

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
RFQ NUMBER:	SANBI: Q11944/2026	CLOSING DATE:	28 July 2026	CLOSING TIME:	11H00 AM
APPOINTMENT OF A SERVICE PROVIDER TO REPAIR, SERVICE, AND MAINTANENCE OF HORTICULTURAL MACHINERIES AT PRETORIA NATIONAL BOTANICAL GARDEN FOR A PERIOD OF FIVE (5) YEARS					
BID RESPONSE DOCUMENTS MAY BE E-MAILED TO BELOW ADDRESSES:					
Submission of proposals: Proposals must be emailed to Ms. Noloyiso Giyama – N.Giyama@sanbi.org.za and copy S.SCM-Quotations@sanbi.org.za					
Please state the Bid number as the reference number on the subject line when responding to the RFQ					
Compulsory site inspection session – 13 July 2026@11h00 am 012 843 5000/5144					
Contact person - Mr Nakisane Mathivha, at the following email address: N.Mathivha@sanbi.org.za .					
Address: South African National Biodiversity Institute Pretoria National Botanical Garden 2 Cussonia Avenue, Biodiversity Centre Brummeria					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ms. Noloyiso Giyama		CONTACT PERSON	Mr Nakisane Mathivha	
TELEPHONE NUMBER	012 339 2750		TELEPHONE NUMBER	012 843 5000 / 5144	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	N.Giyama@sanbi.org.za		E-MAIL ADDRESS	N.Mathivha@sanbi.org.za .	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		TICK APPLICABLE BOX] ☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
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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

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;

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.

- 3.3 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

- (e) 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
- (f) “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:

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

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:

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

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

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;

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

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

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

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

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

Access to your Personal Information and purpose specification

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

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

Yes ☐

No ☐

Supplier Name

Date

Signature

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

TERMS OF REFERENCE

**APPOINTMENT OF A SERVICE PROVIDER TO REPAIR, SERVICE, AND MAINTANENCE OF
HORTICULTURAL MACHINERIES AT PRETORIA NATIONAL BOTANICAL GARDEN FOR A
PERIOD OF FIVE (5) YEARS.**

Pretoria National Botanical Garden

02 Cussonia Avenue Brummeria,

Pretoria

Gauteng

Private Bag X101

Silverton

0184

1. BACKGROUND

The South African National Biodiversity Institute (SANBI) requires services at Pretoria National Botanical Garden (PNBG). The garden is surrounded by urban development and offers a much-needed outdoor experience and wildlife in the eastern suburbs of Pretoria. The ridge that runs through the garden, the natural grassland and large lawned areas containing theme gardens of indigenous plants, offer a habitat for our indigenous wildlife species. Our lawn area has become carpet to many formal and informal events, experienced by millions of garden visitors annually.

The garden is 76 hectares of which fifty hectares of the total area are devoted to developed gardens, using almost exclusively South African plants. All the flowering plant species to be seen including 50% of the country's tree species, make this Garden a botanical tapestry, offering the visitor a glimpse of different biomes such as Savanna, forest, fynbos and some plants of other biomes. A 35 M high quartzite outcrop divides the garden into two sections. Its frosty south-facing section and the north-facing, warmer section present two different worlds to the visitor and botanist. A paved nature trail gives access to the fascinating natural vegetation on the ridge, which boasts a diversity of indigenous fauna and flora. The garden is and is open to the public 365 days a year from 8:00 – 18:00 with entry limited until 17:00.

However, maintaining the PNBG requires meticulous care and attention, especially concerning the horticultural machinery which is vital for its upkeep. These machineries are the lifeblood of PNBG's maintenance efforts. Given the garden's year-round accessibility and the sheer scale of its operations, ensuring the reliability and efficiency of these machineries is paramount. Regular service and repairs are essential to uphold PNBG's standards of excellence.

1. INVITATION TO QUOTATION

The purpose of this request for quotation (RFQ) is to invite prospective service providers to submit quotation on the repairing, servicing, and/or maintenance of the horticultural machineries at the Pretoria National Botanical Garden for a period of five years. Potential Service providers are expected to clearly stipulate their call out fee on the quotation as other pricing will be determined by the amount of work and number of machines to be repaired and serviced at a given time. The quote process will be coordinated by SANBI's Supply Chain Management (SCM) Directorate at the following address:

Deputy Director: Supply Chain Management

South African National Biodiversity Institute (SANBI) Private Bag X101

Silverton 0184

2. DESCRIPTION OF THE WORKS

SANBI Pretoria National Botanical Gardens would like to appoint a reliable and experienced service provider to repair, service and maintain horticultural machinery, specifically Stihl equipment, to ensure optimal performance and extend the equipment's lifespan.

The scope of work includes but not limited, the following machines:

2.1 Lawn mowers

- 1 X Grasshopper 126V Ride on Lawn Mower – 52' Deck
- 1 X Hustler Sport Ride-On Mower 54' Deck – Model No 93065IEX
- 1 X Turfking 750 Mower
- 1 X Snapper LT 100 Tractor Mower Ride-on Mower – Model No 7800207
- 3 X Yamaha Professional Push mowers – Industrial
- 1 X Hustler raptor Ride on Mower – Model No. 939751EX
- 2 x Husqvarna Ride on mower – Model No MZ54
- 2 x Yamaha/Honda GXV 160 Professional Push mowers – Industrial

2.2 Brush cutters

- 12 X Stihl Brush Cutters (FS 410, FS 250, FS 235 and other models)
- 2 X Stihl Brush Cutters Backpack FR450 X2

2.3 Pole pruner and hedge trimmer

- 2 X Stihl Hedge Trimmer HS45
- 1 X Echo P265 Edging Machine
- 1 X Professional Edge Cutter - Briggs & Stratton
- 2 X Stihl Pole Pruner HT103
- 1 X Stihl battery powered pole pruner
- 1X Stihl KM235 with FCB-km edger

2.4 Chainsaw

- 1 X Stihl MS 170 Chain Saw
- 1 X Stihl MS 250 Chain Saw
- 1 X Stihl MS 260 Chain Saw
- 1 X Stihl MS 310 Chain Saw
- 1 X Stihl MS 380 Chain Saw
- 1 X Stihl MS 381 Chain Saw
- 1 X Stihl MS 382 Chain Saw

- 1 X Stihl MS 661 Chain Saw

2.5 Leaf blower

- 4 X Stihl Blower BG 450
- 6 X Stihl Backpack Blower FS420

2.6 Other Estate machines

- 1 X Marshall Fowler Sterilizing Machine Model: ESC 60 X 60 KW X 886 Volts X 3 Phase
- 1 X Multispray – Honda 5.0 X G200
- 1 X Buffel Fire Fighter - Honda GX160 Swift – 30 Power sprayer
- 1 X Gianelsi Edilio- Compressor X CE 0066
- 1 X Generator – Honda GX 160 5.5 (2.2KVA) (1 Phase)
- 1 X Massey Ferguson Tractor – MF 440 Extra
- 1 X Agrid Rotavator G 84
- 1 X Chipper (Unknown) PTO Driven
- 1 X Hydraulic Tractor tip trailer
- 1 X Bomag Compactor 90S F30 4632
- 1 X Thrash Pump (WT20X)
- 1 X Chemical sprayer (Quad master)

3. SCOPE OF WORK:

- Servicing and maintenance of horticultural machinery, including Stihl and Husqvarna equipment.
- Maintenance, Service and repair.
- Minor and/or Major service.
- Replacement of parts.
- Engine mechanical and engineering work when required.
- Changing oil, Belts, Filters, Spark plugs, Bearings etc.
- Replace the equipment /machinery if repair is more than the cost of machinery or equipment.
- Regular inspections and reporting on machinery condition.
- Repair and replacement of parts as needed.
- Provision of genuine spare parts including Stihl and Husqvarna equipment. (Changing oil, Belts, Filters, Bearings etc.)
- On-site service and workshop repairs.
- Technical support, training to garden machine operators.
- Supply of machinery consumables e.g. 2 stroke oil, plugs

4.1. Deliverables:

- Regular service and maintenance reports.
- Detailed invoices and quotes for repairs and spare parts.
- Timely response to service requests (indicate turnaround time).
- Quality workmanship and use of genuine spare parts
- NB. And all other requirements in ensuring the machine is maintained and serviced.

The number of machines to be serviced and repaired is not limited to the above, however, the above is what the garden currently has.

4.2. PRICING SCHEDULE BREAKDOWN:

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

Pricing Breakdown

Description	Cost (Year 1)	Cost (Year 2)	Cost (Year 3)	Cost (Year 4)	Cost (Year 5)
Call out Fee during working Hour (Per hour)					
Labour rate during working hours (Per hour)					
Total quoted amount for the period of 5 years					

5. Requirements:

- The bidder must demonstrate sufficient experience and inhouse expertise in the field of power and horticultural machines servicing, repair, and maintenance
- Provide proof that they have an active working relationship directly with one primary manufacturer / import agent e.g. Husqvarna, Honda, Stihl and / or Yamaha or any other reputable supplier of Husqvarna, Honda, Stihl and / or Yamaha tools and equipment's
- The service provider must have a fully equipped workshop and sufficient storage facilities.
- Provide proof that their employed mechanics are duly qualified and certified to work on the manufacturer / import agent machines:
 - ✓ Evidence confirming that employed mechanic(s) are qualified mechanics for the related manufacturer / importing agency / brand.
 - ✓ Provide the relevant formal qualification / certification,
- The service provider must have an established track record and references regionally/ nationally.
- The service provider must have appropriate insurance coverage. The bidder must demonstrate sufficient experience in the field of power machinery repairs, maintenance and servicing by providing 3 (three) to 5 (five) traceable references of similar work performed in the last 5 years in the Tshwane Region.
- Parts costed for the service are to be as per OEM (original equipment manufacturer) parts specification for the machine. No pirate parts are acceptable.

6. OPERATING HOURS

The appointed Service Provider will be required to provide services within the set time; operating hours will be between 08:00 to 16:30. Or make a special arrangement with the garden management when necessary.

7. BIDDING REQUIREMENTS

Potential Service Providers must submit the following documentation:

- SBD Form 1, 4 and 6.1
- A copy of the Central Suppliers Database (CSD) registration report.
- 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.
- Proof of Public Liability Insurance.
- Formal Quotation on Company letter Head

8. APPOINTMENT CRITERIA:

- The service provider must meet all requirements and evaluation criteria. The evaluation process will be based on the price and Specific goals of those bids that meet the minimum threshold for functionality. By Preferential Procurement. Regulations 2022 about the Preferential Procurement Policy Framework Act (No. 5 of 2000),
- The service provider must submit a comprehensive proposal, including the scope of work, timelines, and pricing.
- The service provider must sign a service level agreement (SLA) outlining responsibilities and expectations.

9. 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:

PHASE 1

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

Evaluation criteria:

No.	Criteria	Sub-criteria		Weight
1	COMPANY EXPERIENCE			20
1.1	Bidders must demonstrate extensive experience and proven expertise in supply, maintenance, and repair of horticultural machinery within the Government or Private sector.	Seven (7) or more (8+) years' relevant experience	20	
		Five (5) to six (6) years' relevant experience	15	
		Three (3) to Four (4) years' relevant experience	10	
		One (1) to two (2) years' relevant experience	5	
		Less than one-year relevant experience	1	
		No submission of evidence	0	
2.	PROJECT PLAN			25
2.1	Provision of a detail Work-Plan (Project Plan) that covers the following: Scope of Work and Understanding of Requirements, Methodology and Technical Approach, Resource Allocation and Responsibilities, Project Schedule and Timeframes, and Monitoring, Reporting and Quality Assurance.	The bidder has submitted a detailed project work-plan that covers the Scope of work and understanding of requirements, Methodology and technical approach, Resource allocation and responsibilities, Project schedule and timeframes, and Monitoring, reporting and quality assurance.	25	
		The bidder has submitted a detailed project work-plan that only covers the Scope of work and understanding of requirements, Methodology and technical approach,	20	

		Resource allocation and responsibilities, and Project schedule and timeframes.		
		The bidder has submitted a detailed project work-plan that only covers the Scope of work and understanding of requirements, Methodology and technical approach, and Resource allocation and responsibilities.	15	
		The bidder has submitted a detailed project work-plan that only covers the Scope of work and understanding of requirements, and Methodology and technical approach.	10	
		The bidder has submitted a detailed project work-plan that only covers the Scope of work and understanding of requirements.	5	
		No submission of the project plan	0	
3.	COMPANY TRACK RECORD			25
3.1	(Attach one of the following documents: 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).	Nine or more (9+) clients	10	
		Seven (7) to eight (8) clients	7	
		Five (5) to six (6) clients	5	
		Three (3) to four (4) clients	3	
		One (1) to two (2) clients	1	
		No submission	0	



	Provide Five traceable reference letters : signed letters of reference from at least five (5) current or previous clients that have been provided with supply, maintenance and repairs of horticultural machinery within the past 5 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.	Five or more (5+) relevant reference letters.	15	
		Four (4) relevant reference letters.	12	
		Three (3) relevant reference letters.	9	
		Two (2) relevant reference letters.	6	
		One (1) relevant reference letter.	3	
		No submission	0	
4.	Company Operational Location and Technical Capabilities		30	
	COMPANY OPERATIONAL LOCATION		10	
4.1	Provide certified proof of business address, the location where business is conducted, in the form of a Municipal account, and or lease agreement in the bidder's name	Business location within 40km travelling distance.	10	
		Business location is within 60km travelling distance.	8	
		Business location within 80km travelling distance.	6	
		Business location is within 100km travelling distance.	4	
		Business location outside of 120km travelling distance	2	
		Business location outside of greater than 120km travelling distance	0	
	TECHNICAL CAPABILITIES			
4.2	Experience and Qualifications:		20	
		4 or more certified technicians within the	20	



	Provide proof that their mechanics employed directly by the bidder and duly qualified and certified to work on the manufacturer / import agent. • Proof of employment by bidder. • Employed mechanic(s) (CV, plus primary mechanical qualification certificates). • Professional mechanical skills development courses attended.	company with relevant experience		
		3 certified technicians within the company with relevant experience	16	
		2 certified technicians within the company with relevant experience	12	
		1 certified technician with relevant experience	8	
		No technician with relevant experience	4	
	TOTAL			100

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

Phase 2

Organizational Procurement goals and Pricing

In accordance with stipulated guidelines provided by National Treasury and that SANBI as an organ of the state is required to comply with section 10 (b) of the B-BBEE Act and to implement organizational “Specific Goals” pertaining to preferential procurement policy. The revised 80 / 20-point system is to be applied with this procurement evaluation, where price contributes 80 points and the maximum of 20 points will be awarded based on stipulated SANBI’s Specific Goals as defined below:

Specific goals:

Specific goals	Objective points score
Categories of persons historically disadvantaged by unfair discrimination on the basis of race.	10
Categories contributing to building the economy which the Department of Trade and Industry has already pronounced upon	10
TOTAL	20 Points

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

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

10. CONTRACTUAL REQUIREMENTS

A contractual agreement will be drafted by SANBI and must be signed by both parties prior to commencing the work. SANBI will draw up a Service Level Agreement (SLA) for monitoring and compliance purposes. The SLA will be monitored through compliance meetings which will be held monthly until the completion of the project. The Service Provider will also meet the designated SANBI representative as and when it deems necessary.

11. 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.

SANBI reserves the right:

- To verify any information supplied in quotation documents.
- Not to appoint any Service Provider.
- To cancel or withdraw this RFQ at any time without attracting any penalties or liabilities.
- To have the final say in the appointment and this will be binding.
- To disqualify a quotation or cancel any subsequent contracts it should 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.
- All documents submitted in response to this Request for Quote (RFQ) must be written in English.

12. OPERATING HOURS

The appointed Service Provider will be required to provide services within the set time of the project; operating hours will be those that are set by the garden which are from 08:00 to 16:30. No works/services will be permitted after 17:00.

13. GENERAL HEALTH AND SAFETY REQUIREMENTS

In as much as the service provider will at all 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.

14. COMPULSORY SITE INSPECTIONS

A compulsory site briefing for this quotation will be held on 13 July 2026 @ 11:00 AM at the Pretoria National Botanical Garden at African Pride.

Physical address:

Pretoria National Botanical Garden

2 Cussonia Avenue,

Brummeria,

Silverton

15. PROPOSAL SUBMISSIONS

The closing date for submission of responses is **28 July 2026 11:00am**.

Submissions should be e-mailed to S.SCM-Quotations@sanbi.org.za with a copy to Noloiso Giyama @ N.Giyama@sanbi.org.za .

For Technical queries please contact **Mr Nakisane Mathivha**, Estate Manager:
Pretoria National Botanical Gardens, at 012 **843 5000/5144** or at the following email address: N.Mathivha@sanbi.org.za .