

PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
RFQ NUMBER:	SANBI: Q11858/2025	CLOSING DATE:	30 January 2026	CLOSING TIME:	11H00 AM
APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE FUMIGATION AND PEST CONTROL SERVICES FOR THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) AT PRETORIA NATIONAL BOTANICAL GARDEN					
BID RESPONSE DOCUMENTS MAY BE E-MAILED TO BELOW ADDRESSES:					
Submission of proposals: Proposals must be emailed to Ms. Noloyiso Giyama @ N.Giyama@sanbi.org.za and copy S.SCM-Quotations@sanbi.org.za					
<u>Please state the Bid number as the reference number on the subject line when responding to the RFQ</u>					
Compulsory site inspection session – 22 January 2026@11h00 am 012 843 5000/5144					
Contact person - Mr Thabo Masupa, at the following email address: T.Masupa@sanbi.org.za					
Address: South African National Biodiversity Institute Pretoria National Botanical Garden 2 Cussonia Avenue, Biodiversity Centre Brummeria					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Noloyiso Giyama	CONTACT PERSON	Mr Thabo Masupa		
TELEPHONE NUMBER	012 339 2750	TELEPHONE NUMBER	012 843 5000 / 5144		
FACSIMILE NUMBER		FACSIMILE NUMBER			
E-MAIL ADDRESS	N.Giyama@sanbi.org.za	E-MAIL ADDRESS	T.Masupa@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:

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? YES/NO

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

2.2

Full Name	Identity Number	Name of State institution

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:
.....
.....

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.

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.

- 3.2 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

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.

.....

Position

.....

Name of bidder

SBD 6.1

**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

(e) “**The Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3.1. POINTS AWARDED FOR PRICE

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

Where

Pt = Price of tender under consideration

$$P_{min} = \text{Price of lowest acceptable tender}$$

3.2.1. POINTS AWARDED FOR PRICE

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

Where?

Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

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

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

FUMIGATION AND PEST CONTROL SERVICES AT THE NATIONAL HERBARIUM

Monitoring and Fumigation

RFQ documents are to be submitted via email only. No hand delivery will be accepted

NATURE OF WORK

The SANBI National Herbarium houses more than 1.3 million collections of preserved plant specimens. These collections are susceptible to insect infestation (mainly *Lasioderma serracome* and crawling insects) and therefore, the areas housing the collections need to be fumigated and monitored at regular intervals. This document presents the scope of works for the fumigation and monitoring of services required. The successful service provider will be expected to render the services as guided by the scope work.

SCOPE OF WORK

1. Description of facilities:

The National Herbarium consists of the following areas distributed over three floors (estimated volumes included):

- i. 4 X angiosperm collections areas – Wing A (room 102/103), Wing B (111/112), Wing C (215/216) and Wing D (206/207): Volume per wing = 1595.7 m³; Volume of 4 wings = 6382.8 m³
- ii. Gymnosperm and Pteridophyte collection area (Room B1): Volume of area = 312.6 m³
- iii. Service Room areas in basement (B5/B3A) (volume = 250.3 m³), preparation and storage (volume=275 m³): Volume of area = 525.5 m³
- iv. Seed collection area (room B 16): Volume of area = 175.8 m³
- v. Data capturing office (room 203): Volume of 100 m³
- vi. Mary Gunn Library (room 101): Volume of 1196.37 m³
- vii. Library archival basement storage room (room?): Volume of <100m²
- viii. NBI Bookshop Storeroom: Volume of 404.21 m³
- ix. B15 – Photographic lab: Volume of 82.56 m³

Total estimated volume of National Herbarium areas to be fumigated=9 279.8404m³

NB. Service providers should confirm the volumes of the areas to be fumigated during the site visits to enable them to develop accurate quantities of chemicals to be used.

2. Fumigation procedure required:

2.1. First treatment:

Fumigation (aerosol fumigation) of the respective areas with enough fumigant to reach all specimens.

2.2. Follow-up treatment (one month later):

Only fumigation (aerosol fumigation) of the respective areas with enough fumigant to reach all specimens.

2.3. Both treatments should involve an after-treatment ventilation process to allow for proper dispersal of the fumigant and the safe return of staff to the treated areas.

3. Fumigation chemicals/products required:

- Fumigant suitable for dried plant specimens: - **Tempo Fogger** or similar to Pyrethroid product
- **Insect traps** to be placed by the service provider on Monday following the fumigation.

4. Timing of fumigation service:

A. Three Months Pest Control Monitoring: This pest control monitoring should be conducted immediately after award

B. First Fumigation: Will be confirmed after award and
Follow up treatment

C. Three Months Pest Control Monitoring: This pest control monitoring in the herbarium collection areas

All fumigation events should commence on a Friday afternoon, continuing through the weekend (treatment and ventilation). Time allowance will be made for preparation of areas to be fumigated.

5. Monitoring:

To determine the effectiveness of the method and chemicals used, a monitoring and response process involving the following is required (and MUST form part of your proposal):

- a) Pheromone insect **monitoring traps** should be placed in all areas fumigated – the type of pheromone trap should include monitoring for *Lasioderma* spp. (cigarette-beetle), and the number and placement of traps should be calculated as per area.
- b) Traps should be monitored by the service provider at two weekly intervals for the 6-month period following **each fumigation service** as per agreed monitoring programme. This information will inform further need for follow-up treatments (regularity and scale).
- c) A comprehensive monitoring plan encompassing the above must be developed and **submitted by the service provider as part of the technical specifications** of the quote presented.
- d) Any **infestation found** should be reported immediately, in order for an emergency treatment to be conducted as required. The scope will depend on the scale of the infestation found, in order to eradicate and avoid the spread of the infestation.
- e) A comprehensive **monitoring report** is required at the end of each six-month monitoring period.

6. BIDDING REQUIREMENTS

Service Providers must submit the following Mandatory documentation:

- Fully Completed SBD forms
- Central Supplier Database compliance. CSD summary registration print out

- Company registration as an accredited pest control operator (**Department of Agriculture**)
- Company registration with South African Pest Control Association (**SAPCA**)
- Proof of Public liability insurance
- Letter of Good Standing from the office of the Compensation Commissioner as required by the Compensation for Occupational Injuries and Diseases Act (COIDA). The letter should be issued by the Department of Labour.
- Staff certification for **team members** involved in the fumigation process.
- Quotations must include cost breakdown of all the specifications, and the price must be VAT-inclusive

Other Documents

Company profile:

Include information on the company's **track record in providing pest control services**.

Reference:

A minimum of three (3) contactable references must be listed of providing collection fumigation of which at least one **verifiable reference in doing fumigation** in museum, antiquarian or natural history collections.

Methodology used in the fumigation process – explain in **full detail** the procedure, equipment and chemicals that will be used before, during and after treatment.

Please include:

- The **calculated amount of fumigation product** that will be used for each area to be treated.
- **Material Safety Datasheet** for chemical used.
- Details and legal safety requirements for **ventilation process** as prescribed for product used.
- Example of **safety certificate** that will be issued by the service provider **after completion of the fumigation and ventilation**. This certificate must confirm that areas fumigated were assessed and declared to be safe for re-occupation after the required ventilation period.

Monitoring plan (as specified in point 5 of Terms of Reference).

Terms of guarantee

Three (3) months of insects-free collection storage be guaranteed of which if any infestation arises then it will be treated free of charge by the service provider.

PRICING SCHEDULE BREAKDOWN:

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

Pricing Breakdown

ACTIVITY	AMOUNT QUOTED (incl. VAT)
A. Three months monitoring before the fumigation:	
B. First Fumigation - (Tempo Fogger or similar to Pyrethroid) treatment Follow up treatment	
C. Three months monitoring after the fumigation	
TOTAL AMOUNT (incl. VAT)	

EVALUATION CRITERIA

In accordance with the National Treasury Instruction Note on the Amended Guidelines in Respect of Bids that include Functionality as a Criterion for Evaluation (issued 3 September 2010), this bid will be evaluated in two phases:

PHASE 1

The first stage will evaluate functionality according to the criteria listed in the table below evaluation criteria and will be scored to evaluate the proposals submitted by the service provider:

Functionality	Score
Experience and compliance:	
1. Methodology	40%
2. Company profile	25%
3. Monitoring plan	20%
4. Reference	15%
TOTAL	100%

NB: Bids that fail to score a minimum of 70 out of a possible 100 points for functionality will not be eligible for further consideration.

Phase 2

Organizational 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 organizational “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:

Specific goals:

Specific goals	Objective points score
----------------	------------------------

Categories of persons historically disadvantaged by unfair discrimination on the basis of race - 100% black ownership (CSD	10
Categories of persons historically disadvantaged by unfair discrimination on the basis of gender - 100% female ownership (CSD	10
TOTAL	20 Points

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

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

CONTACTS

Responsible site-managers:

National Herbarium Manager– Erich van Wyk (012 018 5377,
e.vanwyk@sanbi.org.za)

Fumigation Process Manager — Thabo Masupa (012 018 8274,
t.masupa@sanbi.org.za)

Fumigation Process Manager – Mashiane Mothogoane (012 018 8287,
m.mothogoane@sanbi.org.za)

DATE OF BRIEFING SESSIONS

A compulsory briefing session will be arranged at the National Herbarium on the following date:

Pretoria National Botanical Garden Pretoria: 22 January 2026

CLOSING DATE FOR SUBMISSIONS

The closing date for submissions of proposals and quotations is: **30 January 2026**

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