Blade Vegetable Peeler		15

5. Mandatory Requirements of the service provider

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

- a) Quotation with company letterhead
- b) Duly completed and signed SBD forms
- c) Fee/cost structure as per Annexure A
- d) A copy of the company Central Supplier Database (CSD) registration report.

6. 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 4258 or M.Bulannga@sanbi.org.za

Ms. Khathutshelo Ndou contact number: 015 962 4258 or k.ndou@sanbi.org.za

All documents must be clearly labelled.

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

Closing date for submissions is 07 November 2025 @ 11:00 am

Note: Late submissions will be disqualified

Annexure A- Pricing structure

Description	Quantity	Price
1. Queen Bed & Mattress	12	
2. Three Quarter Bed Set	06	
3. Mattress Convertor	05	
4. Queen Headboard	12	
5. King Headboard	03	
6. Mobile 3 Drawer Unit –drawer pedestals	30	
7. Study side desk	15	
8. Chair	12	
9. Dining Chair	03	
10. Fridge	04	
11. Four-Burner Gas Stove	01	
12. Microwave	05	
13. Side lamp (set of 2)	12	
14. Bedside Lamps-Set of 2	03	
15. Stainless steel Bin	15	
16. Plastic Bin	15	
17. Kettle	15	
18. Kettle	04	
19. Seattle Sleeper Couch (Charcoal)	15	
20. Corner couch	05	
21. TV -flat screen	05	
22. Bar fridge	03	

23. Coffee table	05	
24. Folding Table	05	
25. Ironing board	05	
26. King-size Duvet Cover Set White	30	
27. 100% Cotton Feather-Like Duvet Inner	40	
28. Embossed Mink Blanket	30	
29. Quilted Mattress Protector	30	
30. Bed fleece throw	60	
31. Twin Pack Pillows White Cotton Casual Polyester Standard Pillow	80	
32. Soft Touch Standard Pillowcase cover.	80	
33. White Super Soft Microfibre Fitted Sheet	30	
34. White Poly Cotton Flat Sheet	60	
35. Digital Abstract Rug/Mat	18	
36. Premium Cotton Bath sheet	60	
37. Premium Cotton Bath towel	60	
38. Premium Cotton Guest /Hand towel	60	
39. Plastic bathroom mat	18	

40. Tablecloths	30	
41. Rubber Doormat	40	
42. Dinner Plate	100	
43. Side Plate	100	
44. Cutlery set- 84 pieces	5	
45. Coffee mugs	60	
46. Cups & Saucers 12-piece set	10	
47. Knives set of 6	10	
48. Pots-set of 16	05	
49. Serving Bowls-set of 3	03	
50. Chopping board	05	
51. 3 Piece Sturdy Rectangle Wooden Tray Set	15	
52. Stainless steel grater	05	
53. Tall Highball Drinking Glasses	120	
54. Cereal Bowls	50	
55. Gas cylinder Bottle	02	
56. Can Opener	15	
57. Ironing Board Cover	05	
58. Stainless steel peeler	15	
Total cost (excl VAT)		
VAT		
Total cost (incl VAT)		