

SBD1

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
BID NUMBER:	Q11980-2026	CLOSING DATE:	17 August 2026	CLOSING TIME:	11:00am
DESCRIPTION	APPOINTMENT OF THREE (3) SERVICE PROVIDER TO PROVIDE PERSONAL PROTECTIVE EQUIPMENT AND UNIFORMS, AS AND WHEN REQUIRED, TO THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE AT THE LOWVELD NATIONAL BOTANICAL GARDEN, THE KWAZULU-NATAL NATIONAL BOTANICAL GARDEN, FREE STATE NATIONAL BOTANICAL GARDEN, MOKOPANE BIODIVERSITY CONSERVATION CENTRE, NATIONAL ZOOLOGICAL GARDEN, MPHAPHULI CYCAD NATURE RESERVE AND THE THOHOYANDOU NATIONAL BOTANICAL GARDEN .				
Submission of proposals: Proposals must be emailed to S.SCM-Quotations@sanbi.org.za Failure to send to the above email address will result in your bid being disqualified. Please state the Bid number as the reference number on the subject line when responding to the RFQ					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ripfumelo Fumani		CONTACT PERSON	Mr Thompson Mutshinyalo	
TELEPHONE NUMBER	012 002 5332		TELEPHONE NUMBER	012 002 5000	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	R.fumani@sanbi.org.za		E-MAIL ADDRESS	T.Mutshinyalo@sanbi.org.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					

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

.....

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.

- 2.3 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 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:

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

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

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the

company/ firm for the preference(s) shown and I acknowledge that:

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

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

SURNAME AND NAME:

.....

DATE:

.....

ADDRESS:

.....

.....

.....

.....

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

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

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

Access to your Personal Information and purpose specification

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

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

Yes

☐

No

☐

Supplier Name

Date

Signature

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

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APPOINTMENT OF THREE (3) SERVICE PROVIDER TO PROVIDE PERSONAL PROTECTIVE EQUIPMENT AND UNIFORMS, AS AND WHEN REQUIRED, TO THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE AT THE LOWVELD NATIONAL BOTANICAL GARDEN, THE KWAZULU-NATAL NATIONAL BOTANICAL GARDEN, FREE STATE NATIONAL BOTANICAL GARDEN, NATIONAL ZOOLOGICAL GARDEN, MOKOPANE BIODIVERSITY CONSERVATION CENTRE, MPHAPHULI CYCAD NATURE RESERVE AND THE THOHOYANDOU NATIONAL BOTANICAL GARDEN .

PHYSICAL ADDRESS:

The South African National Biodiversity Institute (SANBI) Pretoria National Botanical Garden
2 Cussonia Avenue Brummeria
Pretoria

POSTAL ADDRESS:

The South African National Biodiversity Institute
Pretoria National Botanical Garden
Private Bag X101
Silverton
0184

RFQ NO: Q11980/2026

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1. INTRODUCTION

The South African National Biodiversity Institute (SANBI) contributes to South Africa's sustainable development by facilitating access to biodiversity data, generating information and knowledge, building capacity, providing policy advice, and showcasing and conserving biodiversity in its national botanical and zoological gardens.

The SANBI requires a Service Provider to provide Personal Protective Equipment (PPE) and uniforms to seven (7) of its centres, as and when required, i.e. the Free State National Botanical Garden (FSNBG) in Bloemfontein, the KwaZulu-Natal National Botanical Garden (KZNNBG) in Pietermaritzburg, the Lowveld National Botanical Garden (LNBG) in Mbombela, National Zoological Garden in Pretoria (NZG), the Mokopane Biodiversity Conservation Centre (Mokopane), Mphaphuli Cycad Nature Reserve (Thohoyandou, Tshidzini), and the Thohoyandou National Botanical Garden (TNBG) in Thohoyandou. One of these gardens is in the Gauteng, three are in the Limpopo, one in the KwaZulu-Natal, one in the Mpumalanga and one is in the Free State. The service will include supply and distribution of PPE and uniforms according to the needs of each centre.

These centres are located as follows:

- The FSNBG is located approximately 10 km north of Bloemfontein, in the Free State province.
- The KZNNBG is located on 2 Zwartkops Road, Prestbury, Pietermaritzburg, KwaZulu-Natal, in the Msunduzi Local Municipality.
- The LNBG is located at Botanical Garden Ent Road, Off Madiba Drive, Riverside, Mbombela, Mpumalanga in the City of Mbombela Municipality.
- The PNZG is located in the Pretoria CBD.
- The TNBG is located at 451 Garden Route Road at the end of Casino Boulevard in Thohoyandou in the Vhembe District Municipality.
- The MCNR is located at Tshidzini village in Thohoyandou
- The MBCC is located on R101 in Mokopane

2. REQUEST FOR QUOTATION

Request for Quotations are hereby invited for the appointment of a Service Provider/s to provide PPE and uniforms to seven (7) SANBI centres, as and when required, at FSNBG, KZNNBG, LNBG, NZG, MBCC, MCNR and TNBG during the 2026/2027 financial year (**up to end March 2027**) as and when required. The RfQ process will be coordinated by SANBI's Supply Chain Management (SCM) department, contactable at the following address:

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

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

3. REQUIREMENTS FOR PROPOSAL

3.1. Mandatory requirements

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

- A copy of the company Central Supplier Database (CSD) registration report.
- Fee/cost structure (Annexure B).
- SBD forms (SBD 1, 4 and 6.1). The Standard Bidding Forms (included in the bid documentation) must be completed and submitted with this proposal

3.2. Indemnity and rights of SANBI

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 including samples.

4. SERVICE TO BE RENDERED

To supply PPE and uniforms on an as and when basis and when requested to the seven centres.

Centre	No. of staff	Address
Free State National Botanical Garden	32	Rayton Rd, Dan Pienaar, Bloemfontein.
KwaZulu-Natal National Botanical Garden	40	2 Zwartkop Road, Prestbury, Pietermaritzburg.
Lowveld National Botanical Garden	32	Botanical Garden Ent Road, Off Madiba Drive, Riverside, Mbombela.
Pretoria National Zoological Garden	46	232 Boom Street, Pretoria, 0001, South Africa.
Mokopane Biodiversity Conservation Centre	37	R101 (Thabo Mbeki Drive) in the Limpopo Province, South Africa.
Mphaphuli Cycad Nature Reserve	33	End Of Malcolm Road, Portview, Ruimsig, Roodepoort

Thohoyandou National Botanical Garden	45	451 Garden Route, Thohoyandou Unit D, Thohoyandou
---------------------------------------	----	---

4.1. Below is a list of PPE and uniforms that needs to be supplied as and when required

- 2 piece Conti-suit blue overalls
- 2 piece denim overalls
- Safety boots
- T-shirts
- Garden gloves
- Bush hat
- Chainsaw pants
- Antivibration gloves
- Helmet with visor
- Safety goggles
- Safety glasses
- Latex gloves
- Gumboots/Water boots
- Dust mask
- Respirator
- Respirator filter cartridges
- Shin guards

5. OPERATIONAL CONDITIONS

- The Service Provider must be able to render supply to SANBI's seven (7) centres i.e. the Free State National Botanical Garden (FSNBG) in Bloemfontein, the KwaZulu-Natal National Botanical Garden (KZNNBG) in Pietermaritzburg, the Lowveld National Botanical Garden (LNBG) in Mbombela, Pretoria National Zoological Garden (PNZG) in Pretoria, Mokopane Biodiversity Conservation Centre (MBCC) in Mokopane, Mphaphuli Cycad Nature Reserve (MCNR) in Thohoyandou, Tshidzini and the Thohoyandou National Botanical Garden (TNBG) in Thohoyandou.

6. SCOPE OF WORK

The Service Provider will be required to deliver the PPE and uniforms to the seven (7) national botanical gardens, FSNBG, KZNNBG, LNBG, PNZG, MBCC, MCNR and TNBG.

Please see the following Annexures to obtain the information required for tendering:

Annexure A: Personal Protective Equipment and uniform specifications

Annexure B: Pricing schedule breakdown per each centre

7. PRICING

NB: Bidders must quote a price in ANNEXURE B for all line items listed in ANNEXURE A. Failure to do so will result in disqualification.

Pricing must be fully inclusive of all costs (VAT, transport, labour, etc.).

Pricing will remain fixed for the duration of the contract (up to end March 2027), adjustments or ad hoc costs will not be considered.

In the event that additional items might be required throughout the duration of the contract that are not listed in Annexure A, the Service Provider will be required to provide a quotation for the items requested.

8. EVALUATION CRITERIA

8.1. Evaluation stage

This stage will evaluate the price and alignment of the bid proposal with SANBI's 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.

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.

SANBI reserves the right, at its sole discretion to award this tender to a bidder that did not score the highest total number of points, only in accordance with section 2(1)(f) of the PPPFA (Act 5 of 2000) as per below objective criterion:

- Not to appoint any service provider that has demonstrated unsatisfactory performance in any previous or current contract with SANBI or any other organ of state.

- SANBI reserves the right to obtain and consider additional information regarding a bidder's past performance, even if such information is not included in the bid's returnable documents.

9. SAMPLES

- The three (3) highest total scoring suppliers based on pricing and specific goals will be requested to bring samples of Conti-suit overalls, round neck t-shirt, safety boots, and Denim two-piece overalls before appointment is finalised and will be expected to supply what was approved during the duration of such contract.
- Service providers are required to submit samples within three (3) days of receiving a request.

10. AWARD

- The three highest total scoring bidders from pricing and specific goals with approved samples will be appointed, and orders may generally be allocated on a rotational basis.
- SANBI reserves the right to deviate from the rotation where a supplier is unable to meet delivery requirements, does not have stock available, provides non-compliant products, or where operational requirements justify such deviation.
- If appointed supplier fails to deliver required PPE within agreed timeframes, such order to be given to other successful suppliers.

SANBI reserves the right, at its sole discretion to award this tender to a bidder that did not score the highest total number of points, only in accordance with section 2(1)(f) of the PPPFA (Act 5 of 2000) as per below objective criterion:

- Not to appoint any service provider that has demonstrated unsatisfactory performance in any previous or current contract with SANBI or any other organ of state.
- SANBI reserves the right to obtain and consider additional information regarding a bidder's past performance, even if such information is not included in the bid's returnable documents.

11. CONTRACT PERIOD

The contract is for 2026/2027 financial year ending March 2027. The contract to be signed will have a Service Level Agreement which must be adhered to by both the Service Provider and SANBI.

12. SUBMISSION REQUIREMENTS

The closing date for submissions is 17 August 2026 at 11:00am.

Proposals must be emailed to S.SCM-Quotations@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 service provider 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 Request for Tender at any time without attracting any penalties or liabilities.
- To appoint three service providers, depending on the outcome.
- To have the final say in the appointment and that this will be binding.
- To disqualify a tender 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.

13. 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.

14. ANNEXURES

The Annexures below are attached to this document.

Annexure A: Personal Protective Equipment and uniform specifications.

Annexure B: Pricing schedule breakdown

ANNEXURE A. PERSONAL PROTECTIVE EQUIPMENT AND UNIFORM SPECIFICATIONS

Note: Images provided with branding are for reference purposes only and not recommending specific brand

Item	Specification	Colour	Size	
Two piece overall	• Poly/cotton 65/35 • Conti suit 7 pocket jacket and trouser • Jacket and pants zip fly • Trouser double or triple stitched with ruler pocket on leg • Sizes indicated are chest/jacket size	Blue	77 to 147	
Two piece overall (Denim)	• Conti suit 7 pocket jacket and trouser • Jacket and pants zip fly • Trouser are double or triple stitched with ruler pocket on leg • Sizes indicated are chest/jacket size	Blue		
Safety boots	• Anti-slip • Steel toe cap • Unisex • Extra wide steel toecap resistant to 200J • High-quality genuine leather uppers	Black	3 to 12	
T-shirt	• Double-needle finish on sleeves and hem • Double top-stitched armholes and neckline • Dyed with reactive dye • Lycra-reinforced neck rib • Shoulder-to-shoulder tape with self-fabric binding • Crew neck	Stone/Green/grey/brown	Small to XXXL	

Garden gloves	• Inner - 13-gauge nylon liner • Smooth polyurethane (PU) coating • Elasticated knit wrist length safety cuff • Coating finish - Smooth finish, single dip, palm dip		S - XL	
Bush hat	• 100% cotton ripstop fabric • Lightweight (200 gsm) • Adjustable elastic string	Olive/beige/khaki	One size	
Chainsaw trousers	Chainsaw chaps 360° all-round leg protection provide protection for occasional use with a chainsaw or in the case of multiple alternating users. Further information: • Material composition of outer fabric: 100% polyester • Lining material composition: 100% polyester • Material composition of reinforcements: 65% polyester, 35% cotton	Anthracide	90 cm (XS to M) 100 cm (L to XXL)	
Chainsaw gloves	• Cut5 HDPE lining • Chainsaw 12-Layer Saw Protection on Both Hands • Cow Leather Gloves • SABS approved		7 - 13	
Helmet with visor	SABS approved vent helmet with earmuffs for noise protection	Orange	One size	
Safety goggles	• Clear polycarbonate mono lens • Efficient direct micro ventilation system		One size	

	• 14 mm elasticated & adjustable cotton knit headband • High quality polyvinyl chloride frame • Ergonomic design • Face contact area designed for comfort and seal • Compatible with respiratory equipment • Scratch resistant lens • 120° lateral vision			
Safety glasses	• Euro style safety glasses • Polycarbonate mono lens • Black vinyl adjustable temples • Ergonomic design to fit snug with the face contour • Compatible with respiratory equipment • 180° lateral vision		One size	
Gumboots/ Waterboots	Unisex, general purpose, knee-length PVC gumboot for use in the agricultural and food processing industries. Grip and sole support. Average weight of 2 kg	Black	5 - 13	
Dust masks	Respirators (20 per box) This mask will protect against low levels of dust as well as solid and liquid aerosols.	White	One size	
Respirator mask	PVC Twin Half Mask • Soft PVC mask with deep face mould for a comfortable fit with an excellent seal • Dual wide elastic headband connected with a pin swivel connector, adjustable & with a quick release toggle • Efficient exhalation mask • For use with the DHCT twin unfit filter cartridge system		One size	
Respirator filter cartridges	A1 twin unfit filter DHCT A1 Product rating: CE EN 14387:2004+A1:2008 A1, NRCS AZ2011/42		n/a	
	•			

Shin guards	Chainsaw & Brushcutter leg protectors / shinpads Material: Plastic	Orange	One size	
Household reusable gloves	Reusable gloves	Yellow	One size	

ANNEXURE B: PRICING SCHEDULE

PRICING SCHEDULE				
Item	Size	Qty	Unit price excluding VAT	Unit price including VAT
Two piece overall (Blue)	28	1	R	R
	30/77cm	1	R	R
	32/82cm	1	R	R
	34/87cm	1	R	R
	36/92cm	1	R	R
	38/97cm	1	R	R
	40/102cm	1	R	R
	42	1	R	R
	44	1	R	R
	46	1	R	R
	50	1	R	R
Two piece denim overall	28	1	R	R
	30/77cm	1	R	R
	32/82cm	1	R	R
	34/87cm	1	R	R
	36/92cm	1	R	R
	38/97cm	1	R	R
	40/102cm	1	R	R
	42	1	R	R
	44	1	R	R
	46	1	R	R
	50	1	R	R
Safety boots (Black)	3	1	R	R
	4	1	R	R
	5	1	R	R
	6	1	R	R
	7	1	R	R
	8	1	R	R
	9	1	R	R
	10	1	R	R
T-shirt (Stone)	Small	1	R	R
	Medium	1	R	R

	Large	1	R	R
	X Large	1	R	R
	XX Large	1	R	R
	XXX Large	1	R	R
Garden gloves	Small	1	R	R
	Medium	1	R	R
	Large	1	R	R
	X Large	1	R	R
Bush hat (Olive)	One size	1	R	R
Chainsaw trousers	M	1	R	R
	L	1	R	R
	XL	1	R	R
	XXL	1	R	R
Chainsaw gloves	7 (S)	1	R	R
	8 (M)	1	R	R
	9 (L)	1	R	R
Helmet with visor with earmuffs	One size	1	R	R
Safety goggles	One size	1	R	R
Safety glasses	One size	1	R	R
Ear muffs	One size	1	R	R
Earplugs	n/a	1	R	R
Gumboots (Black)	4	1	R	R
	5	1	R	R
	6	1	R	R
	7	1	R	R
	8	1	R	R
	9	1	R	R
	10	1	R	R
Dust masks (box of 20)	One size	1	R	R
Respirator mask (double cartridge)	One size	1	R	R
Respirator filter cartridges	n/a	1	R	R

Shin guards	One size	1	R	R
Household reusable gloves	One size	1	R	
TOTAL PRICE EXCLUDING VAT			R	
TOTAL PRICE INCLUDING VAT			R	

Transport

Delivery cost for all Gardens	AMOUNT
Delivery Cost to FSNBG per order	R
Delivery Cost to KZNNBG per order	R
Delivery Cost to LNBG per order	R
Delivery Cost to MBCC per order	R
Delivery cost to MCNR per order	R
Delivery cost to TNBG per order	R
TOTAL AMOUNT	R

TOTAL PRICE

Total price for PPE VAT Inclusive	R
Total price for delivery cost	R
Total amount	R

Note: The total amount provided is for evaluation purposes only, actual quantities will be requested as and when required.

15. TERMS AND CONDITIONS

Delivery/Supply Terms

- Delivery is to take place only when provided with an Official Purchase Order.
- The supplier shall deliver goods within 10 working days of receipt of an official purchase order.
- Deliveries will be requested on a basis of as and when required.
- RFQ is requested as a single quantity, service provider will be recommended and approved on the 1-unit prices as per the submitted pricing schedule and when delivery is required, a list of item descriptions and quantities will be given to the approved service provider to submit a formal quotation based on the fixed unit rates submitted in Annexure B after which an official purchase order will be issued.

Contract Terms

- If appointed supplier fails to deliver required PPE within agreed timeframes, such order to be given to other successful suppliers.
- Payments of Invoices will be made in accordance with PFMA (within 30 days of receipt of invoice) after the service has been rendered.
- Pricing will remain fixed; adjustments or ad hoc costs will not be considered.
- SANBI reserves the right to terminate the contract in case of unsatisfactory performance.

Conditions of Delivery:

- Goods must be delivered to the SANBI premises and good care must be taken during transportation
- The team offloading the items must always be clean and neat for hygiene purposes.
- Deliveries that do not comply with the purchase order requirements will be returned to the service provider at the service provider's expense. The corrected order must be resubmitted within 24 hours of notification.
- Deliver the specified items with the requested quantities and as scheduled.
- All deliveries must be accompanied by a delivery note and invoice stating the official purchase order number against which the delivery has been made. The person receiving the delivery and the person delivering must both sign and write the delivery date.