

SBD1

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
BID NUMBER:	Q11767/2025	CLOSING DATE:	14 November 2025	CLOSING TIME:	11:00AM
DESCRIPTION	THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) REQUIRES A SUITABLE SERVICE PROVIDER TO SUPPLY AND DELIVERY OF STATIONERY FOR A PERIOD OF THREE (3) YEARS AT THE KAROO DESERT NATIONAL BOTANICAL GARDEN.				
Submission of proposals: proposals must be emailed to S.SCM-Quotations@sanbi.org.za with a copy to Ms.N.Giyama at N.Giyama@sanbi.org.za Please state the Bid number as the reference number on the subject line when responding to the RFQ					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Noloyiso Giyama		CONTACT PERSON	Thabang Makola	
TELEPHONE NUMBER	012 339 2750		TELEPHONE NUMBER	023 347 0785	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	N.Giyama@sanbi.org.za		E-MAIL ADDRESS	T.Makola@sanbi.org.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	[TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS			
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.			

PART B

TERMS AND CONDITIONS FOR BIDDING

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

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

DATE:

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

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 institution	State

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

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

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

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Categories of persons historically disadvantaged by unfair discrimination on the basis of race. 100% black ownership (Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof)	10	
Categories of persons historically disadvantaged by unfair discrimination on the basis of gender. 100 % female ownership (Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof)	5	
Categories of persons historically disadvantaged by unfair discrimination on the basis of disability. 100 % Disability ownership (Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof)	5	
TOTAL	20	

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

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

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

TERMS OF REFERENCE

QUOTATION NO:

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

Physical address

**108 Roux Road
Panorama
Worcester
6850**

1. Background

The Karoo Desert National Botanical Garden (KDNBG) is a campus of SANBI located in Worcester, Western Cape in the Breede Valley local municipality. The KDNBG covers an area of 154 ha comprising of 11 ha under cultivation and 143 ha protected natural area. The KDNBG houses various indigenous plant species and receives on average 13 000 visitors per year. The KDNBG is open to visitors daily, with official hours from 07:00 to 17:00 and offers guided tours and facilities may be booked for private functions.

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

2. Invitation To Quote

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

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

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

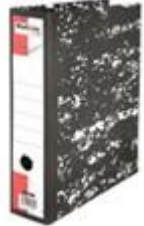
The Deputy Director: Supply Chain Management
 The South African National Biodiversity Institute (SANBI)
 Private Bag X101,
 Silverton
 Gauteng
 0184
Email address: S.SCM-Quotations@sanbi.org.za

3. Specifications

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

Description	Image
Copy Paper A4 80gsm Bond White Box (x 5 reams)	

Copy Paper A3 80gsm Bond White Ream 500 Sheets	
25m Self-Adhesive Clear Bookcover	
Manuscript Book Feint & Margin A5 192 Page	
Duplicate Receipt Book Printed 5 To View 111mm x 275mm 200 pages	
Memo Book Feint Ruled A6 144 Page	
Petty Cash Voucher Pad Printed 148mm x 105mm 36 pages	
Exam Pad Feint & Margin Punched A4 100 Page	

2 Quire Hard Cover Counter Book Quad Ruled A4 192 Page	
Thermal POS Printer Roll 57 x 30	
Thermal POS Printer Roll 80 x 80	
Plastic Pocket A4 Multi-Punched (pack of 100)	
Lever Arch Board File W71	
Mottled Board Lever Arch File No Index Foolscap 70mm W70	
OPTIPLAN 445 Heavyweight File A4 (Pack of 25)	
OPTIPLAN 430 Mediumweight File A4 (Pack of 25)	

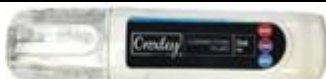
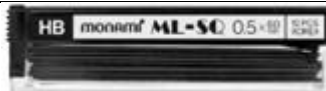
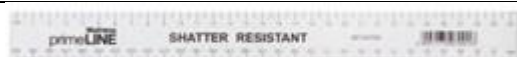
OPTIPLAN 480 Heavyweight File A4 (Pack of 25)	
Display File A4 30 Pocket	
Display File A4 20 Pocket	
Display File A4 10 Pocket	
A4 Polypropylene Ribbed Presentation folder	
Laminating pouches A3 (150 microns) pack of 100	
Laminating pouches A4 (150 microns) pack of 100	

Large Calculator desktop 12-digit 190mm x 130mm	
Masonite Clipboard with Spring Clip 240mm x 380mm	
25mm Silver Paper Clips box of 100	
Metal File Fastener pack of 50	
50mm Giant Paper Clip Box of 100	
Shake N Take Magnetic Clip Holder	
Solid Head Drawing Pin 11mm (Box 100)	
Foldback Clip 19mm	
Foldback Clip 41mm	

Card holder Lanyards with cord and clip (5cm x 9cm) landscape	
Memo Paper Cube Refills Bond Paper White Sheets	
Cube Paper Holder	
Solid Keyring Assorted	
Soft Type Plastic Key Ring Tags	
Tape Dispenser	
Plastic Letter Tray Connectors Black Set of 4	
Letter Tray 3 Tier	
Desk tidy plastic 5 compartment	

Flipchart Pad A1 30 sheets	
48 Key Cabinet Stores 48 Keys Secure Metal Cabinet 25cm H x 18cm W x 8cm D	
No window envelopes self seal white DLB 110mm x 220mm box 500	
No window envelopes self seal manilla C4 229mm x 324mm box 250	
Brown Envelopes C3 324mm x 458mm (Pack 10)	
Packaging Tape 48mmx100m Roll	
Stapler Full Strip Metal	

Punch Medium 2 hole	
Rubber bands 100g No 19	
Endorsing Ink 28ml Black	
No 26 Staples 26/6mm Box of 5000	
Staples 12mm No2312 Box 1000	
Staple Remover	
Whiteboard & Office Cleaner Spray 250ml	
Mini Whiteboard Duster 35mmx50mm	
Colour Pencils Pack of 12	

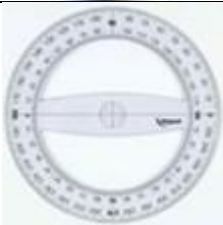
Correction Pen 12ml	
Eraser	
Glue Stick 36gr	
Prestik 100gr	
Highlighter Assorted (Set 6)	
Pencil HB Box of 12	
0.5mm Mechanical Pencil	
Lead HB 0.5mm x 60mm 12Tube	
Pencil 6B	
Ballpoint Pen Black	
Ballpoint Pen Blue	
Ballpoint Pen Red	
Energel-X Retractable Gel Rollerball Pen 0.7mm Black	
Energel-X Retractable Gel Rollerball Pen 0.7mm Green	
Permanent Marker Bullet Point Black	
Permanent Marker Fine Point Black	
Permanent Marker Fine Point Red	
Permanent Marker Fine Point Green	
Shatter Resistant Clear Ruler 30cm	

Stainless Steel 21.6cm Rubber Grip Scissor	
Rubbergrip Student Scissors - 14cm	
Metal Sharpener 2-Hole	
Self-Adhesive Notes 70mm x 75mm	
Double sided tape 24mm x 33m	
Double sided tape 12mm x 33m	
Stationery tape 24mm x 66m large core	
Slimline Whiteboard Marker Set of 6	
Whiteboard Marker Bullet Point Black	
Whiteboard Marker Bullet Point Blue	
Whiteboard Marker Bullet Point Red	
Whiteboard Marker Bullet Point Green	

AA batteries pack of 2	
AAA batteries pack of 2	
Store & Go 64GB USB 2.0 Flash Drive	
Corded Mouse	
Wireless Mouse	
Wired Keyboard Black	
Brother Tape cassette TZe-131 laminated 12mm x 8m black on clear	
Brother Tape cassette TZe-232 laminated 12mm x 8m red on white	
Brother Tape cassette TZe-233 laminated 12mm x 8m blue on white	

Self-Adhesive Labels Colour Code Rolls C10 Fluorescent Green	
Self-Adhesive Labels Colour Code Rolls C10 Flourescent Lime	
Self-Adhesive Labels Colour Code Rolls C10 Flourescent Red	
A4 Slide Binder 15mm Blue	
A4 Slide Binder 15mm White	
Cotton String/Twine 1mm x 588m - 500 gram	
Project Paper A4 – 80gsm Bright Green Ream / 500 sheets	
Project Paper A4 – 80gsm Bright Orange Ream / 500 sheets	
Project Paper A4 – 80gsm Bright Yellow Ream / 500 sheets	
Bright Paper Assorted Rainbow Colours 80gsm A4 Pack of 500	

Mixed Pastel Paper A4 80gsm Reams / 500 sheets	
160gsm Bright Board A4 Orange - 100 Pack	
160gsm Bright Board A4 Purple - 100 Pack	
160gsm Bright Board A4 Red - 100 Pack	
160gsm Bright Board A4 Yellow - 100 Pack	
160gsm Bright Board A4 Blue - 100 Pack	
Board White 160gsm A4 Pack of 50	
Flexi Curve Ruler 50cm	

Circle Template Stencil	
Triangular Engineer Scale Ruler	
Metal 8 Piece Compass Set	
Protractor 360 Degree 120mm	

4. Terms and Conditions

- Seven (7) days maximum delivery from issuing of Purchase Order
- Delivery to be done on weekdays between 07:30 and 16:30, delivered to Karoo Desert National Botanical Garden, Roux Road, Panorama, WORCESTER, Western Cape
- The products must be properly packaged in order to ensure that they are protected from any form of damage
- All deliveries or dispatches must be accompanied by a delivery note and or an Invoice stating the official purchase order number against which the delivery has been effected. The person receiving the delivery and the person delivering must both sign on the delivery note.
- Delivery of goods will be inspected by the SANBI KDNBG staff for correctness and quality
- Any item returned or that requires replacement must be replaced by the following day at the expense of the suppliers, no additional charges: for delivery or replaced items will be paid for by SANBI.
- All orders will be placed as and when required throughout the three (3) year contract period
- Delivery will be requested on the basis of "as and when required" and no guarantee is given or implied as to the actual PO Amount will be completed during the three year contract period.
- Payments of Invoices will be made in accordance with PFMA (within 30 days of receipt of invoice) after the service has been rendered.
- Pricing will remain fixed for the first year of the contract, adjustments or ad hoc costs will not be considered, CPI (Consumer Price Index) based Pricing Increase will be considered in the second and third year of the contract through negotiation and agreement between the service provider and

SANBI.

- Supplier performance evaluation will be conducted annually
- The SANBI reserves the right to terminate the contract in case of unsatisfactory performance

5. 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.

6. Preparation of Proposal

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

7. Quotation documentation availability

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

8. Contract period

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

9. Pricing

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

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

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 order any quantities during the duration of the three (3) year period depending on demand in the garden.

Organisational Procurement goals and Pricing

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

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

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

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

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

13 General Information

All documents submitted in the response to this Request for Quotation (RFQ) must be written in English.

Service providers shall not assume that information and/or documents supplied to the KDNBG at any time prior to this RFQ are still available or that they will be considered and shall not make any reference to such information and/or documentation in their response to the RFQ.

Each quotation shall be valid for a period of three months calculated from the closing date of this RFQ. Any enquiries in connection with this RFQ shall be submitted in writing to the following e-mail address: S.SCM-Quotations@sanbi.org.za, referring to your request as: **SANBI: 11767/2025 The Supply and Delivery of Stationery to the Karoo Desert National Botanical Garden** as the subject.

For any technical information the following person may be contacted:

Ms C Jacobs, Administrative Officer: Karoo Desert National Botanical Garden, Worcester at the following e-mail address: C.Jacobs@sanbi.org.za

NB: The deadline for submission of enquiries is 12:00 pm on 11 November 2025. No feedback will be provided after the deadline.

The appointment of a successful service provider shall be subject to all parties agreeing to mutually acceptable contractual Terms and Conditions. In the event of all parties failing to reach an agreement within 30 days from the appointment date, SANBI reserves the right and shall be entitled to appoint the second contractor or to re-advertise should the second tender not be acceptable.

SANBI has the right:

- To verify any information supplied in the tender documents.
- Not to appoint any service provider.
- To cancel or withdraw this RFQ at any time without attracting any penalties or liabilities.
- To appoint one or more service providers, depending on the outcome, to separately or jointly be responsible for the supply and delivery of stationery to the campus.
- To have the final say in the appointment and that this will be binding.
- To disqualify a quotation or cancel any subsequent contracts should it be found that information disclosed was factually inaccurate and/or that a misrepresentation of facts may have occurred.
- To disqualify potential Service Providers who may attempt to bribe or influence any person employed by SANBI during the course of this quotation process

ANNEXURE A. PRICING SCHEDULE

Service providers are required to provide quotations as per below:

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

Description	Unit	Quantity	Price (Excl VAT)
Copy Paper A4 80gsm Bond White Box (x 5 reams)	Box	1	
Copy Paper A3 80gsm Bond White Ream 500 Sheets	Ream	1	
25m Self-Adhesive Clear Bookcover	Roll	1	
Manuscript Book Feint & Margin A5 192 Page	Each	1	
Duplicate Receipt Book Printed 5 To View 111mm x 275mm 200 pages	Each	1	
Memo Book Feint Ruled A6 144 Page	Each	1	
Petty Cash Voucher Pad Printed 148mm x 105mm 36 pages	Each	1	
Exam Pad Feint & Margin Punched A4 100 Page	Each	1	
2 Quire Hard Cover Counter Book Quad Ruled A4 192 Page	Each	1	
Thermal POS Printer Roll 57 x 30	Roll	1	
Thermal POS Printer Roll 80 x 80	Roll	1	
Plastic Pocket A4 Multi-Punched (pack of 100)	Pack	1	
Lever Arch Board File W71	Each	1	
Mottled Board Lever Arch File No Index Foolscap 70mm W70	Each	1	

OPTIPLAN 445 Heavyweight File A4 (Pack of 25)	Pack	1	
OPTIPLAN 430 Mediumweight File A4 (Pack of 25)	Pack	1	
OPTIPLAN 480 Heavyweight File A4 (Pack of 25)	Pack	1	
Display File A4 30 Pocket	Each	1	
Display File A4 20 Pocket	Each	1	
Display File A4 10 Pocket	Each	1	
A4 Polypropylene Ribbed Presentation folder	Each	1	
Laminating pouches A3 (150 microns) pack of 100	Pack	1	
Laminating pouches A4 (150 microns) pack of 100	Pack	1	
Large Calculator desktop 12-digit 190mm x 130mm	Each	1	
Masonite Clipboard with Spring Clip 240mm x 380mm	Each	1	
25mm Silver Paper Clips box of 100	Box	1	
Metal File Fastener pack of 50	Pack	1	
50mm Giant Paper Clip Box of 100	Box	1	
Shake N Take Magnetic Clip Holder	Each	1	
Solid Head Drawing Pin 11mm (Box 100)	Box	1	
Foldback Clip 19mm	Each	1	
Foldback Clip 41mm	Each	1	
Card holder Lanyards with cord and clip (5cm x 9cm) landscape	Each	1	
Memo Paper Cube Refills Bond Paper White Sheets	Pack	1	
Cube Paper Holder	Each	1	
Solid Keyring Assorted	Each	1	
Soft Type Plastic Key Ring Tags	Each	1	
Tape Dispenser	Each	1	
Plastic Letter Tray Connectors Black Set of 4	Set	1	
Letter Tray 3 Tier	Each	1	
Desk tidy plastic 5 compartment	Each	1	
Flipchart Pad A1 30 sheets	Each	1	
48 Key Cabinet	Each	1	
No window envelopes self seal white DLB 110mm x 220mm box 500	Box	1	
No window envelopes self seal manilla C4 229mm x 324mm box 250	Box	1	
Brown Envelopes C3 324mm x 458mm (Pack 10)	Pack	1	
Packaging Tape 48mmx100m Roll	Roll	1	

Stapler Full Strip Metal	Each	1	
Punch Medium 2 hole	Each	1	
Rubber bands 100g No 19	Pack	1	
Endorsing Ink 28ml Black	Each	1	
No 26 Staples 26/6mm Box of 5000	Box	1	
Staples 12mm No2312 Box 1000	Box	1	
Staple Remover	Each	1	
Whiteboard & Office Cleaner Spray 250ml	Each	1	
Mini Whiteboard Duster 35mmx50mm	Each	1	
Colour Pencils Pack of 12	Pack	1	
Correction Pen 12ml	Each	1	
Eraser	Each	1	
Glue Stick 36gr	Each	1	
Prestik 100gr	Each	1	
Highlighter Assorted (Set 6)	Set	1	
Pencil HB Box of 12	Box	1	
0.5mm Mechanical Pencil	Each	1	
Lead HB 0.5mm x 60mm 12 per Tube	Tube	1	
Pencil 6B	Each	1	
Ballpoint Pen Black	Each	1	
Ballpoint Pen Blue	Each	1	
Ballpoint Pen Red	Each	1	
Energel-X Retractable Gel Rollerball Pen 0.7mm Black	Each	1	
Energel-X Retractable Gel Rollerball Pen 0.7mm Green	Each	1	
Permanent Marker Bullet Point Black	Each	1	
Permanent Marker Fine Point Black	Each	1	
Permanent Marker Fine Point Red	Each	1	
Permanent Marker Fine Point Green	Each	1	
Shatter Resistant Clear Ruler 30cm	Each	1	
Stainless Steel 21.6cm Rubber Grip Scissor	Each	1	
Rubbergrip Student Scissors - 14cm	Each	1	
Metal Sharpener 2-Hole	Each	1	
Self-Adhesive Notes 70mm x 75mm	Each	1	

Double sided tape 24mm x 33m	Roll	1	
Double sided tape 12mm x 33m	Roll	1	
Stationery tape 24mm x 66m large core	Roll	1	
Slimline Whiteboard Marker Set of 6	Set	1	
Whiteboard Marker Bullet Point Black	Each	1	
Whiteboard Marker Bullet Point Blue	Each	1	
Whiteboard Marker Bullet Point Red	Each	1	
Whiteboard Marker Bullet Point Green	Each	1	
AA batteries pack of 2	Pack	1	
AAA batteries pack of 2	Pack	1	
Store & Go 64GB USB 2.0 Flash Drive	Each	1	
Corded Mouse	Each	1	
Wireless Mouse	Each	1	
Wired Keyboard Black	Each	1	
Brother Tape cassette TZe-131 laminated 12mm x 8m black on clear	Each	1	
Brother Tape cassette TZe-232 laminated 12mm x 8m red on white	Each	1	
Brother Tape cassette TZe-233 laminated 12mm x 8m blue on white	Each	1	
Self-Adhesive Labels Colour Code Rolls C10 Fluorescent Green	Each	1	
Self-Adhesive Labels Colour Code Rolls C10 Fluorescent Lime	Each	1	
Self-Adhesive Labels Colour Code Rolls C10 Fluorescent Red	Each	1	
A4 Slide Binder 15mm Blue	Each	1	
A4 Slide Binder 15mm White	Each	1	
Cotton String/Twine 1mm x 588m - 500 gram	Each	1	
Project Paper A4 – 80gsm Bright Green Ream / 500 sheets	Ream	1	
Project Paper A4 – 80gsm Bright Orange Ream / 500 sheets	Ream	1	
Project Paper A4 – 80gsm Bright Yellow Ream / 500 sheets	Ream	1	
Bright Paper Assorted Rainbow Colours 80gsm A4 Pack of 500	Ream	1	
Mixed Pastel Paper A4 80gsm Reams / 500 sheets	Ream	1	
160gsm Bright Board A4 Orange - 100 Pack	Pack	1	
160gsm Bright Board A4 Purple - 100 Pack	Pack	1	
160gsm Bright Board A4 Red - 100 Pack	Pack	1	
160gsm Bright Board A4 Yellow - 100 Pack	Pack	1	
160gsm Bright Board A4 Blue - 100 Pack	Pack	1	

Board White 160gsm A4 Pack of 50	Pack	1	
Flexi Curve Ruler 50cm	Each	1	
Circle Template Stencil	Each	1	
Triangular Engineer Scale Ruler	Each	1	
Metal 8 Piece Compass Set	Set	1	
Protractor 360 Degree 120mm	Each	1	
SUB TOTAL			
15% VAT			
TOTAL			

Service providers are required to submit the following Mandatory documentation:

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

Closing date for quotations

The closing date for submission of responses is **14 November 2025 at 11:00 AM**.

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

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

PLEASE NOTE: Emailed applications must not be more than 10MB.

