

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
RFQ NUMBER:	Q11817/2025	CLOSING DATE:	12 December 2025	CLOSING TIME:	11H00am
DESCRIPTION					
APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVER MEDICATION AND MEDICAL CONSUMABLES TO NATIONAL ZOOLOGICAL GARDEN CLINIC FOR A PERIOD OF THREE (3) YEARS AS AND WHEN REQUIRED.					
BID RESPONSE DOCUMENTS MAY BE E-MAILED TO BELOW ADDRESSES:					
Submission of proposals: Proposals must be emailed to S.SCM-Quotations@sanbi.org.za <u>Failure to send to the above email address will result in your bid being disqualified.</u> <u>Please state the Bid number as the reference number on the subject line when responding to the RFQ</u>					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ripfumelo Fumani		CONTACT PERSON	Mpho Shai	
TELEPHONE NUMBER	012 843 5035		TELEPHONE NUMBER	012 339 2849	
FACSIMILE NUMBER	n/a		FACSIMILE NUMBER	n/a	
E-MAIL ADDRESS	r.fumani@sanbi.org.za		E-MAIL ADDRESS	m.shai@sanbi.org.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		TICK APPLICABLE BOX
	☐ Yes ☐ No				☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]1					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				☐ YES ☐ NO	

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO
 IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B TERMS AND CONDITIONS FOR BIDDING

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

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

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

DATE:

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

.....

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

2.3.1 If so, furnish particulars:

.....

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

3 DECLARATION

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

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

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
 I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

..... Signature	 Date
..... Position	 Name of bidder

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

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

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

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

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:

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

Where

- P_s = Points scored for price of tender under consideration
- P_t = Price of tender under consideration
- P_{min} = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

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)
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	
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 the 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

APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVER MEDICATION AND MEDICAL CONSUMABLES TO NATIONAL ZOOLOGICAL GARDEN CLINIC FOR A PERIOD OF THREE (3) YEARS AS AND WHEN REQUIRED.

**NATIONAL ZOOLOGICAL GARDEN 232 BOOM STREET
PRETORIA GAUTENG 0001**

South African National Biodiversity Institute

Pretoria National Botanical Garden

2 Cussonia Ave, Brummeria, Pretoria, 001 **T:** 012 843 5200 **F:** 012 843 5219 **W:** www.sanbi.org

1. PURPOSE:

The purpose of this request is to procure the services of a service provider to supply and deliver medication and medical consumables to National Zoological Garden clinic in Pretoria for a period of three (3) years as and when required.

2. BACKGROUND:

Health and Wellness services need medication and consumable in order to meet the requirements of Occupational Health, Primary Health and Emergency Care services.

Section 8 of Occupational Health and Safety Act no. 85 of 1993 requires every employer to provide and maintain, as far as is reasonably practicable, a working environment that is safe and without risk to the health and safety of the employees. The National Zoological Garden has an occupational Health clinic that provide occupational and primary health services to the employees. Primary Health Care is the first level of contact for initial treatment of minor ailments. It is a function that brings health care as close as possible to the employees thus assisting in minimizing absenteeism and complications that may occur due to delay in seeking medical treatment. Effective primary healthcare service incorporates dispensing of medication, that requires an adequate supply of appropriate medicines.

The Acts that govern the use, control and dispensing of medication are:

- National Health Act no 61 of 2003.
- Nursing Act no 33 of 2005.
- Medicine and Related Substance Act no 101 of 1965.
- Pharmacy Act no 53 of 1974.

3. SCOPE OF WORK

The appointed service provider will supply and deliver clinic medication and medical supplies to National Zoological Garden clinic in Pretoria as follows:

- Deliver and supply “on as and when required” basis for a specific period when the order is placed.
- The supply and delivery for a period of three years.
- Supply generics where appropriate to save costs as these are equally effective.
- **Medicine and medical supplies must have a minimum shelf life of about 18 months or more.**

4. TERMS AND CONDITIONS:

The appointed supplier should be able to:

- **Follow principles of Good Pharmacy Practice when storing, delivering and handling medication to ensure product integrity, cold chain compliance and record keeping.**
- Packaging must be suitable for transportation and should prevent exposure to conditions that could adversely affect the stability of the products.
- Labeling and packaging must comply with SAHPRA requirements.
- **Adhere to transit and storage conditions applicable to the relevant product to ensure efficacy and risk aversion.**
- Supplier must maintain full traceability from manufacturer to end user — including batch numbers, expiry dates, and quantities supplied.
- Cold Chain products to be stored and transported according to manufacturer guidelines.
- Ensure that products delivered are received in good order at the point of delivery.

- Labeling and packaging must comply with SAHPRA requirements.
- The supplier must be compliant with industry best practice standards.

5. MANDATORY DOCUMENTS

Potential Service Providers must submit the following documentation: Please note that failure to submit the mandatory documents may lead to disqualification of bids.

- SBD Form1, 4, and 6.1
- A copy of the Central Suppliers Database (CSD) registration report.
- Official Quotation on the company letterhead.
- If the supplier is a pharmacy or wholesaler, they must be registered with the South African Pharmacy Council (SAPC) and have a responsible Pharmacist. (Pharmacy Act, 1974).
- Supplier must be licensed by the South African Health Products Regulatory Authority (SAHPRA) to distribute or wholesale medicines.
- Proof of registration with SAHPRA and SAPC.
- A copy of a valid SAPC registration certificate of the responsible Pharmacist.

6. OPERATING HOURS

The appointed Service Provider will be required to provide services within the set time of the project, operating hours will be those that are set by the garden, Monday to Friday from 08:00 to 16:30.

7. EVALUATION PROCESS

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)

Specific Goal	Total Points
Categories of persons historically disadvantaged by unfair discrimination on the basis of race. Information will be verified on CSD report - 100% black ownership = 10 points and white ownership = 5 points	(10)
Categories of persons historically disadvantaged by unfair discrimination based on gender. Information will be verified on CSD report. 100% Female ownership = 10 points.	(10)
Total	20

Sufficient information must be provided to allow the evaluation panel to score bids against all these criteria. Failure to do so may result in the disqualification of bids.

8. COSTING

The costing should be per person inclusive of all costs All prices must be inclusive of VAT

8.1 Breakdown of the cost:

Activity	Quantity	Year 1	Year 2	Year 3	Total Cost excluding VAT
Medication as per specification list	As per list				
Total Cost (Excluding VAT)					
Total Cost (Including VAT)					

9. CONTRACT TERMS

- The contract duration is three (3) years from the date of signing the contract.
- Payment of invoices will be 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, pricing increase will be considered in the second year of the contract through negotiation and agreement between the service provider and SANBI.
- Supplier performance evaluation will be conducted annually.
- SANBI reserves the right to terminate the contract in case of unsatisfactory performance.

10. 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 PNZG at any time prior to this RFQ are still available or that they will be considered and shall not make any reference to such information and/or documentation in their response to the RFQ.
- Each quotation shall be valid for a period of three months calculated from the closing date of this RFQ.
- The appointment of a successful service provider shall be subject to all parties agreeing to mutually acceptable contractual Terms and Conditions. In the event of all parties failing to reach an agreement within 30 days from the appointment date, SANBI reserves the right and shall be entitled to appoint the second contractor or to re-advertise should the second tender not be acceptable.

11. SANBI HAS THE RIGHT:

- To verify any information supplied in the tender documents.
- Not to appoint any service provider.
- To cancel or withdraw this RFQ at any time without attracting any penalties or liabilities.
- To appoint one or more service providers, depending on the outcome, to separately or jointly be

responsible for the supply and delivery of irrigation consumables to the campus.

- To have the final say in the appointment and that this will be binding.
- To disqualify a quotation or cancel any subsequent contracts 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 this quotation process.

Estimated Medication List and Specification

ITEM NO.	DESCRIPTION	UNIT MEASURE	OF	YEAR ESTIMATES	QUANTITY
1	Amoxicillin 500mg Capsules 500's	each		1	
2	Metronidazole 400mg Tablets 100's	each		1	
3	Purbac Tablets 500's	each		1	
4	Napacod Tablets 1000's	each		1	
5	Clear Cough Syrup 100ml 50's	each		1	
6	Glycerine Thymol 100ml 50's	each		1	
7	Ascorbic Acid 500mg Tablets 1000's	each		1	
8	Diclofenac 75mg/3ml ampoules 10's	each		1	
9	Austifen Tablets 1000's	each		1	
10	Paracetamol 500mg Tablets 1000's	each		1	
11	Iodised Throat Lozenges 1000's	each		1	
12	Vitamin Bco Tablets 1000's	each		1	
13	Multivitamin Tablets 1000's	each		1	
14	Alcophyllin Cough Syrup 100ml 50's	each		1	
15	Histacon Capsules 1000's	each		1	
16	Diclofenac 50mg Tablets 500's	each		1	
17	Prednisone 5mg Tablets 1000's	each		1	
18	Hyospasmodil 10mg Tablets 20's	each		1	
19	Allergex 4mg Tablets 100's	each		1	
20	Promethazine 25mg Tablets 50's	each		1	
21	Alcophyllex Cough Syrup 100ml 50's	each		1	
22	Ciploxx 500 Tablets 10's	each		1	
23	Glucogel 25g	each		1	
24	Mayogel 100ml suspension 50's	each		1	
25	EpiPen 0,3mg Auto Injector	each		1	
26	Promethazine 25mg Ampoule 10's	each		1	
27	Vitamin Bco 10ml Vial 10's	each		1	
28	Vitamin B12 10ml Vial 10's	each		1	
29	Waxsol Ear Drops 10ml	each		1	
30	Chloramex Ophthalmic Ointment 3,5g	each		1	
31	Allergex Cream 25g	each		1	
32	Eye Gene 10ml	each		1	
33	Allergex Eye Drops 15ml	each		1	
34	Methyl Salicylate 500g	each		1	
35	Accu-Chek Active Strips 50's	each		1	
36	Ventolin Inhaler 200 Doses	each		1	
37	FA Dressing no 3	each		1	
38	FA Dressing no 5	each		1	
39	Conforming Bandage 7,5 cm	each		1	
40	Conforming Bandage 10 cm	each		1	
41	Gauze Swabs 100x100x8Ply	each		1	
42	Triangular Bandage	each		1	
43	Cetrimide Wound Cleaner 100ml	each		1	

44	Deep Freeze Spray	each	1
45	Nacl 0,9% 200ml	each	1
46	Nacl 0,9% 1000ml	each	1
47	Ringers Lactate 200ml	each	1
48	Dextrose 50% 50ml	each	1
49	Scissors	each	1
50	Mist Pot Cit 100ml	each	1
51	U-Test HIV/AIDS Test Kits	each	1
52	Gastron 2mg Tablets 6's	each	1
53	Valoid 50mg Tablets 10's	each	1
54	Citro Soda 120g	each	1
55	Anusol Suppositories 12's	each	1
56	Alcohol Swabs 200's	each	1
57	Pressure Lancets 100's	each	1
58	Syringes 3ml 100's	each	1
59	Syringes 5ml 100's	each	1
60	Syringes 10ml 100's	each	1
61	Disposable Needles 22G 100's	each	1
62	Disposable Needles 18G 100's	each	1
63	Disposable Needles 21G 100's	each	1
64	Burn shield Hydrogel 125g	each	1
65	Burn shield 100mm x 100mm	each	1
66	Safety Pins 12's	each	1
67	Wooden Tongue Depressor 150 x 18mm 100's	each	1
68	CPR Mouth pieces	each	1
69	Elastoplast 25mm x 3m	each	1
70	Non-Allergic Adhesive Plaster 25mm x 3m	each	1
71	Cotton Wool 100g	each	1
72	Ear Buds 100's	each	1
73	Eye Pads	each	1
74	Povidone Iodine Ointment 25g	each	1
75	Allergex Non-Drowsy Tablet 30's	each	1

11. PROPOSAL FOR SUBMISSIONS

Closing date for submission of responses: 12 December 2025 at 11:00am

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

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

For Technical queries please contact: Mr Mpho Shai @ m.shai@sanbi.org.za .