

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
RFQ NUMBER:	Q11987/2026	CLOSING DATE:	24 August 2026	CLOSING TIME:	11H00am
DESCRIPTION					
THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) REQUIRES A SUITABLE SERVICE PROVIDER TO SUPPLY AND DELIVER NURSERY SOIL MEDIUMS TO THE KIRSTENBOSCH NATIONAL BOTANICAL GARDEN (KNBG) FOR A PERIOD OF THREE (3) YEARS.					
BID RESPONSE DOCUMENTS MAY BE E-MAILED TO BELOW ADDRESSES:					
Submission of proposals: Proposals must be emailed to a.mbadla@sanbi.org.za copy S.SCM-Quotations@sanbi.org.za <u>Failure to send to the above email address will result in your bid being disqualified.</u> <u>Please state the Bid number as the reference number on the subject line when responding to the RFQ</u>					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Anathi Mbadla		CONTACT PERSON	Siphehile Sibiya	
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER	n/a		FACSIMILE NUMBER	n/a	
E-MAIL ADDRESS	a.mbadla@sanbi.org.za		E-MAIL ADDRESS	s.sibiya@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		TICK APPLICABLE BOX ☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					

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

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

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

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

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

DATE:

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are

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.

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 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:

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

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

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

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety

- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

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

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

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

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

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

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

Access to your Personal Information and purpose specification

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

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

Yes ☐

No ☐

Supplier Name

Date

Signature

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

TERMS OF REFERENCE

QUOTATION NO: Q11987/2026

THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) REQUIRES A SUITABLE SERVICE PROVIDER TO SUPPLY AND DELIVER NURSERY SOIL MEDIUMS TO THE KIRSTENBOSCH NATIONAL BOTANICAL GARDEN (KNBG) FOR A PERIOD OF THREE (3) YEARS.

Physical Address

**Rhodes Drive
Newlands
Cape Town
7735**

1. BACKGROUND

Kirstenbosch National Botanical Garden (KNBG) is located on the eastern slopes of the Table Mountain and encompasses 528 hectares, 36 of which are cultivated garden spaced. KNBG is a tourist attraction that also fulfils an important role in the conservation of indigenous fauna and flora. The gardens are open to the public from 07:00 to 18:00 and various visitor services are available such as guided tours, restaurants, demonstration gardens, events, exhibitions etc.

The South African National Biodiversity Institute (SANBI) requires the services of a suitable service provider to supply and deliver nursery soil mediums to the Kirstenbosch National Botanical Garden for a period of three (3) years.

2. INVITATION TO QUOTE

Quotations are hereby invited for the appointment of a suitably experienced and equipped service provider for the supply and delivery of nursery soil mediums to the Kirstenbosch National Botanical Garden for a Period of three (3) years.

Delivery Address for KNBG is as follows:

Kirstenbosch National Botanical Garden
99 Rhodes Drive
Newlands
Cape Town
7700

The request for quotation process will be coordinated by SANBI's Supply Chain Management (SCM).

Directorate at the following address:

The Deputy Director: Supply Chain Management
The South African National Biodiversity Institute (SANBI)
Private Bag X101,
Silverton
Gauteng
0184

Email address: S.SCM-Quotations@sanbi.org.za

3. SPECIFICATIONS

The required nursery soil medium must include at least, but not limited to the specified items in the table below:

Item Number	Description	Unit of Measure	Image
1	River Sand • Fine with good drainage • Washed with No silt (below 5% silt content) • PH between 5.5 to 7.5	cubic meter (m ³)	
2	Silica sand • Particle size for sand is 1-3mm • Washed with No silt (below 5% silt content) • PH between 5.5 to 7.5	40kg	
3	Bark • Particle Size for bark chips is 12mm • PH between 5.5 to 7.5	cubic meter (m ³)	
4	Fine Bark • Particle Size for bark chips is 6 mm • PH between 5.5 to 7.5	cubic meter (m ³)	

5	Perlite • Inorganic and sterile • Good water/air ratio • pH neutral - 6.5 • EC <0.2 • Free of weeds and pathogenic microbes. • Particle size: Medium (0 - 2mm) • Bulk density - 95kg/m³	100l	
6	Vermiculite • Fine grade • pH neutral - 6.5 • EC <0.2 • Free of weeds and pathogenic microbes.	100l	
7	Coconut Coir • Buffered, 5KG • Texture is consistent and uniform • Retains moisture well, absorb and hold up to nine times it's own weight in water • Maintains an excellent air filled porosity (18%-23%) • Has a natural pH of 5.7 to 6.5 • Has a naturally high lignin content which	5kg	

	encourages micro-organisms		
--	----------------------------	--	--

4. TERMS AND CONDITIONS

- ❖ Seven (7) days maximum delivery from issuing of Purchase Order
- ❖ Products must be packaged properly to ensure no damage occurs during delivery
- ❖ All deliveries or dispatches must be accompanied by a delivery note and or an Invoice stating the official purchase order number against which the delivery has been effected. The person receiving the delivery and the person delivering must both sign on the delivery note.
- ❖ Delivered goods will be inspected by the SANBI staff for correctness and quality
- ❖ Any item returned or requiring replacement must be replaced within Seven (7) days from the date of the fault being reported at the expense of the suppliers, no additional charges: for delivery or replacement will be paid for by SANBI.
- ❖ All orders will be placed as and when required throughout the three (3) year contract period
- ❖ Samples of soil medium should be delivered, and PH should be tested and verified before the appointment and delivery.
- ❖ Delivered soil will be tested and accepted only if they met the required specifications

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** including breakdowns according to items on Annexure A
- b) Duly completed and signed SBD forms.

Additional requirements

- a) A copy of the company Central Supplier Database (CSD) registration report.

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 costs incurred by the service provider in the preparation and submission of the proposal, the obtaining of certificates or any other cost that might be incurred in submitting the proposal.

8. QUOTATION DOCUMENTATION

Quotation documents are available from the SANBI website- www.sanbi.org.za

9. CONTRACT PERIOD

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

10. PRICING

Based on the items outlined in Annexure A, give a specific pricing breakdown for the three (3) year contract and include the pricing for all the items in the breakdown. Any persons/companies quoting from outside the Western Cape will have to consider logistical services as logistics for services outside the Western Cape will not be covered under this contract.

11. COMPLIANCE REPORTS AND MEETINGS

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

12. BID EVALUATION

- a) Price must be fully inclusive of all costs; inclusive of VAT, delivery and other costs.
- b) SANBI reserve the right to change the quantities during the duration of the three-year period depending on demand in each of the two gardens.

13. ORGANISATIONAL PROCUREMENT GOALS AND PRICING

In accordance with stipulated guidelines provided by National Treasury and given that SANBI as an organ of the state it is required to comply with section 10 (b) of the B-BBEE Act and to implement organisational "Specific Goals" pertaining to the preferential procurement policy.

The revised 80 / 20 point system is to be applied with this procurement evaluation, where price contributes 80 points and the maximum of 20 points will be awarded based on stipulated SANBI's Specific Goals as defined below:

SANBI's Specific Goals for a maximum of 20 points		
No	Specific Goals	Weight
1.	Categories of persons historically disadvantaged by unfair discrimination on the basis of race (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

SANBI's Specific Goals for a maximum of 20 points		
No	Specific Goals	Weight
2.	Categories of persons historically disadvantaged by unfair discrimination on the basis of gender. (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

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

With a “Zero” rating it does not disqualify the bidder from the bidding process.

14. AWARD

The bid will be awarded to the bidder who achieves the highest combined score out of 100 points, comprising 80 points for price and 20 points for specific goals, in accordance with the applicable Preferential Procurement Regulations.

Notwithstanding the above, the recommended bidder shall be required to submit samples of the proposed products for evaluation by SANBI. The award of the contract shall be subject to SANBI's approval of the submitted samples. Should the samples fail to meet SANBI's quality, specification, or performance requirements, the bidder may be disqualified, and SANBI reserves the right to consider the next highest-scoring responsive bidder, subject to the successful evaluation and approval of its samples.

15. 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.

Each quotation shall be valid for a period of three months calculated from the closing date of this RFQ. Any enquiries in connection with this RFQ shall be submitted in writing to the following e-mail

address: a.mbadla@sanbi.org.za copy S.SCM-Quotations@sanbi.org.za, referring to your request as: **RFQ number:Q11987/2026 - THE SOUTH FRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) REQUIRES A SUITABLE SERVICE PROVIDER TO SUPPLY AND DELIVER NURSERY SOIL MEDIUMS TO THE KIRSTENBOSCH NATIONAL BOTANICAL GARDEN (KNBG) FOR A PERIOD OF THREE (3) YEARS.** as the subject.

For any technical information the following person may be contacted: **Mr Ntuthuko Mabuya**, Senior Horticulturist: Plant Production Nursery, n.mabuya@sanbi.org.za or **Ms. Siphesihle Sibiya**, Horticulturist: Living Collections Nursery, s.sibiya@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 contractor not be acceptable.

SANBI has the right:

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

16. SUBMISSION OF QUOTATION

Quotations must be emailed to SANBI SCM at a.mbadla@sanbi.org.za 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: 24 August 2026 at 11:00AM

Note: Late submissions will be disqualified.

ANNEXURE A: PRICING SCHEDULE

Service providers are required to provide quotations as per below:

This should be indicated for a three(3) year period – year one(1) to year three(3)

YEAR 1

Description	Quantity	Unit Price (Excl VAT)	Total (Excl VAT)
River Sand - Fine with good drainage - Washed with No silt (below 5% silt content) - PH between 5.5 to 7.5	cubic meter (m ³)		
Silica sand 40KG - Particle size for sand is 1-3mm - Washed with No silt (below 5% silt content) - PH between 5.5 to 7.5	40kg		
Bark Particle Size for bark chips is 12mm	cubic meter (m ³)		
Fine Bark Particle Size for bark chips is 6 mm	cubic meter (m ³)		
Perlite 100L - Inorganic and sterile - Good water/air ratio - pH neutral - 6.5 - EC <0.2 - Free of weeds and pathogenic microbes. - Particle size: Medium (0 - 2mm) - Bulk density - 95kg/m³	100l		
Vermiculite 100L - Fine grade - pH neutral - 6.5 - EC <0.2 - Free of weeds and pathogenic microbes.	100l		
Coconut Coir 5kg - Buffered - Texture is consistent and uniform - Retains moisture well, absorb and hold up to nine times it's own weight in water - Maintains an excellent air filled porosity (18%-23%) - Has a natural pH of 5.7 to 6.5 - Has a naturally high lignin content which encourages micro-organisms	5kg		
SUB TOTAL			

15% VAT	
TOTAL	

YEAR 2

Description	Quantity	Unit Price (Excl VAT)	Total (Excl VAT)
River Sand - Fine with good drainage - Washed with No silt (below 5% silt content) - PH between 5.5 to 7.5	cubic meter (m ³)		
Silica sand 40KG - Particle size for sand is 1-3mm - Washed with No silt (below 5% silt content) - PH between 5.5 to 7.5	40kg		
Bark Particle Size for bark chips is 12mm	cubic meter (m ³)		
Fine Bark Particle Size for bark chips is 6 mm	cubic meter (m ³)		
Perlite 100L - Inorganic and sterile - Good water/air ratio - pH neutral - 6.5 - EC <0.2 - Free of weeds and pathogenic microbes. - Particle size: Medium (0 - 2mm) - Bulk density - 95kg/m³	100l		
Vermiculite 100L - Fine grade - pH neutral - 6.5 - EC <0.2 - Free of weeds and pathogenic microbes.	100l		
Coconut Coir 5kg - Buffered - Texture is consistent and uniform - Retains moisture well, absorb and hold up to nine times it's own weight in water - Maintains an excellent air filled porosity (18%-23%) - Has a natural pH of 5.7 to 6.5 - Has a naturally high lignin content which encourages micro-organisms	5kg		
SUB TOTAL			
15% VAT			
TOTAL			

YEAR 3

Description	Quantity	Unit Price (Excl VAT)	Total (Excl VAT)
River Sand - Fine with good drainage - Washed with No silt (below 5% silt content) - PH between 5.5 to 7.5	cubic meter (m ³)		
Silica sand 40KG - Particle size for sand is 1-3mm - Washed with No silt (below 5% silt content) - PH between 5.5 to 7.5	40kg		
Bark Particle Size for bark chips is 12mm	cubic meter (m ³)		
Fine Bark Particle Size for bark chips is 6 mm	cubic meter (m ³)		
Perlite 100L - Inorganic and sterile - Good water/air ratio - pH neutral - 6.5 - EC <0.2 - Free of weeds and pathogenic microbes. - Particle size: Medium (0 - 2mm) - Bulk density - 95kg/m³	100l		
Vermiculite 100L - Fine grade - pH neutral - 6.5 - EC <0.2 - Free of weeds and pathogenic microbes.	100l		
Coconut Coir 5kg Buffered	5kg		

• Texture is consistent and uniform • Retains moisture well, absorb and hold up to nine times it's own weight in water • Maintains an excellent air filled porosity (18%-23%) • Has a natural pH of 5.7 to 6.5 • Has a naturally high lignin content which encourages micro-organisms			
SUB TOTAL			
15% VAT			
TOTAL			