

SBD1

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)

BID NUMBER:	Q11808/2026	CLOSING DATE:	23 MARCH 2026	CLOSING TIME:	11:00
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DESCRIPTION	THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) REQUIRES A PROFESSIONAL SERVICE PROVIDER TO PROVIDE ALARMS MONITORING, ARMED RESPONSE SERVICES, SERVICE MAINTENANCE, INSTALLATIONS AND REPAIRS OF SECURITY ALARMS AND RELATED SERVICES FOR THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE AT THE KWAZULU-NATAL HERBARIUM, DURBAN FOR A PERIOD OF FIVE (5) YEARS.
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COMPULSORY SITE BRIEFING:

This is compulsory and will be conducted at the venue, time and date given below:

Venue: KwaZulu-Natal Herbarium, Durban

Time: 11:00

Date: 11 MARCH 2026

Submission of proposals: proposals must be emailed to S.SCM-Quotations@sanbi.org.za with a copy to Mr. P Mashele at p.mashele@sanbi.org.za

Please state the Bid number as the reference number on the subject line when responding to the RFQ.

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	PERCY MASHELE	CONTACT PERSON	YASHICA SINGH
TELEPHONE NUMBER	012 843 5292	TELEPHONE NUMBER	013 202 4095
FACSIMILE NUMBER	N/A	FACSIMILE NUMBER	N/A
E-MAIL ADDRESS	p.mashele@sanbi.org.za	E-MAIL ADDRESS	Y.singh@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				

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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.					

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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:

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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

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.

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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:

.....

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,

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.

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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.

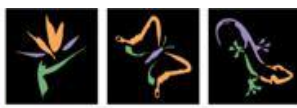
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or 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

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**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

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Total points for Price and SPECIFIC GOALS

100

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20

or

90/10

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

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

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

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.

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(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 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	
2. Categories of persons historically disadvantaged by unfair discrimination based on 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)	05	
3. 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)	05	

DECLARATION WITH REGARD TO COMPANY/FIRM

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

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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

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- (e) forward the matter for criminal prosecution, if deemed necessary

.....	
SIGNATURE(S) OF TENDERER(S)	
 SURNAME AND NAME:	
.....	
DATE:	
ADDRESS:	

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REQUEST FOR QUOTATION

TERMS OF REFERENCE

THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) REQUIRES A PROFESSIONAL SERVICE PROVIDER TO PROVIDE ALARMS MONITORING, ARMED RESPONSE SERVICES, SERVICE MAINTENANCE, INSTALLATIONS AND REPAIRS OF SECURITY ALARMS AND RELATED SERVICES FOR THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE AT THE KWAZULU-NATAL HERBARIUM, DURBAN FOR A PERIOD OF FIVE (5) YEARS.

QUOTATION NUMBER: Q11808/2026

Introduction

The South African National Biodiversity Institute (SANBI) is a Schedule 3A public entity established in terms of the National Environmental Management Biodiversity Act (Act No. 10 of 2004), whose is to conserve and promote biodiversity across South Africa and internationally.

Background and Discussion

The SANBI requires a Service Provider that will supply Monitoring and Armed Response services at the KwaZulu-Natal Herbarium (KZNH), Durban, for five (5) years. The KZNH currently has DSC alarm systems in two of its buildings.

The KZNH is one of 11 remote sites managed by SANBI. It is located at 4 Problem Mkhize Road, Berea, Durban. The property is 2 ha (20,000 m²) and adjoins the Durban Botanic Gardens managed by the eThekweni Municipality. The KZNH campus has 5 buildings, two of which are National Monument Buildings and are surrounded by areas of garden and vegetation. One of the National Monument Building houses archival plant materials used for the identification of plants and research. The buildings are listed below:

Medley Wood House – National Monument

The Herbarium – National Monument

The Herbarium Wing (Resource Centre) and garage

Umdoni Lecture Hall

Glasshouse Office

Invitation to Quote

Quotations are invited for a Professional Service Provider to render alarms monitoring, armed response services and maintenance of security alarms and related services at the **KwaZulu-Natal Herbarium, Durban.**

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The procurement process will be co-ordinated by the SANBI's Supply Chain Management (SCM) section at the following address:

SCM Manager

South African National Biodiversity Institute (SANBI)

Private Bag X101

Silverton

0184

1. Terms of Reference

SANBI requires a security service provider to:

- Provide alarms monitoring, armed response, service maintenance, installations and repairs of security alarms and related services for the entire campus.
- The security service provider must comply with all relevant South African legislation as well as with SANBI's Terms and Conditions including security policy and those specified in the Service Level Agreement.
- The Security companies applying for this contract must be operating in the KwaZulu-Natal Herbarium area and have the armed response stationed in the area for quick response in no less than 5 minutes.

2. Services Required

2.1 The Armed Response Security Company is required to:

Ensure the integration of the existing alarm systems to the company's response system and provide armed response services using the installed technical equipment in the garden. The Service Provider will be expected to ensure the compatibility of their equipment with the current system/s in use and the cost of replacing equipment, if necessary.

Campus facilities to be included in the armed response services are:

1. ***Medley Wood House***
2. ***The Herbarium***
3. ***The Herbarium Wing (Resource Centre) and garage***
4. ***Umdoni Lecture Hall***
5. ***Glasshouse Office***

2.2 Respond to panic and forced entry

The Armed Response Security Company will work closely with other security or law enforcement services/agencies such as Neighbourhood watch, SAPS, other armed response services.

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2.3 Alarm Response Procedure

- Notify the client immediately upon alarm activation.
- Leave an armed response visitation slip at the premises after attending to the incident.
- Provide timely feedback to the client regarding the findings and actions taken.
- In the event of a confirmed burglary, meet the client on-site to assess the point of entry, extent of damage, and assist with necessary follow-up actions.

Services, and requirements:

An overview thereof the common services but not limited to:

Monitoring of alarms	a) The Service Provider must have an established and operational control room for monitoring and recording of alarms, opening, and closing, with the provision of reports for inspection by SANBI Officials. b) The Service Provider must, during the duration of the contract connect radio communication between the Alarm systems that are at KZNH and the control room. c) Provide armed response security officers 24-hours per day to respond to activated alarms, report suspicious illegal activities within the KZNH and emergencies.
Twenty-four (24) hour armed response.	a) The Service Provider must have qualified, Armed response security officers who are: a. Business weapons accredited, b. Trained / accredited for armed response security work b) Armed Response Officers are to respond to all security risks, criminal activities (including poaching & theft) and alarms at KZNH. c) They are to have a vehicle available to enable the required armed response to be on site, at KZNH, within 5 minutes of any alarms or when assistance is requested pertaining to a security threat or criminal activity. d) The Response unit is required to secure the scene, apprehend/track down any suspects associated with the security threat, on or off site, e) The response unit is to have establish communication with the KZNH management. f) If required, to call in support / assistance from own Company, SAPS and/or other security structures that may assist without resulting in costs been charged to SANBI, without prior authorisation by SANBI SCM or Senior Management. g) Follow-up on any leads to aid in or securing an arrest of a suspect. h) Be able to track any suspect fleeing the scene. i) NB: Call-out costs are to be included in contract fee, with no limitation. No additional fee may be charged outside the quoted price of the contract.
Monthly inspection	a) All alarms, panic buttons, sensors and security devices must be checked and serviced monthly to ensure that all units are fully functional. Such services and checks are to be recorded accordingly, clearly identifying the date of inspection, inspecting technician, and recording the status of each unit (operational or faulty) and what was repaired.

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2.3. Compulsory briefing session

Date: 11 MARCH 2026

Time: 11:00

Venue: KwaZulu-Natal Herbarium, Durban

3. Confidentiality

Any or all information made available to the Service Provider by SANBI shall be regarded as confidential and shall not be made available to third parties without the prior written consent of SANBI.

4. Preparation of Proposal

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

5. Quotation documentation availability

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

6. Compliance reports and meetings

The Service Provider and SANBI will enter into a Service Level Agreement (SLA) for monitoring and compliance purposes as per the draft attached (Annexure F) which will be signed by both parties during contracting. The SLA (Annexure F) will be monitored through compliance meetings which will be held monthly. The Service Provider will also meet the designated SANBI representative as and when deemed necessary by either party.

7. 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 stages:

Stage 1:

The first stage will evaluate functionality according to the criteria listed in the table below. Bids that fail to score a minimum of 70 points out of a possible 100 points for functionality will not be eligible for further consideration.

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Stage 1: Functionality Evaluation

No.	Criteria	Sub-criteria	Weight
1.	COMPANY EXPERIENCE		20
1.1	The bidder must demonstrate in-depth experience and expertise in the field of Alarms Monitoring, Armed Response Services, Maintenance and Repairs of Security Alarms and related service within Government or Private sector. (A company profile should be attached).	More than nine (9) years' relevant experience	20
		More than six (6) to nine (9) years' relevant experience	15
		More than three (3) to six (6) years' relevant experience	10
		One (1) to three (3) years' relevant experience	5
		No submission of evidence or less than one (1) year relevant experience	0
2.	COMPANY TRACK RECORD		30
2.1	Provide a list of current and previous clients in which related service was rendered (company name, contact person, telephone number, services provided, total value of the contract and contract duration with dates)	More than nine (9) clients	15
		Between six (6) and 9 clients	12
		Between three (3) and six (6) clients	8
		Between One (1) and three (3) clients	5
		No submission	0
2.2	Provide reference letters from clients in the past five years (company name, contact person, telephone number, services provided, total value of the contract and contract duration with dates, performance of the service provider per service provided). The reference letters must be relevant to the quotation. In addition, we must provide the following supporting documents pertaining to submitted reference letters	More than five (5) relevant reference letters with requested supporting documents.	15
		Between three (3) and five (5) relevant reference letters with requested supporting documents	10
		Between (1) and three (3) relevant reference letters with requested supporting documents	5
		No submission	0

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	<i>(Official Purchase Orders, or Service Level Agreement, or Appointment Letters with contact details and value of contracts)</i>			
3.	ARMED RESPONSE QUALIFICATION AND EXPERIENCE			30
3.1	Armed response personnel qualification in the Security Industry <i>(Attach certified copies of qualification, i.e certificates of at least three-armed response members)</i>	PSIRA Armed Response cert, Firearm Competence, driver's license, Matric or Grade 12 and Post Matric qualification in Security	15	
		PSIRA Armed Response cert, Firearm Competence, driver's license, and Matric or Grade 12	10	
		PSIRA Armed Response cert, driver's license, Firearm Competence	5	
		Non-submission	0	
3.2	Armed Response Personnel Experience <i>(Submit Curriculum Vitae of at least three-armed response personnel indicating their experience)</i>	More than five (5) years' experience	15	
		Between three (3) and five (5) years' experience	10	
		Between one (1) and three (3) years' experience	5	
		Below one (1) year experience	0	
4.	TECHNICAL CAPABILITIES			
4.1	Technical capabilities (Availability of alarm technicians) Provide proof of company's alarm technical support in the form of relevant qualifications for installation, maintenance and repairs of alarms (If the service is to be outsourced the service provider must provide Service Level Agreement that is in place, together with technicians' qualifications of that company).	2 or more certified technicians within the company with relevant qualifications and over two years' experience	20	20
		2 certified technicians with relevant qualifications and over two years' experience	10	
		1 technician with relevant qualifications and over two years' experience	5	
		Non-submission	0	
	TOTAL			100

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NB: Compliance with the minimum of **70 points** is required to be considered for the next evaluation phase

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

The second stage will evaluate the price and preference points of those bids that meet the minimum threshold for functionality. In accordance with the Preferential Procurement Regulations, 2011 pertaining to Preferential Procurement Policy Framework Act (No. 5 of 2000), the 80/20 point system will be applied in evaluating proposals that qualify for further consideration, where price constitutes 80 points and 20 points will be awarded as per Points allocated to a bidder on the B-BBEE status level certificate

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. Operating Hours

The service provider will be required to provide services throughout the year (including public holidays) for 24 hours a day.

9. Contract Period

The contract period is for five (5) years, which will be reviewed every (12) twelve months from the date of commencement.

10. Labour

The Service Provider will be liable for its staff on site. The Service Provider is to supervise and give instructions to staff on site. The Service Provider will be responsible for all his/her staff's physical safety, disciplinary and other requirements.

The Security Company must ensure that its employees are always on time and in uniform when deployed on site and be presentable to the public.

Armed Reactions guards/officials or Technicians must be customer-service focused, courteous, value and treat all employees of the client and the client's patrons with due respect.

Armed Reaction guards/officials and Technicians must always maintain the spirit of confidentiality of SANBI information.

11. Supervision of Work

The Service Provider shall supervise and exercise proper control over all personnel employed by him/her and shall not hold SANBI responsible for any injury caused to the said personnel.

12. Personnel

All partners, directors and employees must be registered individually with the PSIRA as specified by the Act.

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12.1 Reaction Officers (RO)

- The reaction officers must provide proof that they are authorised to practice as a reaction officer when prescribed by statute.
- The reaction officer display proof of identity on their person while on duty or while in uniform. The ID should be in the form of a tag or laminated plastic card and should display the following:
 - ✓ Name
 - ✓ Photograph
 - ✓ Company name and telephone number
 - ✓ PSIRA registration number (personal)
 - ✓ Cards expiry date
 - ✓ ID Number
 - ✓ Blood group
 - ✓ Allergies

12.2 Alarm Technician

- Proof of company's Alarm technician's qualification and number of qualified technicians, or
- If the service is outsourced: the service provider is to provide the service level agreement that is in place and covers the term of the contract together with technicians' qualifications of that company.

NB: SANBI reserve the right to verify and vet all provided documentation with relevant third parties.

13. Reaction Officer Equipment

While on duty a reaction officer must all times have the following equipment with him:

- Firearm
- Torch
- Black pen
- Watch
- Pocket book
- Hand cuffs and key/Suitable cable ties
- Bullet resistant vests
- Response slips or suitable notification of visit
- ID card
- Suitable means of navigation
- Raincoat
- B Drivers licence
- Firearm permit. Duration to be in accordance with firearms control act
- Firearm competency card

14. Reaction Vehicles (RV)

- A RV is a vehicle that is solely dedicated to the purpose of responding in a predetermined area to clients.

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- A minimum of two (2) RV's must be fully equipped, manned and available for 24-hours a day with a minimum of one (1) fully equipped back up.
- The RV will be clearly marked with: -
 - ✓ The members' name
 - ✓ Members' logo
 - ✓ Telephone number
 - ✓ That it is a 24-hour service and be marked as a response vehicle
- Where a vehicle roof light is used, this must comply with the Road Traffic Ordinance Act.
- RV's shall be equipped with a suitable communications device.
- It is recommended that every RV be fitted with a GPS tracking device.
- RV's must always have sufficient fuel to complete their duties.
- It is the company's responsibility to discipline staff members as far as obeying road traffic rules.
- An additional dedicated and fully equipped back up RV must be available always should this become necessary.
- Stand-by RV's must not be less than one per (10) RV's.
- Stand-by RV's must be parked at a satellite or dispatch base.
- The RV's must be equipped with an all-purpose SABS approved fire extinguisher and must be available for inspection by a SAIDSA appointed inspectorate at any time.
- RV's must be refuelled within its patrol area. Should not this be possible a second vehicle should be sent into the area before the vehicle leaves for refuel.

15. Firearm

- The firearm calibre issued to a reaction officer shall not be less than 9mm PARABELLUM (9X19) or 38 Special (.38) calibre
- All requirements regarding member's firearms must be read in conjunction with the Firearms Control Act
- Reaction Officer may be issued non-lethal firearms in conjunction with lethal firearms but never be issued with non-lethal firearms only.

16. Response Notification

A response slip will be left at a security guard (premise) every time a RV visits a premises on activation of an alarm signal or emergency call.

Response notification must contain the following information: -

- Date of visit
- RCS details
- Address of premises visited
- Remarks
- Reason for visit
- Reference number
- Notification of visit must be available on request
- Name of a guard who received a response slip
- Specific area where there was alarm signal

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17. Safety Requirements

In as much as the Service Provider will at all material times carry out the contract works for his/her/their own account as an independent Service Provider, the Service Provider shall ensure compliance, by him/her/their employees and any invitees to the site, with the relevant provisions of the Occupational Health and Safety Act No. 85 of 1993 (the OHS Act), and that all safety regulations and procedures prescribe under the regulations of the OHS or its Regulations are observed at all times.

18. Bribery

Should the Service Provider or any person employed by him/her, pay, or offer to pay, any gratuity or reward or commission to any person in the employment of SANBI, SANBI may terminate this contract forthwith, and the amount, if any, then due to the Contractor shall be forfeited to SANBI, and SANBI shall then be at liberty to enter upon and take possession of the work and employ any other person to carry out such service.

19. Workers Compensation Administration (WCA) and other regulations

The Service Provider must be registered with the WCA (valid WCA certificate) and the Private Security Industry Regulatory Authority (PSIRA), (the former SOB) and such registration must be valid during the period of contract. The Armed Response personnel must have a valid firearm license which can be requested by the TNBG management. The Service Provider must have a **Liability Insurance Cover** for the company and the amount available per claim.

20. Alarms Systems and Armed Response

The Service Provider will at all times respond to panic alarms and force entry signals to the buildings in the Garden. The response time will be within 5 minutes. The control room will dispatch an armed response vehicle to the correct destination.

21. Compliance Report and Meetings

Both the Service Provider and the service recipients agree that this Service Level Agreement (SLA) will be used for monitoring and compliance purposes, and it will be monitored through compliance meetings, which will be held every second month. The Service Provider will also meet the service recipient as and when it is necessary.

22. Site Induction

The Service Provider's staff members must undergo an induction training regarding the site and the Emergency Plan for the site. This induction is compulsory and must be attended by the Security Company owner or representatives, supervisors, and armed response personnel. During the induction, the client will provide the Security Company with relevant site-specific information and regulations.

It is the Security Company's responsibility to ensure that all new appointed armed response officers on site are introduced to the client and inducted before placement on site.

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23. Pricing Schedule

Costs	Monthly cost for Year 1 (Rand value Vat Inclusive)	Monthly cost for Year 2 (Rand value Vat Inclusive)	Monthly cost for Year 3 (Rand value Vat Inclusive)	Monthly cost for Year 4 (Rand value Vat Inclusive)	Monthly cost for Year 5 (Rand value Vat Inclusive)
24-hour Alarm monitoring:	R	R	R	R	R
24-hour Armed response:	R	R	R	R	R
Alarm testing and inspection: 2 hours	R	R	R	R	R
Total fixed monthly costs:	R	R	R	R	R
	X 12months	X 12months	X 12months	X 12months	X 12months
Total Annual fixed monthly costs:	R	R	R	R	R

NB: ADHOC work/repairs will be charged as and when required

Repairs and maintenance costs	Year 1 (Rand value Vat Inclusive)	Year 2 (Rand value Vat Inclusive)	Year 3 (Rand value Vat Inclusive)	Year 4 (Rand value Vat Inclusive)	Year 5 (Rand value Vat Inclusive)
Call-out fee for repairs (magnetic door contacts)(1x wireless, 1x	R	R	R	R	R

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hard wire), 8m AMP battery x1, hard wire passive 1x Note: Service provider will be asked to send a quote for repairs of the above within the annual quoted budget allocation for actual repair and labour costs.					
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FIXED COSTS OF CONTRACT INCLUSIVE OF VAT	R
COSTS OF CALL-OUT FEE FOR REPAIRS INCLUSIVE OF VAT	R
TOTAL COST OF THE PROJECT OVER FIVE YEARS INCLUSIVE OF VAT	R

Note: All repairs and replacements are first to be quoted for and approved before such repairs can be carried out.

24. Nature of appointment

Appointment:

- Appointment duration: The successful Service Provider will be notified in writing of their appointment after which the start and completion dates (duration on works) will be agreed upon.

Payment:

- Invoices will be paid for upon deliverables received in other words upon services rendered.
- Invoices must indicate the deliverables produced. **No** upfront payments will be made.
- SANBI will pay for the satisfactory completion and operation of work within 30 days of submission of invoice.

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Mandatory document

Potential Service Providers are required to submit the following documentation (Failure to submit this required documentation WILL lead to disqualification):

- A certified copy of **Liability Insurance Cover** for the company and for company employees and the amount available per claim (minimum R5 million). This must be valid during the duration of the contract.
- 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 the Department of Labour.
- A copy of the company **Central Supplier Database (CSD) registration report**.
- The **company's Private Security Industry Regulatory Authority (PSIRA)** registration certificate as security service provider. Such registration must remain valid during the period of the contract.
- The **company owner(s) or management team's Private Security Industry Regulatory Authority (PSIRA)** registration certificate(s). Such registration must remain valid during the period of the contract.
 - All staff who are deployed for this contract must be PSIRA registered
 - Armed response:
 - i. Duly qualified personnel (proof of valid PSIRA qualifications, valid firearm certificates for business purposes and SAPS Competency certificates.)
 - ii. Proof of firearm licences in the company's name. (No private firearms may be used by deployed personnel)
 - iii. All certifications must remain valid for the duration of the contract.
 - Radio Communication:
 - i. Provided a certified copy of the companies valid ICASA licence or contract with recognise service provider for PTT radios. This must remain valid for the duration of the contract.
- Bidder's business must be in the province for armed response services and at least be within 10 km distance from the garden for armed response services. Where the bidder intends to outsource armed response services the Service Level Agreement (SLA) must be submitted with bid documents and documentary proof from the third (3rd) party to indicate that the company has an operating office/business premises within 10km of the garden (Municipal account, Local Authority Letter, telephone account not older than three (3) months, signed lease agreement, etc.) must also be submitted.
NB: The physical address provided will be used for in-loco inspection.
- **Fee/cost structure as for 18. Costing** including breakdowns and availability of additional staff/services on short notice.
- The Company's health and safety policy and health and safety training plan.
- Duly completed and signed SBD forms.

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NOTE: for this request for quotation, the following pre-qualification criterion for preferential procurement will be applied:

Specific Goal	Total Points
1. 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
2. Categories of persons historically disadvantaged by unfair discrimination based on 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)	05
3. 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)	05
Total Points	20

Other documents required

Each request for quotation document should also include the following documentation for evaluation purposes:

- **Company information and profile:** mission statement and policies with an indication of the management, communication and supervision structures and include a section on how staff will be managed on campus.
- A copy of the latest **Audited Financial Statement**.
- **CVs** of Project Manager, Control Room personnel, and the Supervisors.
- A SABS ISO 9001 Certificate (this is optional).
- **Track record:** Provide a list of current and previous clients in which related service was rendered (company name, contact person, telephone number, services provided, total value of the contract and contract duration with dates).
- **Three reference letters:** Provide reference letters from clients in the past five years (company name, contact person, telephone number, services provided, total value of

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the contract and contract duration with dates, performance of the service provider per service provided). The reference letters must be relevant to the quotation. **In addition, must provide the following supporting documents pertaining to submitted reference letters (Official Purchase Orders, or Service Level Agreement, or Appointment Letters with contact details and value of contracts)**

- **Armed Response Qualification and Experience:** Provide Curriculum Vitae and relevant qualification of at least three-armed response personnel.
- **Technical capabilities (Availability of alarm technicians):** Provide proof of company's alarm technical support in the form of relevant qualifications for installation, maintenance and repairs of alarms of at least three technical personnel. (If the service is to be outsourced the service provider must provide Service Level Agreement that is in place, together with three technicians' qualifications of that company).
- **Evidence of operational capacity to perform the required security services:**
 - **Details of the availability of control room/s situated in Durban, vehicles, and other equipment** to fulfil duties as per the specification and **systems and processes** for management, communication, and support for guards on duty.
 - Radio communication:
 - Effective communication can be maintained across the KZNH.

Closing date for quotations

The closing date for submission of responses: **23 MARCH 2026 at 11H00**

Submission of proposals must be emailed to S.SCM-Quotations@sanbi.org.za with a copy to:
p.mashele@sanbi.org.za

For Technical queries and further information, contact Ms Yashica Singh, Campus Manager on email: Y.Singh@sanbi.org.za

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

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