

SBD1

**PART A
INVITATION TO BID**

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

RFQ NUMBER:	Q11947/2026	CLOSING DATE:	29 July 2026	CLOSING TIME:	11H00am
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DESCRIPTION

SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) REQUIRES A CLEANING SERVICE PROVIDER TO PROVIDE CLEANING SERVICE AT KWELERA NATIONAL BOTANICAL GARDEN, EAST LONDON, EASTERN CAPE FOR THREE YEARS (3).

Compulsory briefing session

Compulsory briefing will be conducted at the South African National Biodiversity Institute (SANBI)

Kwelera NBG, Kwelera Road

East London

Date: 23 July 2026

Time: 11:00

BID RESPONSE DOCUMENTS MAY BE E-MAILED TO BELOW ADDRESSES:

Submission of proposals: Proposals must be emailed to S.SCM-Quotations@sanbi.org.za and copy Ms. Khanyisile Hlatshwayo @ k.hlatshwayo@sanbi.org.za

Failure to send to the above email address will result in your bid being disqualified.

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	Khanyisile Hlatshwayo	CONTACT PERSON	Nomama Mei
TELEPHONE NUMBER	012 002 5336	TELEPHONE NUMBER	(043)737-0061
FACSIMILE NUMBER	n/a	FACSIMILE NUMBER	n/a
E-MAIL ADDRESS	k.hlatshwayo@sanbi.org.za	E-MAIL ADDRESS	N.Mei@sanbi.org.za

SUPPLIER INFORMATION

NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE		NUMBER

TERMS OF REFERENCE TO PROVIDE CLEANING SERVICES IN KWELERA NBG

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]2				
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS				
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.				

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION. 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED- (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT. 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT. 1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).

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2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

DATE:

SBD 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

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

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, 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.

3.5 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

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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- 3.6 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.
- 3.7 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

**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:

TERMS OF REFERENCE TO PROVIDE CLEANING SERVICES IN KWELERA NBG

	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:

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80/20

or

90/10

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20

or

90/10

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

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.

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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

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- ☐ (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

Authorized representative, who warrants that he/she is duly authorized.

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SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) REQUIRES A CLEANING SERVICE PROVIDER TO PROVIDE CLEANING SERVICE AT KWELERA NATIONAL BOTANICAL GARDEN, EAST LONDON, EASTERN CAPE FOR THREE YEARS (3).

QUOTATION NUMBER: Q11947/2026

TERMS OF REFERENCE TO PROVIDE CLEANING SERVICES IN KWELERA NBG

1. INVITATION TO QUOTE

Quotations are hereby invited for the provision of cleaning services to Kwelera National Botanical Garden. The quote process will be co-ordinated by SANBI's Supply Chain Management (SCM) Directorate.

2. BACKGROUND

The South African National Biodiversity Institute (SANBI) requires a Cleaning Service Provider to provide cleaning services at Kwelera National Botanical Garden, 18km from East London. The Kwelera National Botanical Garden is a new national botanical garden under construction and currently renting premises close to the site in Kwelera.

3. QUOTATION SPECIFICATION

Number of cleaners	Period	Time	Duration
1	Weekdays: Mondays to Fridays	7:30am to 16:30pm	3 years

From time to time, additional cleaning services may be required for special functions or for the cleaner to work on extra day(s). These services will be arranged through ad hoc requests and will be charged according to the quoted rates.

3.1 SERVICES REQUIRED

3.1.1 CLEANING AND MAINTENANCE OF THE OLD GARDEN OFFICE, STAFF FACILITY, GUARD HOUSE AND VISITOR'S CENTRE

- meetings, and special functions when required Sweeping, vacuuming, and mopping all floors
- Dusting furniture, equipment, and surfaces
- Cleaning windows, doors, and walls where necessary
- Cleaning and sanitising kitchens and staff common areas
- Cleaning ablution facilities, including toilets, basins, and mirrors
- Emptying waste bins and disposing of refuse appropriately
- Cleaning the guard house, old garden office, staff facilities, and visitors' centre
- Cleaning kitchen utensils and ensuring their proper storage after use
- Maintaining general cleanliness and hygiene in all designated areas
- Reporting any maintenance issues or damages observed during cleaning
- Vacuum carpets and conduct deep cleaning twice per year

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- Clean staff toilets, including floors, shower, and hand basin
- Wash floors in the kitchen, bathroom, and offices
- Wipe kitchen surfaces and work areas
- Wipe door handles, toilet seats, skirting boards, and window seals
- Clean kitchen cupboards and drawers regularly
- Wash staff dishes after teatime and lunchtime
- Clean the kitchen after tea and lunch breaks
- Open blinds in the morning and close them in the afternoon
- Ensure all windows are closed and secured when leaving in the afternoon
- Sweep and mop all allocated buildings, including outside areas (deck) and the garage
- Empty all waste bins daily, sort recyclables, and dispose of waste in designated areas
- Clean all windows (inside and outside) once or twice per month
- Undertake any other related duties as may be required from time to time
- Wash window coverings in all rooms as required
- Dust countertops, fixtures, and furniture as needed
- Wipe blinds with a damp cloth to remove dust
- Clean the fridge every Friday
- Clean the microwave daily
- Clean the kettle regularly
- Prepare tea and coffee for garden visitors,
- Clean kitchen utensils and ensure proper storage after use
- Clean and wash all utensils in the kitchen sink daily, dry them, and pack them away
- Provide basic communication and information to staff and visitors when necessary
- Report emergency maintenance problems and/or environmental hazards immediately
- Conduct carpet deep cleaning once every six months
- Always maintain awareness of health and safety requirements

3.1.2 CUSTOMER AND VISITOR SERVICE

- Always act professionally to garden visitors and staff daily

3.1.3 STOCK MANAGEMENT AND CONTROL

- Maintain a record of cleaning stock and ensure supplies are always available; report low stock timeously to the service provider supervisor
- Keep all cleaning equipment in good, clean, and working condition
- Use cleaning materials responsibly and avoid unnecessary waste
- Ensure cleaning supplies are stored in designated and appropriate areas
- Report on the need for any major or minor repairs to management

TERMS OF REFERENCE TO PROVIDE CLEANING SERVICES IN KWELERA NBG

- Comply with the Occupational Health and Safety Act (OHASA), relevant legislation, and regulations
- Assess risks when performing cleaning duties and minimise them as far as possible
- Proactively identify and report potential risks immediately
- Store all cleaning materials safely and in the correct containers
- Ensure no cleaning equipment or materials are left unattended in a way that may pose a hazard to staff or visitors
- Report any wastage immediately

4. COMPLAINEE, CONTACTS AND MEETINGS

- Letter of Good Standing from Department of Labour required
- Both the Service Provider and 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. The Service Provider will also meet the designated SANBI representative as and when it deems necessary.

5. GENERAL INFORMATION

The Service Provider must ensure that its staff members comply with the rules, regulations and bylaws of the site, which will be covered during the induction. Service provider will keep the existing staff member that is already in service from the previous service provider.

6.1 INDUCTION AND PLACEMENT OF CLEANERS

The Service Provider's staff member/s will have to undergo induction training regarding the site and the Emergency Plan for the site. Any new employee or a replacement staff member must first be inducted before placement on the site.

6.2 CLEANING MATERIAL AND EQUIPMENT

SANBI Kwelera National Botanical Garden will provide all cleaning chemicals and equipment required for the delivery of the cleaning services

6.3 UNIFORMS

Staff must be provided with their own proper uniforms and be neatly presented at all times.

6.4 SUPERVISION OF WORK

TERMS OF REFERENCE TO PROVIDE CLEANING SERVICES IN KWELERA NBG

The Service Provider will supervise and exercise proper control over its personnel and shall not hold SANBI liable for any loss or injury suffered by such personnel. The Service Provider will address and resolve any personnel-related matters in accordance with applicable legislation.

SANBI will provide minimal supervision, which will be undertaken in liaison with the Service Provide.

6.5 RESPONSIBILITIES

The Service Provider will take responsibility for the following:

- Provision of transportation for its own staff; however, transport may be considered available from Kwa-Tuba Village only.
- Provision of all personal protective equipment (PPE) and compliance with all Occupational Health and Safety Act (OHASA) requirement

6. BRIEFING SESSION

This is compulsory and will be conducted as follows:

Date: 23 July 2026

Time: 11:00

Venue: Kwelera National Botanical Garden, East London, Eastern Cape Province.

Physical address:

Kwelera Road

Kwelera

East Coast Resorts

7. EVALUATION PROCESS

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:

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

CRITERIA FOR EVALUATING FUNCTIONALITY				
No	Criteria	Sub Criteria		Weight
1	Company Experience			(60)
1.1	Bidders must demonstrate an in-depth experience and	More than five (5) years' relevant experience.	20	20

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CRITERIA FOR EVALUATING FUNCTIONALITY				
No	Criteria	Sub Criteria		Weight
1.2	expertise in the field of cleaning services within Government or Private sector, with relevant supporting documents provided.	Between three (3) and five (5) years' relevant experience.	16	
		Between two (2) and one (1) years' relevant experience.	12	
		No submission of evidence.	0	
	COMPANY TRACK RECORD	More than nine (5) clients	20	20
	Attach 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).	Between three (3) and five (5) clients	16	
		Between two (2) and one (1) clients	12	
		No submission	0	
	Provide no less than five traceable reference letters: Signed 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 tender. a) In addition, provide the following supporting documents pertaining to the list and reference letters (Official Purchase Orders, or Service Level	Five (5) and more relevant reference letters including the supporting documents	20	20
		Four (4) relevant reference letters including the supporting documents	16	
		Three (3) relevant reference letters including the supporting documents	12	
		Two (2) relevant reference letters including the supporting documents	8	
		One (1) relevant reference letter including the supporting document	4	
			0	

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CRITERIA FOR EVALUATING FUNCTIONALITY				
No	Criteria	Sub Criteria		Weight
	Agreement, or Appointment Letters with contact details and value of contracts)	No submission		
2	Staff training and performance management			(40)
2.1	Provide a detailed training and skills development plan that covers: - Code of conduct and new procedures of cleaning, hygiene, disinfection services. - Schedule of work/duty sheet/work plan with clear milestones. - Health and Safety procedures	Three (3) required training and skill development plan documentation.	20	20
		Two (2) required training and skill development plan documentation	16	
		One (1) required training and skill development plan documentation	12	
		Non-submission	0	
2.2	Site manager and supervisors experience in the cleaning industry (Submit curriculum vitae indicating site manager and three supervisors' experiences in security services in terms of their role)	More than (5) years' relevant experience	20	20
		Between three (3) and five (5) years' relevant experience	16	
		Between two (2) and one (1) years' relevant experience	12	
		Non-submission	0	
	Total			100

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

8.2. 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, 2017 pertaining to Preferential Procurement Policy Framework Act (No. 5 of 2000), the 80/20 point system will be applied in

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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 specific goals

SPECIFIC GOALS

Table 2

Category	Allocated Points
Categories of persons historically disadvantaged by unfair discrimination based on race – 100% black ownership (Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof)	10
Categories of persons historically disadvantaged by unfair discrimination on the basis of gender – 100% Female (Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof)	10
Total Maximum Points	20

Sufficient information must be provided to allow the Evaluation Panel to score bids against all these criteria.

9. MANDATORY DOCUMENTS REQUIRED

Tenders must include the following documentation in the tender submission (**failure to submit this required documentation will lead to disqualification**):

- Service Providers must be registered on the CSD and must ensure that Tax status is compliant at all times.
- Completed and signed SBD forms (1,4,6.1)
- Price schedule provided below
- Quotation in a company's letterhead must include cost breakdown of all the specifications and price must be VAT inclusive.
- Valid Letter of Good Standing from the office of the compensation Injuries and Diseases Act (COIDA).The letter must be issued by Department of Labour
- A valid proof of public liability or a letter of intent
- Briefing session attendance certificate

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10. SUBMISSION

Closing date for submission of responses: 29 July 2026 at 11:00

Closing date of enquiries is : 27 July 2026 at 15:30

NB: Late submissions will be disqualified.

Quotations can be submitted must be emailed to to S.SCM-Quotations@sanbi.org.za and copy k.hlatshwayo@sanbi.org.za

For technical enquiries please contact Ms Nomama Mei on 043 7370061 or n.mei@sanbi.org.za

PLEASE NOTE: Emailed applications must not be more than 8MB.
Quotations can be submitted via email only Botanical Garden.

ANNEXURE A

PRICING

- A specific pricing breakdown to be provided for a three-year contract indicated below.
- Pricing to be stable

Monthly service costs year 1,2,3

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LINE ITEM	YEAR 1	YEAR 2	YEAR 3
Total cost to company for CLEANERS' salaries (Including UIF, bonus, COLD and skills levy training, leave, etc.)	R	R	R
Steam cleaning of carpets	R	R	R
Overheads (items not included above)	R	R	R
Total excluding VAT	R	R	R
VAT @ 15%	R	R	R
Total including VAT per month	R	R	R
	X 12 months	X 12 months	X 12 months
Total cost per annum including VAT	R	R	R
TOTAL COST FOR (3) THREE YEARS INCLUDING VAT	R		