

SBD1

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
BID NUMBER:	Q11983/26	CLOSING DATE:	01 September 2026	CLOSING TIME:	11:00am
DESCRIPTION	THE APPOINTMENT OF A MULTIDISCIPLINARY TEAM, WITH A CONSULTING ENGINEER AS THE PRINCIPAL AGENT, FOR THE CONSTRUCTION OF A NEW RAPTOR ROW ENCLOSURE AT THE NATIONAL ZOOLOGICAL GARDEN IN PRETORIA.				
Submission of proposals: proposals must be emailed to S.SCM-Quotations@sanbi.org.za with a copy to Ms. Giyama at N.Giyama@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	Noloyiso Giyama		CONTACT PERSON	Lwandise Cungcu	
TELEPHONE NUMBER	012 339 2750		TELEPHONE NUMBER	(012) 339 2710	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	N.Giyama@sanbi.org.za		E-MAIL ADDRESS	L.Cungcu@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]
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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 Error! Hyperlink reference not valid..
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

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

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.

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.

- 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

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:

80/20

or

90/10

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20

or

90/10

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point

- system; or
 (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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 Information will be verified on CSD report. Points will be allocated based on the percentage of ownership per goal - 100% black ownership = 10 points	10	
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	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 APPOINTMENT OF A MULTIDISCIPLINARY TEAM, WITH A CONSULTING ENGINEER AS THE PRINCIPAL AGENT, FOR THE CONSTRUCTION OF A NEW RAPTOR ROW ENCLOSURE AT THE NATIONAL ZOOLOGICAL GARDEN IN PRETORIA.

1. Background and Discussion

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 National Zoological Garden (NZG) of South Africa is the largest zoo in the country. More than 600 000 people visit the NZG annually. The total length of the walkways in the NZG in Pretoria is approximately 6 km. The NZG was previously an agency of the Department of Science and Technology. It was incorporated into SANBI on 1 April 2018 in terms of the National Environmental Management: Biodiversity Act (NEMBA).

SANBI requires a multidisciplinary team with a consulting engineer as the principal agent for the construction of a new raptor row enclosure at the National Zoological Garden. Stage 1 (Inception), stage 2 (Concept and viability) and stage 3 (Design development) of the project have already been completed through a prior tender process. The multidisciplinary team will be required to complete stage 4 (Documentation and procurement), stage 5 (Construction) and stage 6 (Close-out) of the project.

2. Invitation to Quote

Quotations are invited for the appointment of a multidisciplinary team, with a consulting engineer as the principal agent, for the construction of a new raptor row enclosure at the National Zoological Garden in Pretoria.

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

Submission of proposals: proposals must be emailed to S.SCM-Quotations@sanbi.org.za with a copy to Noloyiso.Giyama@N.Giyama@sanbi.org.za

3. Scope of Work

The purpose of this RFQ is to procure a multidisciplinary team, with a consulting engineer as the principal agent, for the construction of a new raptor row enclosure at the National Zoological Garden in Pretoria.

- Stage 1 to stage 3 have been completed. The successful bidder is required to provide professional services from stage 4 to stage 6 including:
- Prepare cost estimates for the proposed construction works based on the existing drawings.
- Review existing steel drawings and make recommendations where necessary.
- Prepare the Bill of Quantities based on the existing drawings
- The Principal Agent is required to assist SANBI with sourcing a suitable contractor for the scope of work and attend relevant bid committee meetings. The Principal Agent must provide Level 2 construction monitoring and closeout including provision of as-built drawings.
- 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:
 - Site handover to contractor
 - Weekly site meetings with minutes
 - Issuing of site instructions
 - Sign-off of quantities and progress payments
 - Issuing of completion certificates
 - 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 Board Notices providing the guideline scope of services and tariff fees for persons registered in terms of the Engineering Professional Act (Act No. 46 of 2000) and others where applicable. If there is any conflict between the specific requirements and the relevant guideline scope of services document referred to above, the specific requirements shall take precedence.

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.

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 service provider 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

The service provider 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 are not guaranteed and will be dependent on the scope of works and discretion of SANBI.

Services Required
Lead Consultant (Professional Civil Engineer/Structural Engineer)
Professional Quantity Surveyor
Professional Occupational Health & Safety Agent

6. Pricing Information

The appointment will be based on a lump sum fee, as set out in the professional fee guidelines issued in terms of the Engineering Profession Act 46 of 2000 and Construction Health & Safety Professionals in terms of the Project & Construction Management Professions Act, 2000 (Act No. 48 of 2000) as well as any other relevant professional fee guidelines that may be applicable.

Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases, including all expenses (travel expenses, accommodation, subsistence, printing etc.), inclusive of all applicable taxes (value-added tax, pay as you earn, income tax, unemployment insurance fund contributions, skills development levies etc.) for the project. The contract amount / appointment value will be capped at the bid amount. The appointed PSP will be required to manage their time and costs within the allocated budget.

The appointed service provider will be required to manage their time and costs within the allocated budget.

The allocated budget for the construction costs for the project is R3 million (VAT incl) excluding professional fees. The Lump Sum fee is supposed to have a clear break down of the fees from Stage 4 to Stage 6.

Deliverables	Amount
Stage 4 – Documentation and procurement	
Stage 5 – Construction	
Stage 6 – Close out	
Total (excl. VAT)	
Total (incl. VAT)	

7. Reporting and Management

- While the consultant 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.

8. Evaluation criteria

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
CVs and qualifications of submitted professionals Comprehensive CV and qualifications of required professionals with up-to-date registration with the applicable professional body.		40
Lead Consultant (Professional Civil Engineer/Structural Engineer (Registered with ECSA))		(20)
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	
Professional Quantity Surveyor (Registered SACQSP)		(10)
Sub-Criteria	Points	
CV experience of less than 5 years	2	
CV experience of more than 5 years	4	
CV experience of more than 10 years	16	
CV experience of more than 15 years	18	
CV experience of more than 20 years	10	
Professional Occupational Health & Safety Agent (Registered with SACPCMP)		(10)
Sub-Criteria	Points	
CV experience of less than 5 years	2	
CV experience of more than 5 years	4	
CV experience of more than 10 years	6	
CV experience of more than 15 years	8	
CV experience of more than 20 years	10	

FUNCTIONALITY EVALUATION CRITERIA		POINTS												
Implementation methodology Proposed methodology and approach addressing all the services identified in the scope of work. Methodologies and approach must be specific to the project and location of works.		10												
<table><tr><th>Sub-Criteria</th><th>Points</th></tr><tr><td>No methodology</td><td>0</td></tr><tr><td>Poor methodology</td><td>2</td></tr><tr><td>Average methodology</td><td>4</td></tr><tr><td>Above average methodology</td><td>8</td></tr><tr><td>Good methodology</td><td>10</td></tr></table>			Sub-Criteria	Points	No methodology	0	Poor methodology	2	Average methodology	4	Above average methodology	8	Good methodology	10
Sub-Criteria	Points													
No methodology	0													
Poor methodology	2													
Average methodology	4													
Above average methodology	8													
Good methodology	10													
Proposed work plan Proposed work plan with relative timelines towards activities and deliverables, including a clear allocation of resources towards the services required.		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 infrastructure were successfully undertaken and completed within parameters such as scope, cost, time and at acceptable quality standard. - List of ten other similar projects with appointment letters or purchase orders 's and completion certificates indicating work of similar value completed in the last ten (10) years. (2 points per similar project). Any projects of a lesser value will not be allocated points. <table border="1"> <thead> <tr> <th>Sub-Criteria</th><th>Points</th></tr> </thead> <tbody> <tr><td>No similar project</td><td>0</td></tr> <tr><td>One similar project</td><td>2</td></tr> <tr><td>Two similar projects</td><td>4</td></tr> <tr><td>Three similar projects</td><td>6</td></tr> <tr><td>Four similar projects</td><td>8</td></tr> <tr><td>Five similar projects</td><td>10</td></tr> <tr><td>Six similar projects</td><td>12</td></tr> <tr><td>Seven similar projects</td><td>14</td></tr> <tr><td>Eight similar projects</td><td>16</td></tr> <tr><td>Nine similar projects</td><td>18</td></tr> <tr><td>Ten similar projects</td><td>20</td></tr> </tbody> </table> - Provide five contactable reference letters regarding similar assignments with appointment letters or purchase orders 's and completion certificates and indicating work of similar value completed in the last ten (10) years. - Reference letters issued by the bidder, its parent company, subsidiary, sister company, affiliate, or any related entity will not be accepted. - Any projects of a lesser value will not be allocated points. <table border="1"> <thead> <tr> <th>Sub-Criteria</th><th>Points</th></tr> </thead> <tbody> <tr><td>Zero relevant reference letter</td><td>0</td></tr> <tr><td>One relevant reference letter</td><td>4</td></tr> <tr><td>Two relevant reference letters</td><td>8</td></tr> <tr><td>Three relevant reference letters</td><td>12</td></tr> <tr><td>Four relevant reference letters</td><td>16</td></tr> </tbody> </table>	Sub-Criteria	Points	No similar project	0	One similar project	2	Two similar projects	4	Three similar projects	6	Four similar projects	8	Five similar projects	10	Six similar projects	12	Seven similar projects	14	Eight similar projects	16	Nine similar projects	18	Ten similar projects	20	Sub-Criteria	Points	Zero relevant reference letter	0	One relevant reference letter	4	Two relevant reference letters	8	Three relevant reference letters	12	Four relevant reference letters	16	40 (20) (20)
Sub-Criteria	Points																																				
No similar project	0																																				
One similar project	2																																				
Two similar projects	4																																				
Three similar projects	6																																				
Four similar projects	8																																				
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One relevant reference letter	4																																				
Two relevant reference letters	8																																				
Three relevant reference letters	12																																				
Four relevant reference letters	16																																				

FUNCTIONALITY EVALUATION CRITERIA		POINTS
Five relevant reference letters		20
Notes: Supporting documents required to support the claims above, (Purchase orders/appointment letters, completion certificates and reference letters for projects must be submitted as proof). Bidders must submit all the requested documents as proof in order to be awarded the points. Appointment letters and any reference letters must be on the employer's letterhead, dated and signed by the employer. Five reference letters: signed letters of reference from at least five (5) current or previous clients that have been provided with similar services within the past 10 years. Bidders must submit at least five (5) reference letters from clients for whom similar services have been successfully rendered. The reference letters must clearly indicate the nature and scope of the services provided, the amount, and the period during which the services were rendered. They must be on the clients' official letterhead, signed by an authorised representative and include contact details for verification purposes. At least three (3) of the five (5) reference letters must be from different organisations. Failure to submit reference letters from at least three different organisations will lead to disqualification during the verification process.		
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 specific goals of those bids that meet the minimum threshold for functionality. 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.

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. Nature of appointment and contractual arrangement

Appointment:

- Contract duration: stage 4 – stage 6

Contract and payment:

- The contract will be drawn up between SANBI and the service provider.
- Invoices will be paid for upon deliverables received.
- Invoices must indicate the deliverable produced. No upfront payments will be made.
- 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.

10. 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.

11. Information to be provided by SANBI to the successful service provider

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12. Potential service providers are required to submit the following Mandatory documentation, Failure to do so will lead to disqualification

- SBD forms (SBD 1, 4, and 6.1). The Standard Bidding Forms (included in the bid documentation) must be fully completed, signed and submitted with this proposal.
- A current copy of the Central Suppliers Database (CSD) registration report must be provided.
- Formal Quotation on Company Letter Head
- -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 policy with a cover value of **R1 000,000.00 (one Million Rand)**
- Lead Consultant (Professional Civil Engineer/Structural Engineer) (Registered with ECSA) With copy of qualifications and valid registration certificate.
- Professional Quantity Surveyor (Registered SACQSP). With copy of qualifications and valid registration certificate.
- Professional Occupational Health & Safety Agent (Registered with SACPCMP). With copy of qualifications and valid registration certificate.

Other documents required

Each proposal document should also include the documentation as indicated below. Failure to submit these documents will not result in disqualification, however, the information contained in them is required for evaluation purposes and failure to include these documents will be considered non-responsive.

- Details, qualifications, professional registration and relevant experience of all team members are to be submitted.
- 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

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 **01 September 2026 at 11:00am**.

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

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