

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
RFQ NUMBER:	Q11950/2026	CLOSING DATE:	20 July 2026	CLOSING TIME:	11:00AM
THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) REQUIRES THE SERVICES OF A SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDER TO PROVIDE ACCREDITED HEALTH AND SAFETY TRAINING TO STAFF AT KIRSTENBOSCH, HAROLD PORTER, KAROO DESERT, KWELERA AND HANTAM NATIONAL BOTANICAL GARDENS FOR A PERIOD OF THREE (3) YEARS AS WHEN REQUIRED					
BID RESPONSE DOCUMENTS MAY BE E-MAILED TO BELOW ADDRESSES:					
Submission of proposals: Proposals must be emailed to Ms. Anathi Mbadla @ a.mbadla@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					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Anathi Mbadla		CONTACT PERSON	Werner Voigt	
TELEPHONE NUMBER	012 018 8293		TELEPHONE NUMBER	021-799 8759	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	A.Mbadla@sanbi.org.za		E-MAIL ADDRESS	W.Voigt@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 ☐ Yes ☐ No		
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.	

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

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.

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:	
	
	

Q11950/2026

TERMS OF REFERENCE

THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) REQUIRES THE SERVICES OF A SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDER TO PROVIDE ACCREDITED HEALTH AND SAFETY TRAINING TO STAFF AT KIRSTENBOSCH, HAROLD PORTER, KAROO DESERT, KWELERA AND HANTAM NATIONAL BOTANICAL GARDENS FOR A PERIOD OF THREE (3) YEARS AS WHEN REQUIRED

Physical address

**Kirstenbosch
NBG
Rhodes Drive
Newlands
Kirstenbosch**

**Harold Porter
NBG
Clarence Drive
Betty's Bay**

**Karoo Desert
NBG
Roux Road
Panorama
Worcester**

**Kwelera NBG
Plot FME 00736
Kwelera Road
East London**

**Hantam NBG
Oorlogskloof
Road
Glenlyon
Nieuwoudtville**

RFQ documents are to be submitted via email only. No hand delivery will be accepted.

1. Background

The South African National Biodiversity Institute (SANBI) requires the services of a suitably qualified and experienced service provider to provide accredited health and safety training to staff at Kirstenbosch, Harold Porter, Karoo Desert, Kwelera and Hantam National Botanical Gardens. The gardens are situated in Cape Town, Betty's Bay, Worcester, Western Cape and East London, Eastern Cape and Nieuwoudtville, Northern Cape.

Health and Safety training covers a set of procedures, teachings and methods designed to equip employees with the knowledge and skills to safely perform their job and maintain a safe work environment. This training aims to reduce incidences of workplace accidents and illnesses, ensuring workers can perform their roles effectively and safely. Health and Safety training is essential not only for workplaces, but also for everyday life to promote well-being and prevent accidents.

2. Invitation To Quote

Quotations are hereby invited for the appointment of a service provider to provide accredited health and safety training to staff at Kirstenbosch, Harold Porter, Karoo Desert, Kwelera and Hantam National Botanical Gardens for a period of three (3) years.

The garden are located at the below addresses:

Kirstenbosch NBG Rhodes Drive Newlands Cape Town Western Cape	Harold Porter NBG Clarence Drive Betty's Bay Western Cape	Karoo Desert NBG Roux Road Panorama Worcester Western Cape	Kwelera NBG Plot FME 00736 Kwelera Road East London Eastern Cape	Hantam NBG Oorlogskloof Road Glenlyon Nieuwoudtville Northern Cape
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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

3. Specifications

The South African National Biodiversity Institute (SANBI) requires the services of a suitably qualified and experienced service provider to provide accredited health and safety training to staff at Kirstenbosch, Harold Porter, Karoo Desert, Kwelera and Hantam National Botanical Gardens for a period of three (3) years. The areas of training where courses are required include, but not limited to:

	Course Objective	Unit Standards	Contents
Health & Safety Representative Training 3 Day – HWSETA Accredited	This course requires learners to be able to perform Safety, Health and Environmental representation activities and to have a better understanding of Health and Safety legislation relevant to the functions, duties and responsibilities of the Health and Safety Representative	SAQA NQF 259622 120333	• Definitions • The Occupational Health & Safety Act • OHS Act sections applying to Employers and Employees • Prohibitions, consequences, offences and penalties • The Health & Safety Rep roles, responsibilities and duties • Safety Agreements • Committee for health and safety • Simulations and portfolio • Introduction to incident investigation • Hazardous Chemical Regulations • Electrical Safety • Noise and Hearing Conservation • Fire Safety • Environmental Management
Hazard Identification and Risk Assessment 2 Day – HWSETA Accredited	This course requires learners to be able to conduct risk assessments. The course aims to give learners the necessary knowledge and experience to be able to conduct risk assessments in the workplace.	SAQA NQF 120330	• Legislative requirements and definitions • Hazard identification and reporting of hazards • Broad categories of hazards • Hazard reporting systems • Process of risk assessment • Components of risk • Conduct a risk assessment • Managing risk • Practical work • Portfolio of evidence
Incident Investigation 2 Day – Unit Standard Aligned	This course requires learners to be able to perform preliminary health, safety and environmental incident investigations and to understand health and safety legislation relevant to the investigation of	SAQA NQF 259617	• Requirements for incident investigation (legislation, reporting, etc) • The importance of investigating incidents • The basic incident investigation process • Hazard identification and reporting of hazards

	incidents in the workplace		• The incident sequence and causation • Approaches to investigation • Dominoe theory • Incident investigation process • Gather the evidence • Analyse the data • Root cause analysis • The 5 Why's • Recording, reporting and auditing • Practical work and case studies
Basic Fire Fighting 1 Day	To teach personnel basic use of fire extinguishers and to prevent fires	SAQA NQF 252250	• What is fire prevention • Triangle of combustion • Definitions eg flashpoint, firepoint, etc • Flammable ranges of various substances • Classes of fire • Extinguishing methods and media • Common causes of fire • Spread of fire • Firefighting equipment • Firefighting techniques • Fire surveillance • Fire equipment inspections
First Aid Level 1 2 Days Perform Basic Life Support and First Aid Procedures (QCTO Skills Programme)	The course equips candidates with the basic principles of assessing an emergency situation, contacting the emergency services as quickly as possible and while awaiting their arrival, candidates will be able to perform basic skills required to sustain life.	SP-230801 (QCTO Skills Programme ID)	• Understand the laws of first aid, including the principles of emergency care • Demonstrate an understanding of emergency scene management • Treat wounds and arrest bleeding • Know the first aid required for different injuries • Utilise the correct equipment and safety precautions when administering first aid • Understanding potential hazards in the work environment • Performing cardio-pulmonary resuscitation (CPR)

First Aid Level 2 3 Days Intermediate Emergency First Aid Responder (QCTO Skills Programme)	The course will enable learners to provide primary emergency care (first aid) in response to an occupational risk induced or any health emergency in their specific workplaces.	SP-230802 (QCTO Skills Programme ID)	• Demonstrate the principles of primary emergency care • Assess and control a single injury emergency scene in the workplace • Demonstrate primary emergency life support for adults, children and infants • Explain and manage shock • Carry out secondary assessment of the sick or injured person and provide appropriate primary emergency care at the scene • Keep records of the incident/accident
First Aid Level 3 4 – 5 Days Advanced Emergency First Aid Responder (QCTO Skills Programme)	Designed to equip you with the highest level of first aid skills and knowledge, enabling you to respond effectively to complex medical emergencies and trauma situations.	SP-230803 (QCTO Skills Programme ID)	• Anatomy and physiology. • Legal and ethical First Aid – including consent. • Personal safety. • Emergency scene management. • Primary & secondary assessment. • CPR – adult, child, & infant. • AED – Automated external defibrillator. • Respiratory distress – including artificial respiration. • Choking – blocked airway; adult, child, & infant. • Identify & manage shock. • Cardiac arrest & strokes. • Thermal stress (environmental emergencies). • Wounds & bleeding. • Amputations & chest injuries. • Burns & fractures. • Abdominal & pelvic injuries. • Dislocations, strains, & sprains. • Unconsciousness & fainting. • Head & spinal injuries. • Poisoning, bites, & stings. • Environmental injuries & illnesses.

			• Water emergencies (drowning). • Exposure to communicable diseases. • Emergency childbirth. • Records of incident / accident.
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4. Terms and Conditions

- All courses are to be conducted in English
- **Training to be conducted on-site at the various gardens as and when required**
- The Service Provider and courses must be accredited by valid HWSETA and QCTO with DOL Certificates
- The HWSETA, QCTO, and DOL Certificates must be valid at the time the service provider applies for the contract
- The Service Provider must quote an all-inclusive price for services to be rendered, inclusive of course material and VAT
- The Service Provider must confirm the training experience of the training facilitator
- The Service Provider must supply certificates to candidates within ten (10) days after course completion
- Payment of invoices will be in accordance with PFMA (within 30 days of receipt of invoice) after the service has been rendered

5. Bidding Requirements

5.1. Mandatory requirements

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

- a) **Fee/cost structure as per Annexure A** including breakdowns
- b) Written quotation (fee/cost structure) on **Company Letterhead**
- 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 valid proof of Public Liability Insurance
- e) Duly completed and signed SBD forms (as issued by SANBI).

Additional requirements:

To be deemed responsive, the service provider must submit valid, certified copies (within the past 3 months) of the following specific certificates and accreditations. Note: All accreditations must be valid for the entire duration of the three-year contract period.

- a) **HWSETA Accreditation Documents**

- **HWSETA Accreditation Certificate:** The official certificate confirming the company's registration and accreditation as an Education and Training Provider (ETP) with the Health and Welfare Sector Education and Training Authority.
- **HWSETA Extension of Scope Certificate:** The official document detailing the specific Health and Safety Unit Standards and/or Qualifications the provider is accredited to facilitate and assess (this must align with the training modules advertised).

b) QCTO Accreditation Documents

- **QCTO Accreditation Certificate:** The official certificate confirming the company's accreditation as a Skills Development Provider (SDP) with the Quality Council for Trades and Occupations.
- **QCTO AQP Registration Letter:** Proof of registration with the relevant Assessment Quality Partner (AQP) for the specific Occupational Health and Safety Qualifications offered (e.g., Occupational Certificate: Occupational Health and Safety Practitioner).

c) Department of Employment and Labour (DoEL / formerly DOL) Documents

- **DoEL Approved Training Provider Certificate/Letter:** A formal letter or certificate of approval from the Chief Inspector of the Department of Employment and Labour, authorizing the service provider to present statutorily prescribed OHS training (e.g., under the General Safety Regulations, Construction Regulations, or Driven Machinery Regulations).

d) Other Relevant Accreditations and Quality Assurance Documents

- **ISO 9001:2015 Certificate:** A valid Quality Management System certificate issued by an accredited certification body, demonstrating standardized quality in training delivery and administrative processes.
- **Resuscitation Council of South Africa (RCSA) Approval Letter:** (If First Aid training is included) A current approval letter from the RCSA confirming the service provider is approved to facilitate CPR and First Aid training.
- **SAQCC Fire Registration Certificates:** (If Fire Fighting training is included) Valid registration certificates with the South African Qualifications and Certification Committee (SAQCC) for Fire, for all fire training facilitators.
- **SACPCMP Registration Certificates:** (If Construction OHS training is included) Proof of professional registration with the South African Council for the Project and Construction Management Professions (SACPCMP) for any facilitators acting as Registered Construction Health and Safety Managers/Practitioners.
- **Latest SETA/QCTO Moderation Report:** Evidence of the most recent external moderation report conducted by the relevant body, proving the quality and compliance of the provider's training outputs.

e) Submit a latest copy of the company Central Supplier Database (CSD) registration report.

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

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.

8. Contract period

A three (3) year contract will be entered into with the service provider.

9. Pricing

Based on the items outlined in Annexure A, give a **specific pricing breakdown** for the three (3) year contract and include the pricing for all the courses charged for in the breakdown.

10. 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.

11. Evaluation

In accordance with the Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act (No.5 of 2000), this bid will be evaluated in 2 stages:

Stage 1: Administrative requirements – Compliance and Mandatory documents needed from bidders to submit (under point number 5.1).

Stage 2: Price and Specific goals - Bidders who comply with the requirements above will be evaluated on price and specific goals. In accordance with the Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act (No. 5 of 2000), the 80/20-point system will be applied in evaluating proposals that qualify for further consideration, where price constitutes 80 points and a maximum of 20 points will be awarded based on the bidder's specific goals. (see below)

Category	Allocated Points
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 Maximum Points	20

12. General Information

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 SANBI 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.

For any technical information the following person may be contacted:

Mr W Voigt, Senior Garden Manager: Kirstenbosch National Botanical Garden, Cape Town at the following e-mail address: W.Voigt@sanbi.org.za

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 providing accredited health and safety training to staff at Kirstenbosch, Harold Porter, Karoo Desert, Kwelera and Hantam National Botanical Gardens for a period of three (3) years.
- 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

13. Submission of quotation

Submission of proposals: proposals must be emailed to Ms. Anathi Mbadla @ a.mbadla@sanbi.org.za and copy S.SCM-Quotations@sanbi.org.za

NB: All documents must be clearly labelled.

Emailed applications must not be more than 10MB in size.

Closing date for submissions is: 20 July 2026 at 11:00AM.

Note: Late submissions will be disqualified.

ANNEXURE A. PRICING SCHEDULE

Service providers are required to provide quotations as per below:

Price per person inclusive of all costs will be used to evaluate price.

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

Course/Training	Quantity	Year 1	Year 2	Year 3	Total Cost excluding VAT
Health and Safety Representative Training	1 (per person)				
Hazard Identification and Risk Assessment	1 (per person)				
Incident Investigation	1 (per person)				
Basic Fire Fighting	1 (per person)				
First Aid Level 1	1 (per person)				
First Aid Level 2	1 (per person)				
First Aid Level 3	1 (per person)				
Total Cost (Excluding VAT)					
Total Cost (Including VAT)					