

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
RFQ NUMBER:	Q11917-2026	CLOSING DATE:	12 June 2026	CLOSING TIME:	11H00am
DESCRIPTION THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) REQUIRES THE SERVICES OF A SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDER FOR THE REPAIR, SERVICE AND MAINTENANCE OF ALL HORTICULTURAL MACHINERY FOR A PERIOD OF FIVE (5) YEARS AT THE HAROLD PORTER NATIONAL BOTANICAL GARDEN					
BID RESPONSE DOCUMENTS MAY BE E-MAILED TO BELOW ADDRESSES:					
Submission of proposals: Proposals must be emailed to S.SCM-Quotations@sanbi.org.za <u>Failure to send to the above email address will result in your bid being disqualified.</u> <u>Please state the Bid number as the reference number on the subject line when responding to the RFQ</u>					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ripfumelo Fumani		CONTACT PERSON	Wonga Komanisi	
TELEPHONE NUMBER	012 018 8313		TELEPHONE NUMBER	012 339 2700	
FACSIMILE NUMBER	n/a		FACSIMILE NUMBER	n/a	
E-MAIL ADDRESS	r.fumani@sanbi.org.za		E-MAIL ADDRESS	w.komanisi@sanbi.org.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	TICK APPLICABLE BOX	
	☐ Yes ☐ No			☐ Yes ☐ No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					

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]
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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

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

2.2.1 If so, furnish particulars:

.....

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

2.3.1 If so, furnish particulars:

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

3 DECLARATION

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

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

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

.....
 Signature

.....
 Date

.....
 Position

.....
 Name of bidder

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

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

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

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

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

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods

or services through price quotations, competitive tendering process or any other method envisaged in legislation;

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

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

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

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

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

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

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited

☐ Non-Profit Company
☐ State Owned Company
 [TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary

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

Consent form in terms of section 11 of the Protection of Personal Information Act No 4 of 2013 (POPIA)

In order for the South African National Biodiversity Institute (SANBI) to consider the bidder's response to the RFQ / RFP to become a service provider of the SANBI, it will be necessary for the SANBI to process certain personal information which the service provider may share with SANBI for the purpose of the RFQ / RFP, including personal information, which may include special personal information (all hereafter referred to as "Personal Information")

The SANBI will process the Service Provider's Personal Information in accordance with the SANBI Privacy Policy.

Access to your Personal Information and purpose specification

Personal Information will be processed by SANBI for purposes of assessing the service provider's submission in relation to the RFQ / RFP i.e. the purposes of assessing current services required by the SANBI. We may also share the service provider's Personal Information with third parties, both within the Republic of South Africa and in other jurisdictions, including to carry out verification, background checks and Know Your Customer obligations in terms of the Financial Intelligence Centre Act, No. 38 of 2001 ("FICA"). In this regard, the service provider acknowledges that SANBI's authorised verification agent(s) and service providers will access Personal Information and conduct background screening.

Consent By [ticking/clicking] "Yes" and signing below, you agree and voluntarily consent to the SANBI's processing of the service provider's Personal Information for the purposes of evaluating its RFQ / RFP submission, including to confirm and verify any information provided in the submission and service provider gives SANBI permission to do so. The service provider understands that it is free to withdraw its consent on written notice to SANBI and the service provider agrees that the Personal Information may be disclosed by the SANBI to third parties, including SANBI's affiliates, service providers and associates (some of which may be located outside of the Republic of South Africa). **Please note that if you withdraw your consent at any stage, we may be unable to process your RFQ / RFP.**

Yes ☐

No ☐

 Supplier Name

Date

Signature

 Authorised representative, who warrants that he/she is duly authorised.

TERMS OF REFERENCE

QUOTATION NO: Q11916/2026

THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) REQUIRES THE SERVICES OF A SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDER FOR THE REPAIR, SERVICE AND MAINTENANCE OF ALL HORTICULTURAL MACHINERY FOR A PERIOD OF FIVE (5) YEARS AT THE HAROLD PORTER NATIONAL BOTANICAL GARDEN

Physical address

**Corner of Clarence drive and Broadwith Road
Betty's Bay
7141**

1. Background

The South African National Biodiversity Institute (SANBI) requires the services of a suitably qualified and experienced service provider for the repairs, service and maintenance of all horticultural machinery at Harold Porter National Botanical Garden for a period of five years.

Harold Porter National Botanical Garden (HPNBG) is one of the National Botanical Garden managed by the South African National Biodiversity Institute (SANBI) for the purpose of conservation, research, tourism and environmental education. The HPNBG is situated in Western Cape, Betty's Bay and consist of cultivated area for plant conservation and display, and natural estate for biodiversity conservation and adventure. The HPNBG is responsible for the management these areas and make use of horticultural machinery to keep them well maintained.

2. Invitation To Quote

Quotations are hereby invited for the appointment of a service provider for the repairs, maintenance and service of al horticultural machinery at Harold Porter National Botanical Garden for a period of five (5) years.

Harold Porter National Botanical Garden is located at:

Corner of Clarence drive and Broad width Road
Betty's Bay
Western Cape
7141

Potential service providers are expected to indicate the call out fee and labour rate per hour as a quotation as other figures will be determined by the amount of work and number of machines to be repaired and serviced at a given time.

The quotation process will be coordinated by SANBI's Supply Chain Management (SCM) Directorate at the following address:

The Deputy Director: Supply Chain Management
The South African National Biodiversity Institute (SANBI)
Private Bag X101,
Silverton
Gauteng
0184
Email address: S.SCM-Quotations@sanbi.org.za

3. Description Of The Works

The South African National Biodiversity Institute (SANBI) requires the services of a suitably qualified and experienced service provider for the repairs, service and maintenance and of all Horticultural Machinery at Harold Porter National Botanical Garden. The scope of works includes but are not necessarily limited to the following machines:

The service providers are requested to quote on labour rate per hour and call out fee for repairs and maintenance of the following machines:

EQUIPMENT	MANUFACTURER SPECIFICATIONS
1. Chainsaw	Stihl Ms 382
2. Chainsaw	Stihl Ms 382
3. Back Blower	Stihl Br 700
4. Back Blower	Stihl Br 700
5. Pole Pruner	Stihl Ht 103
6. Pole Pruner	Stihl Ht 103
7. Brushcutter	Stihl Fs 510C
8. Brushcutter	Stihl Fs 510C
9. Brushcutter	Stihl Fs 510C
10. Brushcutter	Stihl Fs 510C
11. Brushcutter	Stihl Fs 410c
12. Hand Drill	Stihl Bt 45
13. Hand Drill	Stihl Bt 45
14. Edge Trimmer	Stihl Fs 45R
15. Ride-on Lawn Mower	Scag Liberty Z48 Zero-Turn
16. Woodchipper	Tomcat 104 AFP
17. Generator	Ryobi RG-6900K

Parts and lubricants will be invoiced when repairs and maintenance of the machines are being conducted.

4. Services Required

The services required are listed below but are not limited to Maintenance, Service and Repairs

- Minor and/or major service
- Replacement of parts
- Engine mechanical and engineering work when required
- Changing oil, belts, blades, filters, spark plugs, chains, bearings, etc

The appointed service provider will be required to service other machines which might be purchased in future.

5. Bidding Requirements

5.1. Mandatory requirements

Quotations 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) **Fee/cost structure as for Annexure A** including breakdowns
- 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 the Department of Labour.
- d) A certified copy of **Liability Insurance Cover** for the company and the amount available per claim. This must be valid during the duration of the contract.
- e) Duly completed and signed SBD forms.

5.2 Other documents required

Each quotation document should also include the following documentation, although failure to submit these documents will not result in disqualification. However, the information contained in them is required for evaluation purposes:

- a) **Company information and profile:** mission statement and policies with an indication of suitable qualifications and experience.
- b) A copy of the latest **Audited Financial Statement**.
- c) **CVs** of Project Manager, Supervisors and technical staff.
- d) A SABS ISO 9001 Certificate (this is optional).
- e) **Track record:** a list of similar contracts held in the past three (3) years that should include the name of the client, scope of the services, duration dates and value of contract.
- f) **Three reference letters** (see Annexure B): letters of reference from at least three (3) signed current or previous clients that have been provided with machinery maintenance services within the past 5 years.
- g) **Proof of address of an operating office/business**
- h) The Company's health and safety policy and health and safety training plan.
- i) A valid original or certified copy of a B-BBEE Status Level 1 to 4 certificate or certified affidavit.

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

6. 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.

7. 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. **The service provider is required to conduct site inspections on the 08 June 2026 from 08:00am to 16:00pm at Harold Porter NBG for enquiries contact Mr Wonga Komanisi email: W.Komanisi@sanbi.org.za cell: 087 206 9755**

8. Quotation documentation availability

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

9. Contract period

A five (5) year contract will be entered into with the service provider.

10. Pricing

Based on the items outlined in Annexure A, give a **specific pricing breakdown** for the five (5) year contract and include the pricing for all the items/equipment charged for in the breakdown.

11. Compliance reports and meetings

The service provider and SANBI will enter into a Service Level Agreement (SLA) for monitoring and compliance purposes which will be signed by both parties during contracting. The SLA will be monitored through compliance meetings which will be held monthly until the completion of the contract. The service provider will also meet the designated SANBI representative as and when deemed necessary by either party.

12. Evaluation criteria

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 quotation will be evaluated in two stages:

Stage 1:

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

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

CRITERIA FOR EVALUATING FUNCTIONALITY				
No	Criteria	Sub Criteria		Weight
1	Company Experience			35
1.1	Bidders must demonstrate an in-depth experience and expertise in the field of Machinery Maintenance, with relevant supporting documents provided. (20 points)	(9) years' and more relevant experience.	(20)	
		Between seven (7) and eight (8) years' relevant experience.	(16)	
		Between five (5) and six (6) years' relevant experience.	(12)	
		Between three (3) years to four (4) years' relevant experience.	(8)	
		Between one (1) year to two years relevant experience	(4)	
		No submission of evidence or less than one (1) year relevant experience	0	
1.2	<i>COMPANY TRACK RECORD</i>	Nine (9) and more clients		
	<i>Attach the following documents:</i> Provide a list of current and previous clients (company name, contact person, telephone number, services provided, total value of the contract and contract duration with dates) (5 points)		(5)	
		Between seven (7) and eight (8) clients.	(4)	
		Between five (5) and six (6) clients	(3)	
		Between three (3) and four (4) clients	(2)	
		Between one (1) and two (2) clients	(1)	
		No submission	(0)	
	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	Five (5) and more relevant reference letters with requested supporting documents	(10)	
		Between Four (4) and five (5) relevant reference letters with	(8)	

CRITERIA FOR EVALUATING FUNCTIONALITY				
No	Criteria	Sub Criteria		Weight
	service provider per service provided). There must be 5 letters reference letters must be relevant to the tender (10 points)	requested supporting documents		
		Between three (3) and two (2) relevant reference letters with requested supporting documents	(6)	
		Between two (2) and one letters relevant reference letters with requested supporting documents	(4)	
		Only one (1) relevant reference letters with requested supporting documents	(2)	
		No submission	(0)	
2	Financial Capacity			15
	Bank ratings code Bidders must submit bank rating code letter valid for three (03) months showing the conduct of the account (Supplemented by Audited financial statement showing financial capacity to implement and run the contract without foreseen cashflow challenges, liquidity) (15 points).	Undoubted for the amount of enquiry or Good for the amount of enquiry. (Bank code: A)	(15)	
		The subject has a good record of meeting their financial commitments, and the amount is well within the capacity of an ordinary business commitment. (Bank code: B)	(10)	
		The subject has a good record, the amount may appear high in relation to normal transactions on the account. (Bank code: C)	(5)	
		Non submission of bank rating letter	(0)	
3	Technical Capabilities			30
3.1	Provide proof in the form of CV with relevant experience and qualifications in the workshop/	Engineering qualification within the company with 4 years	(30)	

CRITERIA FOR EVALUATING FUNCTIONALITY				
No	Criteria	Sub Criteria		Weight
	mechanical/engineering/services environment (30 points). (Attach certified copies of qualification)	relevant experience		
		Engineering qualification within the company with 3 years relevant experience	(24)	
		Engineering qualification within the company with 2 years relevant experience	(18)	
		Engineering qualification within the company with 1 year relevant experience	(12)	
		Artisan with 4 years relevant experience	(6)	
		No qualified employee and no relevant experience	(0)	
5	Locality			20
	Bidders must submit documentary proof of address to indicate that the company has an operating office/business in the province (Municipal account, Local Authority Letter, telephone account not older than three (3) months, signed lease agreement, etc.) (20 points).	Office/business within the local municipality where the service is to be rendered	(20)	
		Office/business within the district where the service is to be rendered	(15)	
		Office/business within the province where the service is to be rendered	(7)	
		Office/business in other provinces	(0)	
	Total			100

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

Stage 2:

Specific Goals

Specific Goals that will be applied to this procurement:

Specific Goals	Points
(a) 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
(b) Categories of persons historically disadvantaged by unfair discrimination on the basis of gender. 100% female ownership (Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof)	10
Total Points	20

13. General Information

The Service Provider must ensure that its staff members comply with the rules, regulations and by laws of the site, which will be covered during the induction.

All documents submitted in the response to this Request for Quotation (RFQ) must be written in English.

Service providers shall not assume that information and/or documents supplied to the HPNGB at any time prior to this RFQ are still available or that they will be considered and shall not make any reference to such information and/or documentation in their response to the RFQ.

Each quotation shall be valid for a period of three months calculated from the closing date of this RFQ. Any enquiries in connection with this RFQ shall be submitted in writing to the following e-mail address: S.SCM-Quotations@sanbi.org.za, referring to your request as **SANBI: Q11916/2026 The Repair, Service and Maintenance of all Machinery for the Harold Porter National Botanical Garden** as the subject.

For any technical information the following person may be contacted:

Mr Wonga Komanisi Estate Manager: Harold Porter National Botanical Garden, Betty's Bay at the following e-mail address: W.Komanisi@sanbi.org.za

NB: The deadline for submission of enquiries is on 10 June 2026. No feedback will be

provided after the deadline.

The appointment of a successful service provider shall be subject to all parties agreeing to mutually acceptable contractual Terms and Conditions. In the event of all parties failing to reach an agreement within 30 days from the appointment date, SANBI reserves the right and shall be entitled to appoint the second contractor or to re-advertise should the second tender not be acceptable.

SANBI has the right:

- To verify any information supplied in the tender documents.
- Not to appoint any service provider.
- To cancel or withdraw this RFQ at any time without attracting any penalties or liabilities.
- To appoint one or more service providers, depending on the outcome, to separately or jointly be responsible for the Repair, Service and Maintenance of all machinery on the campus.
- To have the final say in the appointment and that this will be binding.
- To disqualify a quotation or cancel any subsequent contracts should it be found that information disclosed was factually inaccurate and/or that a misrepresentation of facts may have occurred.
- To disqualify potential Service Providers who may attempt to bribe or influence any person employed by SANBI during the course of this quotation process

14. Submission of quotation

Closing date for submissions is: 12 June 2026 at 11:00

Quotations must be emailed to SANBI SCM at S.SCM-Quotations@sanbi.org.za

NB: All documents must be clearly labelled. Emailed applications must not be more than 10MB in size.

For any technical information the following person may be contacted:

Mr Wonga Komanisi Estate Manager: Harold Porter National Botanical Garden, Betty's Bay at the following e-mail address: W.Komanisi@sanbi.org.za

Note: Late submissions will be disqualified.

ANNEXURE A. PRICING SCHEDULE

Service providers are required to provide quotations as per below:

This should be indicated for a five year period – year one to year five

Year 1

Equipment & Manufacturer	Labour rate/hour (Repairs & Maintenance)	Call Out Fee
Chainsaw Stihl Ms 382		
Chainsaw Stihl Ms 382		
Back Blower Stihl Br 700		
Back Blower Stihl Br 700		
Pole Pruner Stihl Ht 103		
Pole Pruner Stihl Ht 103		
Brushcutter Stihl Fs 510C		
Brushcutter Stihl Fs 510C		
Brushcutter Stihl Fs 510C		
Brushcutter Stihl Fs 510C		
Brushcutter Stihl Fs 410c		
Hand Drill Stihl Bt 45		
Hand Drill Stihl Bt 45		
Edge Trimmer Stihl Fs 45R		
Ride-on Lawn Mower Scag Liberty Z48 Zero-Turn		
Woodchipper Tomcat 104 AFP		
Generator Ryobi RG-6900K		
Total Year 1		

Year 2

Equipment & Manufacturer	Labour rate/hour (Repairs & Maintenance)	Call Out Fee
Chainsaw Stihl Ms 382		
Chainsaw Stihl Ms 382		
Back Blower Stihl Br 700		
Back Blower Stihl Br 700		
Pole Pruner Stihl Ht 103		
Pole Pruner Stihl Ht 103		
Brushcutter Stihl Fs 510C		
Brushcutter Stihl Fs 510C		
Brushcutter Stihl Fs 510C		
Brushcutter Stihl Fs 510C		
Brushcutter Stihl Fs 410c		
Hand Drill Stihl Bt 45		
Hand Drill Stihl Bt 45		
Edge Trimmer Stihl Fs 45R		
Ride-on Lawn Mower Scag Liberty Z48 Zero-Turn		
Woodchipper Tomcat 104 AFP		
Generator Ryobi RG-6900K		
Total Year 2		

Year 3

Equipment & Manufacturer	Labour rate/hour (Repairs & Maintenance)	Call Out Fee
Chainsaw Stihl Ms 382		
Chainsaw Stihl Ms 382		
Back Blower Stihl Br 700		
Back Blower Stihl Br 700		
Pole Pruner Stihl Ht 103		
Pole Pruner Stihl Ht 103		
Brushcutter Stihl Fs 510C		
Brushcutter Stihl Fs 510C		
Brushcutter Stihl Fs 510C		
Brushcutter Stihl Fs 510C		
Brushcutter Stihl Fs 410c		
Hand Drill Stihl Bt 45		
Hand Drill Stihl Bt 45		
Edge Trimmer Stihl Fs 45R		
Ride-on Lawn Mower Scag Liberty Z48 Zero-Turn		
Woodchipper Tomcat 104 AFP		
Generator Ryobi RG-6900K		
Total Year 3		

Year 4

Equipment & Manufacturer	Labour rate/hour (Repairs & Maintenance)	Call Out Fee
Chainsaw Stihl Ms 382		
Chainsaw Stihl Ms 382		
Back Blower Stihl Br 700		
Back Blower Stihl Br 700		
Pole Pruner Stihl Ht 103		
Pole Pruner Stihl Ht 103		
Brushcutter Stihl Fs 510C		
Brushcutter Stihl Fs 510C		
Brushcutter Stihl Fs 510C		
Brushcutter Stihl Fs 510C		
Brushcutter Stihl Fs 410c		
Hand Drill Stihl Bt 45		
Hand Drill Stihl Bt 45		
Edge Trimmer Stihl Fs 45R		
Ride-on Lawn Mower Scag Liberty Z48 Zero-Turn		
Woodchipper Tomcat 104 AFP		
Generator Ryobi RG-6900K		
Total Year 4		

Year 5

Equipment & Manufacturer	Labour rate/hour (Repairs & Maintenance)	Call Out Fee
Chainsaw Stihl Ms 382		
Chainsaw Stihl Ms 382		
Back Blower Stihl Br 700		
Back Blower Stihl Br 700		
Pole Pruner Stihl Ht 103		
Pole Pruner Stihl Ht 103		
Brushcutter Stihl Fs 510C		
Brushcutter Stihl Fs 510C		
Brushcutter Stihl Fs 510C		
Brushcutter Stihl Fs 510C		
Brushcutter Stihl Fs 410c		
Hand Drill Stihl Bt 45		
Hand Drill Stihl Bt 45		
Edge Trimmer Stihl Fs 45R		
Ride-on Lawn Mower Scag Liberty Z48 Zero-Turn		
Woodchipper Tomcat 104 AFP		
Generator Ryobi RG-6900K		
Total Year 5		

Grand Total

	Labour Rate/hour	Call out Fee	TOTAL
Year 1			
Year 2			
Year 3			
Year 4			
Year 5			
Subtotal			
VAT			
GRAND TOTAL			