

SBD1

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
RFQ NUMBER:	Q11871/2025	CLOSING DATE:	10 March 2026	CLOSING TIME:	11H00am
DESCRIPTION: THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE REQUIRES TO APPOINT THREE (3) SERVICE PROVIDERS FOR THE SERVICES OF SHEEP AND CATTLE FARMERS TO GRAZE THE PREVIOUSLY CULTIVATED AREAS AT THE HANTAM NATIONAL BOTANICAL GARDEN, NIEUWOUDTVILLE, NORTHERN CAPE (PORTION 3 OF THE FARM GROEN RIVIER NO 660 AND PORTION 2 OF THE FARM OORLOGSKLOOF NO 661 AND REMAINDER FARM BUFFELS VLEY NO 628), (REMAINDER FARM BRAKFORTEIN NO.627), (ERF 412 AND ERF 428) AND (PORTION NEXT TO R43 PART OF BUFFELS VLEY) FOR A PERIOD OF THREE YEARS.					
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	Khanyisile Hlatshwayo		CONTACT PERSON	Simphiwe Madlala	
TELEPHONE NUMBER	012 002 5336		TELEPHONE NUMBER	(027)218-1200	
FACSIMILE NUMBER	n/a		FACSIMILE NUMBER	n/a	
E-MAIL ADDRESS	k.hlatshwayo@sanbi.org.za		E-MAIL ADDRESS	s.madlala@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	TAX COMPLIANCE		OR	CENTRAL SUPPLIER	MAAA

STATUS	SYSTEM PIN:		DATABASE No:	
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]2				
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 _____

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.

- 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.
- 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

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.

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.

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:

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

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:

80/20

or

90/10

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

Were

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 tender 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 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 authorized

THE SOUTH AFRICAN NATIONAL BOTANICAL INSTITUTE REQUIRES TO APPOINT THREE (3) SERVICE PROVIDERS FOR THE SERVICES OF SHEEP AND CATTLE FARMERS TO GRAZE THE PREVIOUSLY CULTIVATED AREAS AT THE HANTAM NATIONAL BOTANICAL GARDEN, NIEUWOUDTVILLE, NORTHERN CAPE (PORTION 3 OF THE FARM GROEN RIVIER NO 660 AND PORTION 2 OF THE FARM OORLOGSKLOOF NO 661 AND REMAINDER FARM BUFFELS VLEY NO 628), (REMAINDER FARM BRAKFontein NO.627), (ERF 412 AND ERF 428) AND (PORTION NEXT TO R43 PART OF BUFFELS VLEY) FOR A PERIOD OF THREE YEARS.

QUOTATION NUMBER: Q11871/2025

1. BACKGROUND AND DISCUSSION

For many centuries, long before the first settlers arrived on the Bokkeveld Plateau during the 1730's northward expansion of the Cape Colony, the Khoisan, the first inhabitants of the Bokkeveld, made this their home. The Bokkeveld Plateau got its name from the extensive herds of springbok, wildebeest and zebras that periodically used to roam the plains during the wet and green winter and spring months when vegetation was lush and water plentiful. These beautiful and graceful herds were eventually replaced by big herds of sheep and cattle in the late 1700's that belonged to the settlers.

The former Merino Stud farm: Glenlyon, now known as the Hantam National Botanical Garden (HNBG) is situated 730m above sea level and was farmed by the MacGregors since the early 1960s, with the joint goals of economically successful farming and biodiversity conservation. The Garden comprises a total area of 6,200 ha in the Hantam Municipality, under the Nieuwoudtville, Northern Cape Province. 'Hantam' is most probably derived from the Khoekhoe heyntama, the name for the edible tubers of some pelargonium species.

The vision of the Hantam National Botanical Garden is to consolidate and manage the Hantam NBG, with the support and active participation of all stakeholders, in order to make a significant contribution with long term ecological research in support of the conservation of the unique biodiversity and associated habitats of the Nieuwoudtville area.

The main reason for the cattle grazing is to mimic the previously naturally grazed habitat that used to be grazed by herds of wild antelopes, reduce the risk of fire, where there is biomass build-up and to enhance the floral diversity and display.

SANBI invites sheep and cattle farmers from the Nieuwoudtville area, to submit quotes for the grazing contract at the Hantam National Botanical Garden, Nieuwoudtville (Annexure A).

The aim of this Terms of Reference is to ensure that all farmers are invited to tender, submit tenders based on the same understanding of the grazing contract.

2. INVITATION TO QUOTE

Quotations are hereby invited for the services of a sheep and cattle farmers to graze the previously cultivated areas at the Hantam National Botanical Garden, Nieuwoudtville. The tender process will be co-ordinated by the SANBI's Supply Chain Management (SCM)

3.TERMS OF REFERENCE

The SANBI requires the services of a sheep and cattle farmers to graze the previously cultivated areas at the Hantam National Botanical Garden, Nieuwoudtville. Each farmer can only choose one of the listed camps below:

3.1.1 Proposed areas to be grazed within Hantam NBG, Nieuwoudtville (Remainder Farm Brakfontein No.627, commonly known as Charlie's Hoek and Swartrug).

This area is 803.55Ha neighbouring the Municipality Dump Site all the way until the Meyer's Kloof Gate as indicated on the map, with no more than 1 cattle per hectare.

3.1.2 Proposed areas to be grazed within Hantam NBG, Nieuwoudtville (ERF 412 and ERF 428, commonly known as BERTUS Camp)

This area is 146.38Ha neighbouring the private properties, stretching from the Calvinia road all the way until crossing the main gravel Oorlogskloof road.

3.1.3 Proposed area to be grazed next to the Calvinia road R43 which is called Buffels Vley

This small area is 95Ha neighbouring the Calvinia road R43, it forms part of the main camp known as Buffels Vley on the other side of the road.

3.1.4 Proposed areas to be grazed within Hantam NBG, Nieuwoudtville (PORTION 3 OF THE FARM GROENRIVIER NO 660, PORTION 2 OF THE FARM OORLOGSKLOOF NO 661 AND REMAINDER FARM BUFFELS VLEY NO 628, commonly known as Bokvlak and Main Office Camp)

This area is 2144.2Ha a main camp as you access the garden via the gatehouse and a backside portion along the fence

3.2 Duration of grazing

- The full period for this tender will be three years (3).
 - The proposed grazing areas are camped of in different camps and should be grazed on a rotational basis.
 - Various factors will influence the duration or rotation. (etc., rainfall and availability of food as determined by the Garden Manager of Hantam NBG).

3.3 SANBI's responsibilities

- Ensure all fences are maintained in consultation with the farmer.
- Always ensure the availability of water.

- Responsible for all water reticulation and maintenance.
- Inspect the site on a regular basis.
- Have regular meetings with the farmer.

3.4 Sheep or Cattle farmer's responsibilities

- Provide sheep or cattle to graze the proposed grazing areas of the Hantam NBG.
- Make sure that all animals veterinarian needs are attended too and provide evidence of such.
- Make sure that no temporary structures are erected on the premises without consultation with the Garden Manager.
- Reviewing and revise grazing strategy annually in consultation with the Garden Manager.
- Advising the Garden Manager on environmental issues and assisting in developing environmentally responsible solutions to problems.
- Reporting to the Garden Manager on a regular basis and advising of any environmental impacts.
- Attending all meetings, called by the Garden Manager and giving a report back on the environmental issues at these meetings and other meetings that may be called regarding environmental matters.
- Inspecting the site and surrounding areas regularly.

4 ADMINISTRATION

- Regular meetings need to be held between the successful famer and the Garden Manager of the Hantam NBG.
- The successful farmer will have to deposit all money directly into the SANBI account and send proof of payment to the Hantam NBG office by the 7th of each month.

5. Evaluation Process

In accordance with the Preferential Procurement Regulations 2022, about the Preferential Procurement Policy Framework Act (No.5 of 2000), this bid will be evaluated in 3 stages:

5.1 Administrative requirements – Compliance and Mandatory documents needed from bidders to submit. See Table 1

4.2 Functionality - Bidders will be evaluated on functionality as per Table 2. Bidders 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. See Table 2.

4.3 Price and Specific goals - The 5 appointed service providers will participate in a competitive bidding process with each requisition, which should run on a request for quotation basis. The service providers will be evaluated on price and specific goals according to the 80/20-point system, where price constitutes 80 points and a maximum of

20 points will be awarded based on specific goals. The total highest scoring bid out of the service providers will be given the purchase order. See Table3

The bid proposal will be screened for compliance with administrative requirements as indicated below, and bidders must cross the correct answer (failure to submit the mandatory documents required below will lead to disqualification):

5. Mandatory requirements

Bidders must include the following documentation (**failure to submit this required documentation WILL lead to disqualification**):

- a) A copy of the company Central Supplier Database (CSD) registration report.
- b) SBD forms (1,4 and 6.1) duly completed and signed and send with proposals
- c) Valid 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 Department of Labour
- d) A **Letter of Intent or Liability Insurance Cover** for the company and for company employees and the amount available per claim (minimum 1 million Rand). This must be valid during the duration of the contract.
- e) Formal quotation (s) on a company's letterhead (compulsory).
- f) A Copy of Fire Protection Association
- g) A Copy of Agricultural Association.

6.EVALUATION CRITERIA

Stage 1:

The first stage will evaluate functionality according to the criteria listed in the tables below.

The Preferential Procurement Policy Framework Act (No. 5 of 2000) and SANBI procurement process applies to these Terms of Reference. Note that service providers are required to comply with the processes outlined here and failure will result in the disqualification of proposals:

This evaluation will be in accordance with the National Treasury Instruction Note on the Amended Guidelines in Respect of Quotations that Include Functionality as a Criterion for Evaluation (issued 3 September 2010), this quote will be evaluated in two stages:

The first stage will evaluate functionality according to the criteria listed in the table below:

CRITERIA FOR EVALUATING FUNCTIONALITY				
No	Criteria	Sub Criteria		Weight
1	Company Experience			(60)
1.1	Draft a methodology in grazing strategy that details grazing timeline and equipment to be used (Relevant supporting documents to be attached)	More than nine (9) years relevant experience	20	30
		More than six (6) years relevant experience	16	
		More than three (3) years' experience	12	
		One (1) year experience	8	
		Less than one (1) year experience	4	
			0	
1.2	Proven track record of alternative methods to control problem animals in cattle/sheep farming. (Relevant supporting documents to be attached).	More than nine (9) years' experience	20	30
		More than six (6) years relevant experience	16	
		More than three (3) years relevant experience	12	
		One (1) to three (3) years relevant experience	8	
		Less than one (1) year relevant experience	4	
		No submission	0	
2	Company Experience			(40)
2.1	Bidders must have previous experience in the field of agriculture (veld or pasture management).	More than nine (9) years' experience	20	
		More than six years (6) relevant experience	16	
		Three (3) to six (6) years relevant experience	12	
		One (1) to three (3) years relevant experience	8	
		Less than one (1) year	4	
		No relevant experience	0	
2.2	Bidders must have previous experience in the management of veldfire or wildlands fires.	More than nine (9) years' experience	20	
		More than six years (6) relevant experience	16	
		Three (3) to six (6) years relevant experience	12	
		One (1) to three (3) years relevant experience	8	
		Less than one (1) year	4	
		No relevant 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.

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

Stage 2

SPECIFIC GOALS

Category	Allocated Points
Categories of persons historically disadvantaged by unfair discrimination based on 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 based on gender – 100% Female (Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof)	5
Categories of persons historically disadvantaged by unfair discrimination based on disability- 100% disability (Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof)	5
Total Maximum Points	20

7.PROPOSED RENTAL FEE

Use annexure B to put your proposed fee.

8.INFORMATION TO BE PROVIDED BY SANBI

The SANBI will provide a map of the specific areas that needs to be grazed (See Annexure A).

The Garden Manager of the Hantam NBG will avail himself for any further clarification on the matter.

9.TIME FRAMES

The grazing contract will be for a period of 3 years and may be extended after this period, depending on availability of grazing land and biomass build-up.

7. CLOSING DATE FOR QUOTATIONS

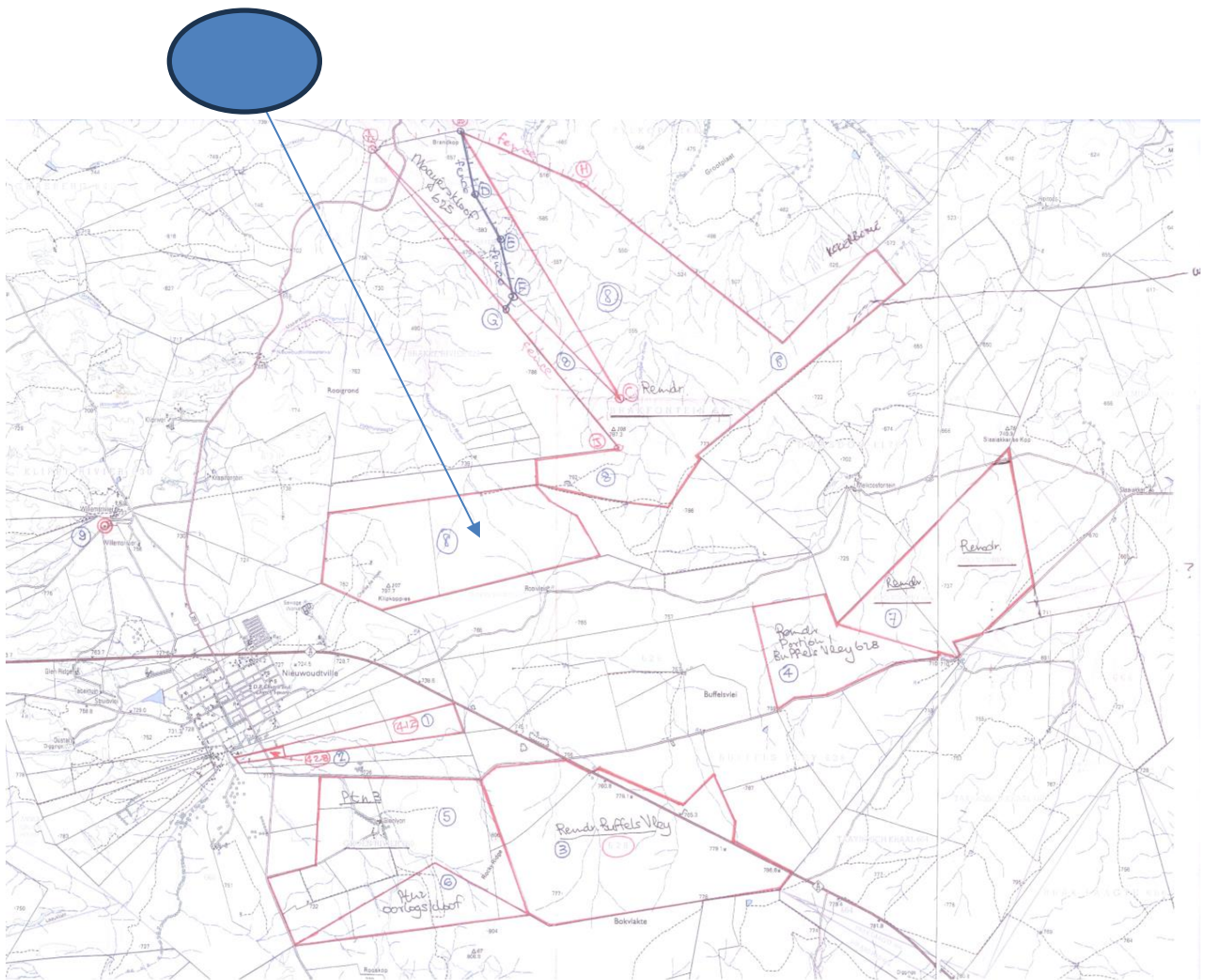
The closing date for submission of responses is **10 March 2026 at 11h00.**

Submissions should be e-mailed to S.SCM-Quotations@sanbi.org.za and copy Miss Khanyisile Hlatshwayo K.Hlatshwayo@sanbi.org.za

For further information, contact Mr Simphiwe Madlala on (027) 218 1200 or e-mail S.Madlala@sanbi.org.za

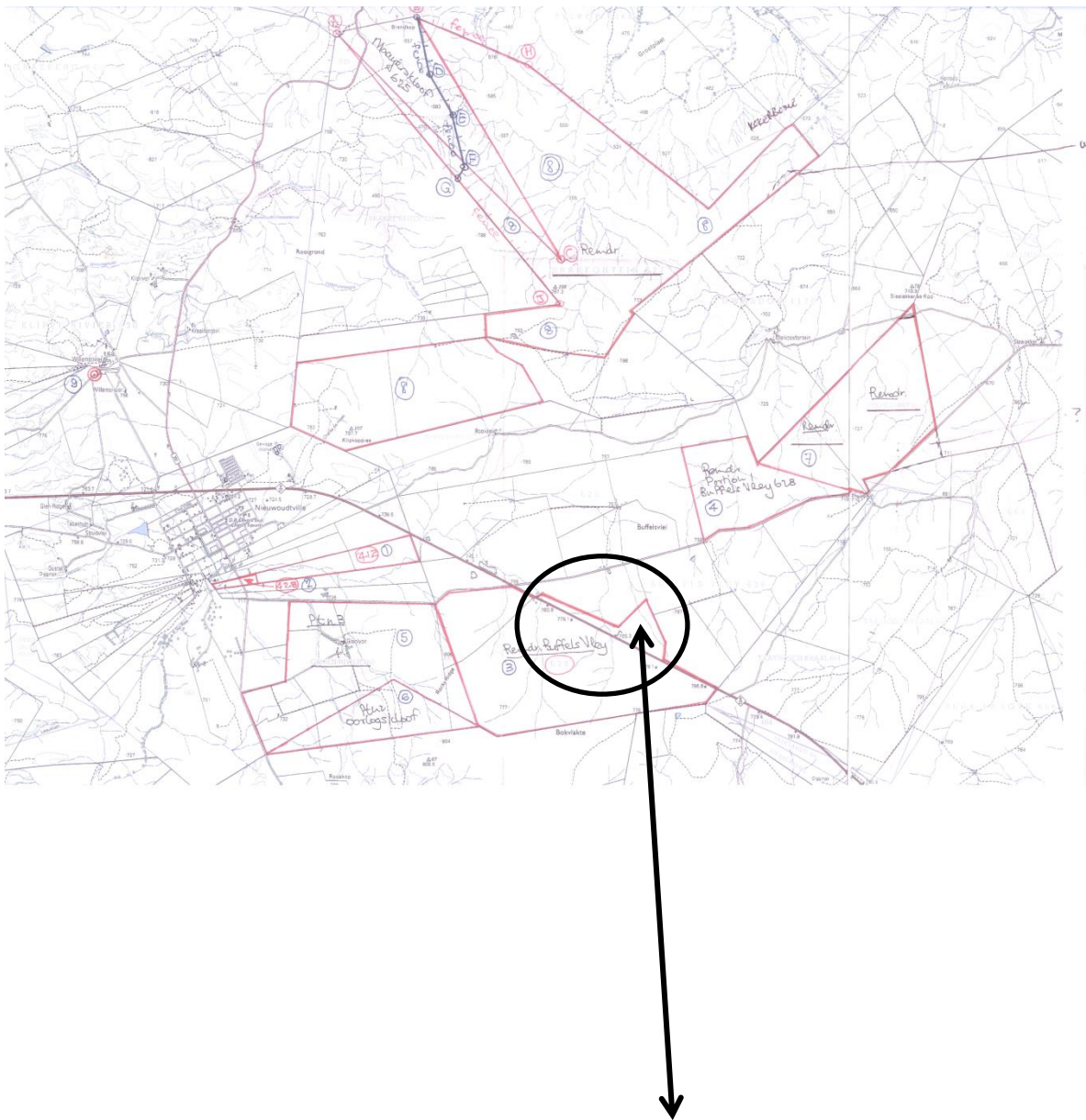
ANNEXURE A

A Map of the area (Remainder Farm Brakfontein No. 627, Commonly known as Charlie's Hoek and Swartrug).



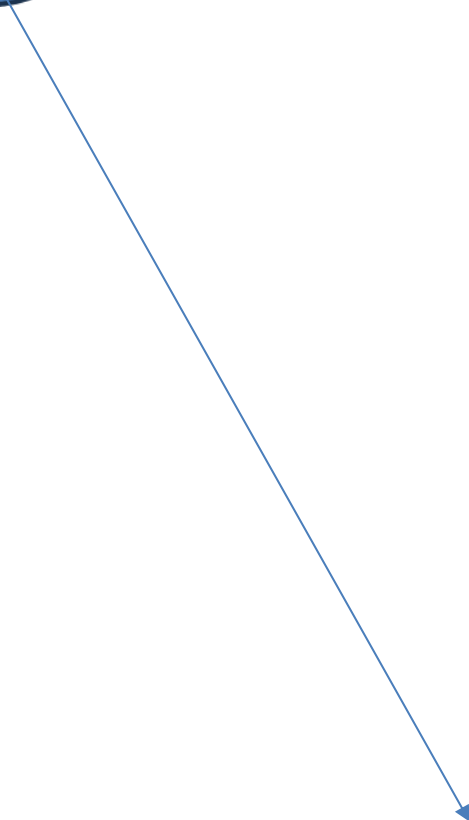


The arrow below clearly indicates the previously cultivated area next to the R43 as indicated on the map which is grouped together Bertus grazing portions.





The arrow below clearly indicates the PORTION 3 OF THE FARM GROENRIVIER NO 660, PORTION 2 OF THE FARM OORLOGSKLOOF NO 661 and REMAINDER FARM BUFFELS VLEY NO 628, commonly known as Main Office Camp and Bokvlak Camp.



Year 1	Charlie's Hoek and Swartrug Camp	R	R
Year 2		R	R
Year 3		R	R
Year 1	BERTUS Camp	R	R
Year 2		R	R
Year 3		R	R
Year 1	Main Office Camp and Bokvlak Camp	R	R
Year 2		R	R
Year 3		R	R

Total rental over three years for three farm portions R_____