

SBD1

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
BID NUMBER:	Q11826-2025	CLOSING DATE:	15 December 2025	CLOSING TIME:	11:00
DESCRIPTION	THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) REQUIRES A SERVICE PROVIDER TO PROVIDE TREE FELLING AND STAMP GRADING SERVICES FOR THE PERIOD OF FIVE (5) YEARS AT THE PRETORIA NATIONAL BOTANICAL GARDEN, PRETORIA.				
Submission of proposals: Proposals must be emailed to S.SCM-Quotations@sanbi.org.za with a copy to Ms. Mogadingwane at R.modiba@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	Rorisang Mogadingwane		CONTACT PERSON	Nakisane Mathivha	
TELEPHONE NUMBER	012 002 5332		TELEPHONE NUMBER	012 002 5071	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	R.modiba@sanbi.org.za		E-MAIL ADDRESS	N.Mathivha@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 ☐ Yes ☐ No		[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

SBD 4

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? **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:

.....

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

.....

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

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

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

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

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.

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

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
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- 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

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

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:

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

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)	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:	
	
	
	

THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) REQUIRES A SERVICE PROVIDER TO PROVIDE TREE FELLING AND STAMP GRADING SERVICES FOR THE PERIOD OF FIVE (5) YEARS AT THE PRETORIA NATIONAL BOTANICAL GARDEN, PRETORIA.

QUOTATION No. Q11826-2025

CLOSING DATE: 15 December 2025
CLOSING TIME: 11H00

1. BACKGROUND

The South African National Biodiversity Institute (SANBI) requires services at Pretoria National Botanical Garden (PNBG). The garden is surrounded by urban development and offers a much-needed outdoor experience and wildlife in the eastern suburbs of Pretoria. The ridge that runs through the garden, the natural grassland and large lawned areas containing theme gardens of indigenous plants, offer a habitat for our indigenous wildlife species. Our lawn area has become carpet to many formal and informal events, experienced by millions of garden visitors annually.

The garden is 76 hectares of which fifty hectares of the total area are devoted to developed gardens, using almost exclusively South African plants. All the flowering plant species to be seen including 50% of the country's tree species, make this Garden a botanical tapestry, offering the visitor a glimpse of different biomes such as Savanna, forest, fynbos and some plants of other biomes. A 35 M high quartzite outcrop divides the garden into two sections. Its frosty south-facing section and the north-facing, warmer section present two different worlds to the visitor and botanist. A paved nature trail gives access to the fascinating natural vegetation on the ridge, which boasts a diversity of indigenous fauna and flora. The garden is and is open to the public 365 days a year from 8:00 – 18:00 with entry limited until 17:00.

2. INVITATION TO QUOTE

The purpose of this request for quotation (RFQ) is to invite prospective service providers to submit quotation for rendering tree felling services, and stamp grinding at the Pretoria National Botanical Garden, for the period of Five (5) years at the Pretoria National Botanical Garden for a period of five years. Potential Service providers are expected to clearly stipulate their call out fee on the quotation as other pricing will be determined by the amount of work and number of machines to be repaired and serviced at a given time. The quote process will be coordinated by SANBI's Supply Chain Management (SCM) Directorate at the following address:

SCM Manager
South African National Biodiversity Institute (SANBI)

Private Bag X101
Silverton
0184

Quotations are invited from service providers for rendering tree felling services, and stamp grinding at the Pretoria National Botanical Garden, for the period of Five (5) years

3. DESCRIPTION OF THE WORKS

The services to be provided in terms of this project are inextricably linked to the employer's five-year capital budget cycle. All tree-felling services to be provided to be executed shall therefore be programmed to make full use of, but not exceed, the budget provision in any given financial year.

It should be noted that while the employer has every intention of completing the full scope of work making full use of the budget provision given, the employer's budget is subject to periodic review. Should it become necessary to vary the scope of work or even suspend or terminate this contract, such variation, suspension or termination shall be dealt with in accordance with the provisions of the SANBI Independent Contractor Agreement.

The service provider is required to provide all aspects of the service with reasonable care, diligence and skill in accordance with generally accepted professional techniques and standards, and ensure that all legal requirements are met, and that all legal processes are adhered to.

3.1. SCOPE OF WORK

The contractor shall undertake to render tree felling service under the following specification:

- Tree felling to be done by chainsaw and not by winches or bulldozer.
- Cherry picker must be deployed for all working at heights activities to infrastructure.
- No tree felling of whole tree at once shall be done under the following conditions:
 - When any other plants are growing (excluding lawn) within the 10m radius of the targeted tree and/or when the tree is 7m or taller.
 - Stumps shall be removed by hand, grubbing winching, stump cutting machine, TLB or hydraulic lifting.

- All other plants nearby should not be damaged during the operation.
- No heavy machinery (≥ 10 tons) shall be allowed to drive in the garden lawns.
- Prior to felling the tree, establish a clear site perimeter with clear danger signs.

4. NATURE OF APPOINTMENT AND CONTRACTUAL ARRANGEMENT

Appointment:

- Contract duration: Five (5) years

Contract and payment:

- The contract will be drawn up between SANBI and the service provider.
- Invoices will be paid for upon deliverables received.
- Invoices must indicate the deliverable produced. No upfront payments will be made.
- SANBI will pay for the satisfactory completion of work within 30 days of submission of the invoice.
- In the case of invoices to SANBI they must be addressed to the SANBI project manager.

5. PRICING SCHEDULE BREAKDOWN:

NOTE: Failure to complete the Pricing Schedule will automatically invalidate the offer submitted.

The service provider must fill in their proposed fees as per table below.

Description	Quantity	Unit Price	Total Price
Tree Felling			
<u>Taking out and removing, grubbing up roots and filling in holes</u>			
Trees with girth exceeding 200mm and not exceeding 500mm girth	30		
Trees with girth exceeding 500mm and not exceeding 1000mm girth	30		
Trees with girth exceeding 1000mm and not exceeding 1500mm girth	30		

Trees with girth exceeding 1 500mm and not exceeding 2000mm girth	20		
Trees with girth exceeding 2 000mm and not exceeding 2 500mm girth	10		
Trees with girth exceeding 2 500mm and not exceeding 3 000mm girth	10		
Trees with girth exceeding 3 000mm and not exceeding 3 500mm girth	10		
Trees with girth exceeding 3 500mm and not exceeding 4 000mm girth	10		
Trees with girth exceeding 4 000mm and not exceeding 4 500mm girth	10		
<u>Cutting down and removing, grubbing up roots and filling in holes</u>			
Hedge exceeding 500mm and not exceeding 1 000mm high	15		

The rates will be fixed for a duration of twelve months; after 12 months the service providers need to indicate yearly escalation rate and include these for the projected year two and years three, four and five of the contract period.

Pricing Breakdown:

Description	Cost (Year 1)	Cost (Year 2)	Cost (Year 3)	Cost (Year 4)	Cost (Year 5)
Call out fee (normal hours 07h30-17h00)	R	R	R	R	R
Call out fee	R	R	R	R	R

(After hours 17h00-07h30)					
Call out fee (Sunday and Public Holidays)	R	R	R	R	R
Labour rate per hour	R	R	R	R	R
Total cost	R	R	R	R	R

- The billing should be based on the call-out fee, and Labour rate per hour.
- The service provider shall provide a job card of work done signed by a SANBI official and the service provider.
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6. OPERATING HOURS

The appointed Service Provider will be required to provide services within the set time, operating hours will be between 08:00 to 16:30. Or make a special arrangement with the garden management when necessary.

6.1. Response time

The service provider shall be expected to respond within 4 hours after receiving a call for the services

7. BIDDING REQUIREMENTS

7.1. Mandatory documents

Potential service providers are required to submit the following Mandatory documentation failure to do so will lead to disqualification

- 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 = 10 points
- A current copy of the Central Suppliers Database (CSD) registration report or registration number must be provided.
- Service providers with one or more employees are required by law to contribute to the Compensation Fund. A valid letter of good standing certificate with COIDA is required. The certificate should be issued by the Department of Labour.
- A Valid Proof of Public Liability Insurance.
- Complete Pricing Schedule.
- Formal Quotation must include a cost breakdown of all the specifications.
- 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.

7.2. Health and Safety Requirements

The following will be required for all employees:

1. A valid Letter of good standing in accordance with the Occupational Injuries & Diseases Act (COIDA).
2. The service provider must provide all personnel working under this contract with personnel protective clothing relevant to the activities which will be done and must clearly state the name of the service provider.
3. The Service Provider must ensure that all personnel working under this contract are adequately trained and competent in terms of executing the services.
4. Comply with OHASA 85 of 1993 (complete Form 37.2).

5. Always Maintain the Health and Safety File.
6. All employees must undergo induction before work commences.
7. Qualification (Working on Heights, HIRA and Chainsaw Operator Training) of the personnel to be allocated this responsibility shall have relevant professional certifications.
8. All reasonable care shall be taken to prevent injury to people or damage to property by ensuring that the equipment is properly maintained and regular safety checks performed to ensure they are in good working order and equipped with the required safety devices.
9. The Service Provider shall provide adequate barricades, flag person(s), signs and/or warning devices during the performance of the contract, to protect motorists and pedestrians. All placements of cones, signs and barricades must conform to the Traffic Safety Standards.
10. The Service Provider shall neatly stack all branches and debris so as not to endanger or interfere with vehicular or pedestrian traffic.
11. Any accident, however minor, shall be verbally reported to the SANBI Project Manager followed by a written report within 24 hours of the incident.
12. The service provider must have at least six years of proven track record and experience in Tree felling Services

8. APPOINTMENT CRITERIA:

- The service provider must meet all requirements and evaluation criteria. The evaluation process will be based on the price and Specific goals of those bids that meet the minimum threshold for functionality. By Preferential Procurement. Regulations 2022 about the Preferential Procurement Policy Framework Act (No. 5 of 2000),
- The service provider must submit a comprehensive proposal, including the scope of work, timelines, and pricing.
- The service provider must sign a service level agreement (SLA) outlining responsibilities and expectations.

9. EVALUATION PROCESS

The evaluation process will be based on the price, Functionality and Specific goals of those bids that meet the minimum threshold for functionality. By Preferential Procurement Regulations, 2022 about the Preferential Procurement Policy Framework Act (No. 5 of 2000).

9.1 Specific goals

	Objective goals	Targeted score	Bidders score
a	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	
b	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	

9.2. Evaluation Criteria

Evaluation of proposals will be done according to the following Functionality criteria (all relevant information should be provided):

CRITERIA FOR EVALUATING FUNCTIONALITY				
No	Criteria	Sub Criteria		Weight
1	Company Experience			40
	<i>Bidders must demonstrate in-depth experience and expertise in the field of Tree Felling within Government or Private sector, with relevant supporting documents provided: detailed company profile, team organogram</i>	More than eight (8) years' relevant experience.	40	
		Between six (6) and seven (7) years' relevant experience.	32	
		Between four (4) and five (5) years' relevant experience.	24	
		One (1) and three (3) years' relevant experience.	16	
		Less than one (1) year relevant experience	8	
		No submission of evidence	0	
2	Quality of work done on previous work conducted including list of previous clients.			20
	Attach the following documents: <i>Provide a list of current and previous clients (company name,</i>	More than nine (9) clients	20	
		Between seven (7) and eight (8) clients	16	
		Between five (5) and seven (7) clients	12	

CRITERIA FOR EVALUATING FUNCTIONALITY

No	Criteria	Sub Criteria		Weight
	<i>contact person, telephone number, services provided, total value of the contract and contract duration with dates).</i>	Between three (3) and four (4) clients	8	
		Between one (1) and two (2) clients	4	
		No submission	0	
3	Qualifications of supervisors and machine operators who will carry out work tree felling services			40
	<u>Supervisory experience in the Tree Felling Industry</u> Attach the following documents: (Submit curriculum vitae of a supervisor indicating experience in tree felling services in terms of supervision role) And (Attach certified copies of qualification, i.e. certificates of supervisor).	CV experience of 8 years and more	20	20
		CV experience of between 6 and 7 years	16	
		CV experience of between 4 and 5 years	12	
		CV experience of between 2 and 3 years	8	
		CV experience of between 1 and 2 years	4	
		CV with no experience	0	
	<u>Machine operator's experience in the Tree Felling Industry</u> Attach the following documents:	CV experience of 8 years and more	20	
		CV experience of between 6 and 7 years	16	
		CV experience of between 4 and 5 years	12	

CRITERIA FOR EVALUATING FUNCTIONALITY				
No	Criteria	Sub Criteria		Weight
	(Submit curriculum vitae of at least 3 (machine operators indicating experience in tree felling services in terms of supervision role) And (Attach certified copies of qualification, i.e. certificates of supervisor).	CV experience of between 2 and 3 years	8	20
		CV experience of between 1 and 2 years	4	
		CV with no experience	0	
	Total			100

Service providers who fail to score a minimum of 70 points out of a possible 100 points on functionality criteria will not be eligible for further consideration.

10. INFORMATION TO BE PROVIDED BY SANBI

There are currently no drawings available for the proposed site and potential bidders must take note of this when pricing. All bidders must take note of the location and terrain conditions of the proposed site and all costs to be inclusive in their quotation.

11. REPORTING AND MANAGEMENT

- While the service provider will be working with a number of SANBI staff, final accountability rests with the SANBI Project Manager.
- The Service Provider shall inform the SANBI Project Manager of any damage caused by the contractor's operations on the day that such damage occurs.

- Any damage to property, as a result of the Service Provider operations, shall be the responsibility of the Service Provider.
- Payment on approval of deliverables by the SANBI Project manager.
- All reports must be in Microsoft Word and/or Excel.
- An electronic version of all reports must be submitted.

12. SITE INSPECTION

Site inspection for this quotation will be arranged with Mr Nakisane Mathivha at 012 843 5074 or at the following email address. N.Mathivha@sanbi.org.za or 012 943 5054

Physical address:

Pretoria National Botanical Garden
2 Cussonia Avenue, Brummeria, Pretoria
Private Bag x 101
Silverton, 0184

13 Closing date for quotations

The closing date for submission of responses is **15 December 2025 at 11:00 AM**.

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

For Technical information, contact **Mr Nakisane Mathivha**, Estate Manager: Pretoria National Botanical Gardens, at 012 **843 5000/5074** or at the following email address N.Mathivha@sanbi.org.za

PLEASE NOTE: Emailed applications must not be more than 8MB.