

SBD1

**PART A
 INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
BID NUMBER:	Q11954-2026	CLOSING DATE:	27 July 2026	CLOSING TIME:	11:00
DESCRIPTION	THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) REQUIRES A PROFESSIONAL SERVICE PROVIDER AS THE PRINCIPAL AGENT FOR THE INVESTIGATION, DESIGN, PROCUREMENT AND CONSTRUCTION MONITORING FOR THE REPAIRS AND MAINTENANCE TO VARIOUS STAFF FACILITIES AND STAFF ABLUTIONS AT THE KIRSTENBOSCH NATIONAL BOTANICAL GARDEN, CAPE TOWN.				
Submission of proposals: proposals must be emailed to S.SCM-Quotations@sanbi.org.za with a copy to Ms. Mogadingwane at R.modiba@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	Rorisang Mogadingwane		CONTACT PERSON	Amjad Hendricks	
TELEPHONE NUMBER	012 002 5332		TELEPHONE NUMBER	+27 21 799 8420	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	R.modiba@sanbi.org.za		E-MAIL ADDRESS	A.Hendricks@sanbi.org.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	[TICK APPLICABLE BOX]		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX]

	☐ Yes ☐ No		☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]			
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:

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID

SBD 3.3

PRICING SCHEDULE **(Professional Services)**

NAME OF BIDDER:	BID NO.: Q11954-2026
CLOSING DATE: 27 July 2026	CLOSING TIME: 11:00

OFFER TO BE VALID FOR **90** DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
1.	The accompanying information must be used for the formulation of proposals.	
2.	Bidders are required to specify the aggregate (total) of all hourly rates indicated below in item 4. This summation will serve as the bidder's bid price for evaluation purposes.	R_____
3.	Persons who will be involved in the project and rates applicable must be indicated below (certified invoices must be rendered)	
4.	KEY PERSONNEL	HOURLY RATE
	Architect as Principal Agent	R_____
	Quantity Surveyor	R_____
	Occupational Health & Safety Agent	R_____
	Known costs (complete only which is applicable):	
	Kilometers to be claimed per site visit, return trip	_____ km
	Km cost per site visit (current NDPW rate applies)	R_____
	Accommodation/night (if applicable)	R_____
5.	Contract amount (capped appointment value incl. VAT)	R 490,000.00
6.	Travel expenses are to be claimed based on the prevailing Department of Public Works' Rates for Reimbursable Expenses. Certified invoices will be checked for correctness.	

7. Other expenses are to be claimed based on actual costs incurred.
 Proof of the expenses incurred must accompany certified invoices.
8. Period required for commencement with project after
 acceptance of bid _____
9. Are the rates quoted firm for the full period of contract? YES / NO
10. If not firm for the full period, provide details of the basis on which
 adjustments will be applied for, for example consumer price index. _____

**** "all applicable taxes" includes value-added tax, pay as you earn, income tax,
 unemployment insurance fund contributions and skills development**

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 institution	State

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.

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.
- 3.4 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

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.

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

SBD 6.1

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:

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

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:

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

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:	
	
	
	

REQUEST FOR QUOTATION TERMS OF REFERENCE

THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) REQUIRES A PROFESSIONAL SERVICE PROVIDER AS THE PRINCIPAL AGENT FOR THE INVESTIGATION, DESIGN, PROCUREMENT AND CONSTRUCTION MONITORING FOR THE REPAIRS AND MAINTENANCE TO VARIOUS STAFF FACILITIES AND STAFF ABLUTIONS AT THE KIRSTENBOSCH NATIONAL BOTANICAL GARDEN, CAPE TOWN

1. Background and Discussion

SANBI has identified various projects to be implemented across its campuses. The programme includes infrastructural maintenance, refurbishments, upgrades, replacements and/or new infrastructure at all sites. Projects have been identified for implementation over the MTEF 2026/2027 at each of the SANBI's existing campuses and sites across the country. Projects have been identified for implementation which will be dependent on the available budget.

SANBI has various staff facilities and staff ablutions across the Kirstenbosch NBG that require repairs and maintenance to be performed. Most of these staff facilities and staff ablutions are more 20 years old and require a fresh new aesthetic look and require input from a professional service provider. SANBI is looking to appoint professional consultants to determine the status quo of these staff facilities and staff ablutions, draw up a scope of work for the repairs and maintenance, procure a contractor, construction monitoring and signoff once the upgrades and the maintenance is performed.

The aim of this Terms of Reference is to ensure that all professional service providers (PSPs) invited to tender, submit proposals based on the same understanding of the project.

2. Invitation to Quote

Quotations are invited for a Professional Service Provider as the Principal Agent for the investigation, design, procurement and construction monitoring for the repairs and maintenance to various staff facilities and staff ablutions at the Kirstenbosch National Botanical Garden, Cape Town.

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

SCM Manager
South African National Biodiversity Institute (SANBI)
Private Bag X101
Silverton 0184

3. Scope of Work

The purpose of this tender is to procure a Professional Service Provider as the Principal Agent for the investigation, design, procurement and construction monitoring for the repairs and maintenance to various staff facilities and staff ablutions at the Kirstenbosch National Botanical Garden, which may include, but not be restricted to:

- The onsite conditional assessment of the various existing staff facilities and staff ablutions at the following buildings but not limited to:
 - General garden building
 - The Dell
 - Protea Section
 - Green Doors
 - Building 33
- Provide designs and specifications for the repairs and maintenance various staff facilities and staff ablutions.
- It is anticipated that general repairs and maintenance work will be carried out i.e. external and internal painting, new aluminium windows, new flooring, electrical upgrades, new doors, tiling, plumbing, etc.
- Act as the Occupational Health & Safety agent on behalf of SANBI for the duration of the project.
- Do a risk assessment during the design stages of the project.
- The OHS agent is required to provide the safety specifications for the tender, conduct monthly site audits, attend progress meetings and close-out report.
- Execute the project as per the Procap (the procedural guide for clients, engineers and other professionals) work stages 1 to 6 and with all reports approved by the client before continuing to the next stage.
- Prepare tender documentation for sourcing services of a contractor(s) to execute the works. Tender documentation shall include drawings, a detailed bill of quantities with cost estimates, construction and project specifications.
- Assist SANBI in the selection process of the contractor by participating in Bid Specification Committee (BSC), Bid Evaluation Committee (BEC) and Bid Adjudication Committee (BAC) meetings, as required.
- Manage, administer and monitor the works and processes including preparation and coordination of quality control procedures and documentation to facilitate successful completion of the works, in accordance with applicable construction standards and regulatory requirements. Administration of all aspects of the project shall include but are not limited to:
 - Administer the project on behalf of SANBI

- Site handover to contractor
- Construction monitoring
- Bi-weekly site meetings with minutes
- Issuing of site instructions
- Sign-off of quantities and progress payments
- Issuing of completion certificates (A19 certificate COC, etc.)
- Prepare project close-out documentation including as-built drawings, and close-out report

The broad scope of services required shall be in accordance with the relevant Professional Board Notices, in addition to the above, providing the guideline scope of services and tariff fees for persons registered in terms of the relevant Act. Services are to be implemented in accordance with the prescribed stages described under the relevant Professional Board Notices and Professional Fees Guidelines.

Additional services may be required as described in the appropriate Professional Board Notices. The Service Provider is required to provide all aspects of the services with reasonable professional care, diligence, and skill in accordance with generally accepted professional techniques and standards, and ensure that all legal requirements are met, and that all legal processes are adhered to.

It must be noted that the scope of work is not limited to the above as there may be additional work required which should be included in the status quo report compiled by the appointed service provider.

4. Extent of Services

The services to be provided in terms of this project are inextricably linked to the employer's three-year capital budget cycle. All services to be provided and construction works to be executed shall therefore be programmed to make full use of, but not exceed, the budget provision in any given financial year.

In addition to the abovementioned provision, it should be noted that while the employer has every intention of completing the full scope of work making full use of the budget provision given, the employer's budget is subject to periodic review. Should it become necessary to vary the scope of work or even suspend or terminate this contract, such variation, suspension or termination shall be dealt with in accordance with the provisions of the CIDB Standard Professional Services Contract.

The PSP is required to provide all aspects of the service with reasonable care, diligence and skill in accordance with generally accepted professional techniques and standards, and ensure that all legal requirements are met, and that all legal processes are adhered to.

5. Key Personnel

Architect as Principal Agent, Quantity Surveyor and OHS Agent who are registered as professionals, with at least five years' verifiable experience, as registered professional in the professions stated, preferably with experience on similar projects.

The PSP shall maintain the involvement of the key personnel as per the requirements of this contract. Should it become necessary to replace any of the key personnel listed at the time of tender during the course of this contract, they may only be replaced by individuals with similar or better qualifications and experience, who satisfy the minimum requirements and then only with the approval of the employer.

The involvement of the roles listed below, and reflected on SBD 3.3 Pricing Schedule, are not guaranteed and will be dependent on the scope of works and discretion of SANBI.

Key Personnel	Minimum Requirements
Architect as Principal Agent	Professionally registered with ten (10) years' relevant experience (SACAP)
Quantity Surveyor	Professionally registered with ten (10) years' relevant experience (SACQSP)
Occupational Health Safety Agent	Professionally registered with ten (10) years' relevant experience (SACPCMP)

6. Pricing Information

The appointment will be based on time-based fees/time charges, as set out in the professional fee guidelines issued in terms of the Engineering Profession Act 46 of 2000, the Architectural Profession Act 44 of 2000 and the Quantity Surveying Profession Act 49 of 2000, as well as any other relevant professional fee guidelines that may be applicable.

Bidders are required to provide hourly rates for the personnel stipulated in the Terms of Reference, by completing SBD 3.3: Pricing Schedule for Professional Services. Reasonable compensation will be received where no resource appears in respect of work

required in the Scope of Works in terms of the Contract and which is not covered in any other rate.

Bids will be evaluated based on the **aggregate hourly rate** as calculated per SBD 3.3, after correction for arithmetic extension errors.

The contract amount/appointment value will be capped at the amount stipulated in SBD 3.3. The appointed PSP will have to provide a **breakdown** of the intended time each resource/discipline will be spending on the project once the project brief has been concluded. The appointed PSP will be required to **manage** their time and costs within the allotted budget.

7. Evaluation

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:

- A. The first stage will evaluate functionality according to the criteria listed in the table below:

FUNCTIONALITY EVALUATION CRITERIA		POINTS
Implementation methodology Proposed methodology and approach addressing all the services identified in the scope of work as per the PMBOK knowledge areas and the project life cycle. Methodologies and approach must be specific to the project and location of works.		15 (15)
Sub-Criteria	Points	
No Methodology	0	
Poor Methodology	3	
Average Methodology	6	
Above Average Methodology	9	
Good Methodology	12	
Comprehensive (Exceptional) Methodology	15	

FUNCTIONALITY EVALUATION CRITERIA		POINTS
Proposed work plan		10
Proposed work plan with relative timelines towards activities and deliverables, including a clear allocation of resources towards the services required.		(10)
Sub-Criteria	Points	
No Programme	0	
Poor Programme	2	
Average Programme	4	
Above Average Programme	6	
Good Programme	8	
Comprehensive (Exceptional) Programme	10	

Track Record

The Service Provider is expected to have more than 10 years' experience in managing similar types of construction projects where design, and construction monitoring of new structural building and civil work were successfully undertaken and completed within parameters such as scope, cost, time and at acceptable quality standard.

- **List** of 5 similar projects with **appointment letters, contactable references** and indicating value of works completed and role in the assignment (2 points per similar project).
- **Three Contactable reference** letters regarding similar assignments completed in the last five years on the **clients letterhead** or stamped & signed by the client.

Sub-Criteria	Points
One relevant reference letter	5
Two relevant reference letters	10
Three or more relevant reference letters	15

Resources

Proposed personnel:

- CVs for proposed key personnel indicating (Architect, QS and OHS Agent):
 - Previous work experience
 - Total number of years' working experience in construction
 - Individual experience on relevant similar work in last ten years
 - Certified copies of qualifications, certification or other recognised training courses completed
 - **Compulsory** Valid Professional Registration for the Architect (SACAP), Quantity Surveyor (SACQSP) & OHS Agent (SACPCMP).

Architect Sub-Criteria	Points
CV experience of less than 5 years	0
CV experience of more than 5 years	5
CV experience of more than 10 years	10
CV experience of more than 15 years	15
CV experience of more than 20 years	20

75

(10)

(15)

(20)

FUNCTIONALITY EVALUATION CRITERIA		POINTS
		(15)
Quantity Surveyor Sub-Criteria	Points	
CV experience of less than 5 years	3	
CV experience of more than 5 years	6	
CV experience of more than 10 years	9	
CV experience of more than 15 years	12	
CV experience of more than 20 years	15	
Occupational Health & Safety Agent Sub-Criteria	Points	(15)
CV experience of less than 5 years	3	
CV experience of more than 5 years	6	
CV experience of more than 10 years	9	
CV experience of more than 15 years	12	
CV experience of more than 20 years	15	
Maximum possible score for functionality		100

Bidders who fail to score a minimum of 70 points out of a possible 100 points on functionality criteria will not be eligible for further consideration.

B. The second stage will evaluate the price and preference points of those bids that meet the minimum threshold for functionality.

The specific goals for this contract are as highlighted below:

Goal (a) - Categories of persons historically disadvantaged by unfair discrimination on the basis of race. Information will be verified on CSD report. Points will be allocated based on the percentage of ownership per goal - 100% black ownership = 10 points.

Goal (b) - Categories of persons historically disadvantaged by unfair discrimination on the basis of gender. Information will be verified on CSD report. Points will be allocated based on the percentage of ownership per goal - 100% female ownership = 10 points.

8. Reporting and Management

- While the PSP will be working with a number of SANBI staff, final accountability rests with the SANBI project manager.
- Payment on approval of deliverables by the SANBI project manager.
- All reports must be in Microsoft Word and/or Excel.
- An electronic version of all reports must be submitted.

9. Compulsory Briefing Session

No briefing session will take place as sufficient project information has been included in the bid. Bidders are encouraged to direct all technical and bidding procedure enquiries to the email address below. Responses will be communicated via email to all eligible bidders who were invited to tender.

Department: Supply Chain Management
Email: SCM-Quotations@sanbi.org.za
cc: A.Hendricks@sanbi.org.za
Cut-off date for enquiries: **22 July 2026 at 12:00**

10. Nature of appointment and contractual arrangement

Appointment:

- Contract duration: 36 months

Contract and payment:

- The contract will be drawn up between SANBI and the PSP.
- Invoices will be paid for upon deliverables received.
- Invoices must indicate the deliverable produced. No upfront payments will be made.
- Invoices must be inclusive of VAT.
- SANBI will pay for the satisfactory completion of work within 30 days of submission of invoice.
- In the case of invoices to SANBI they must be addressed to the SANBI project manager.

11. General Safety, Health and Environmental (SHE) Requirements

All service providers entering into a contract with SANBI shall, as a minimum, comply with the following requirements:

- The Occupational Health & Safety Act (OHSA) (Act 85 of 1993) and its Regulations.
- The service provider's staff may be expected to attend induction training before commencing any work so that they become familiar with the part of the garden they are stationed in and the evacuation procedures.

- The Compensation for Occupational Injuries & Diseases Act (Act 130 of 1996).
- The National Environmental Management Act (Act No. 107 of 1998).
- The National Environmental Management: Waste Act (Act 59 of 2008).
- The South African National Biodiversity Institute Health and Safety specification and relevant policies.

12. POTENTIAL PSPS ARE REQUIRED TO SUBMIT THE FOLLOWING MANDATORY DOCUMENTATION:

- SBD forms (SBD 1, 3.3, 4 and 6.1). The Standard Bidding Forms (included in the bid documentation) must be completed and submitted with this proposal.
- The specific goals allocated in terms of this RFQ are as follows:
 - Categories of persons historically disadvantaged by unfair discrimination on the basis of race. Information will be verified on CSD report. Points will be allocated based on the percentage of ownership per goal. 100% black ownership = 10 points.
 - Categories of persons historically disadvantaged by unfair discrimination on the basis of gender. Information will be verified on CSD report. Points will be allocated based on the percentage of ownership per goal. 100% female ownership = 10 points
- A current copy of the Central Suppliers Database (CSD) registration report or registration number must be provided.
- Service providers with one or more employees are required by law to contribute to the Compensation Fund. A valid letter of good standing certificate with COIDA is required. The certificate should be issued by the Department of Labour.
- Proof of Valid Public Liability Insurance.
- Compulsory Valid Professional Registration for the Architect (SACAP), Quantity Surveyor (SACQSP) & OHS Agent (SACPCMP).

FRAUD AND CORRUPTION

- Any effort by a Bidder to influence the bid evaluation, bid comparisons or bid award decisions in any matter, may result in rejection of the bid concerned. SANBI shall reject a submission if the Bidder has committed a proven corrupt or fraudulent act, or any other improper conduct in bidding for any other work.
- SANBI may disregard any submission if that Bidder, or any of its directors -
 - have abused the Supply Chain Management (SCM) system of any Government Department/ institution; have committed proven fraud, corruption or any other improper conduct in relation to such system; have failed to perform on any previous contract and the proof thereof exists; and/or

- is restricted from doing business with the public sector if such a bidder obtained preferences fraudulently or if such bidder failed to perform on a contract based on the specific goals.

13. Closing date for quotations

The closing date for submission of responses is **27 July 2026 at 11:00.**

Submissions should be e-mailed to S.SCM-Quotations@sanbi.org.za with a copy to Ms Mogadingwane at R.modiba@sanbi.org.za.

For further information, contact either Mr Amjad Hendricks on 079 523 4440 or e-mail A.Hendricks@sanbi.org.za.

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