

**PART A
 INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)

RFQ NUMBER:	Q12001/2026	CLOSING DATE:	09 September 2026	CLOSING TIME:	11:00
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REQUEST FOR SERVICE PROVIDER TO REPAIR OF HARTBEESHUISIE (TRADITIONAL AFRIKANER HOUSE), WALL, AND THATCH ROOF AT FREE STATE NATIONAL BOTANICAL GARDEN.

COMPULSORY BRIEFING SESSION:

02 September 2026 @ 12:00
EEC Hall
Free State National Botanical Garden
Rayton Rd, Dan Pienaar,
Bloemfontein,
9310

BID RESPONSE DOCUMENTS MAY BE E-MAILED TO BELOW ADDRESSES:

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	Cloudy Masilane	CONTACT PERSON	Loyd Vukeya
TELEPHONE NUMBER	012 018 8313	TELEPHONE NUMBER	0514363530
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	M.Cloudy@sanbi.org.za	E-MAIL ADDRESS	L.Vukeya@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:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling

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.

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.

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) The **80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20	or	90/10
$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$	or	$P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$

Where

P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{min} = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

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)
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)	5	
3. Categories of persons historically disadvantaged by unfair discrimination 100 % disability 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)	5	
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

TERMS OF REFERENCE

QUOTATION number: Q

REQUEST FOR SERVICE PROVIDER TO REPAIR OF HARTBEESHUISIE (TRADITIONAL AFRIKANER HOUSE), WALL, AND THATCH ROOF AT FREE STATE NATIONAL BOTANICAL GARDEN.

1. BACKGROUND

The South African National Biodiversity Institute (SANBI) requires services at the Free State National Botanical Garden (FSNBG). SANBI is a public entity in terms of section 38 (1) of the Public Finance and Conservation Act. The SANBI was established in terms of section 10 (1) of the National Biodiversity Management: Biodiversity Act (Act No 10 of 2004). The mandate of SANBI is to champion the exploration, conservation, appreciation and enjoyment of South Africa's exceptionally rich biodiversity for everyone. The FSNBG is one of eleven national botanical gardens of the SANBI. The FSNBG is located approximately 10 km north of Bloemfontein, in Dan Pioneer next to the N1 highway (29° 12'55.6" S; 26° 12'41.3" E), which is becoming one of the fastest developing up-market residential areas in Bloemfontein. The FSNBG falls under the Mangaung Metropolitan Municipality (MMM) in the Motheo district of the Free State Province. The FSNBG comprises approximately 66 hectares (ha) of land, whereby 60 ha is natural veld, and 6 ha is developed area. The natural veld mountain head has an altitude of between 1300 and 1400 m above sea level. The FSNBG topography ranges from plains and pan to lowland, consisting of a dolerite hill (monk's head) separated by a valley and dry watercourse.

The Free State National Botanical Garden (FSNBG) has been allocated funds for the maintenance of the building and infrastructure to maintain the building's standard and sustain its service lifetime. The Hartbeeshuisie (traditional Afrikaner home) requires repairs to its thatched roof and walls to maintain a high standard and ensure customer safety.

2. INVITATION TO QUOTATION

The purpose of this Request for Quotation (RFQ) is to invite prospective Service Provider to repair Hartbeeshuisie (traditional afrikaner house), wall, and thatch roof at Free State National Botanical Garden.

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

3. DESCRIPTION OF THE PROJECT

The purpose of this Request for Quotation (RFQ) is to appoint a Service Provider to repair Hartbeeshuisie (traditional afrikaner house), wall, and thatch roof at Free State National Botanical Garden.

4. SITE INSPECTION

Note: suppliers are urged to visit the site to inspect the buildings to view limitations of the work that needs to be undertaken.

5. SCOPE OF WORK

The scope of works to be carried out are in the following area and listed as follows:

The Contract shall comprise the supply of all labour, materials, workmanship, machinery, equipment, transport, attendance on others, and everything stated or implied which is, or may be, necessary in and for the entire completion of all the following works:

The Hartbeeshuisie (traditional Afrikaner) house is 17m². This structure requires repairs to the wall, and reconstruction of the entire thatched roof. Below are details of the scope of work:

- Remove all plaster inside and outside of the Hartbeeshuisie (traditional Afrikaner) house .
- Treat the existing crack on the wall, inside and outside.
- Apply three coats of plaster, with the first coat approximately 18mm thick, the second coat about 10mm thick and a final coat of 10mm. The mud plaster mixture must consist of clay, cow dung and cement (a 2:1:0.2 ratio would involve combining these materials at a ratio of 2 parts clay, 1 part cow dung, and 0.2 parts cement), for interior.
- Apply three coats of plaster, with the first coat approximately 18mm thick, the second coat about 10mm thick and a final coat of 10mm. 1:5 mix (1 part cement to 4 parts sand) for exterior with the final coat of red oxide.
- Remove the existing thatch grass roof and existing roof structure.
- Construct the new roof structure. The battens with the creosote-treated ones of a diameter from 15mm to 45mm x 38 mm, and the battens shall be continuous over the rafters. The spacing between battens should be 0.4-0.5m. Battens shall be nailed to rafters with 70mm wire nails. The rafter poles treated with Creosote. The pole is 3m long with a diameter of between 21mm and 35mm.
- Rethatch with 200mm thick thatch. The thatching grass should be *Hyperenia hirta* or *Hyperenia filipendula*. The grass shall be 800mm to 1020mm in length, with ends ranging from 1.5mm to 2.5mm in diameter, and it must be straight. The grass needs to be harvested after the summer rain season, thoroughly dried, before use. Ensure that grass leaves are cleaned and all seeds and heads are removed.
- Remove the existing concrete ridge capping, along with the waterproofing covering and thatch underlay. Then, construct a new concrete ridge capping that includes wire mesh, waterproofing covering, and thatch underlay. The sand-cement ridge capping must be a minimum of 40 mm thick (one part common cement to four parts sand). It should be laid on a single layer of polyolefin membrane with a thickness of no less than 250 µm. Additionally, the ridge capping must extend at least 750 mm down each side of the thatching.
- Disposal of the removed thatch and plaster

5. BIDDING REQUIREMENTS

Potential Service Providers must submit the following documentation(Failure to submit this required documentation WILL lead to disqualification):

- SBD Form 1,4 and 6.1.
- The equity status of the interested party per the attached form SBD 6.1.
- A valid B-BBEE Status Level Certificate / sworn affidavit. (Please note that failure to submit a valid original or certified B-BBEE certificate / sworn affidavit mentioned above will result in the tender not being scored on equity.

- A copy of the Central Suppliers Database (CSD) registration report.
- Valid Letter of Good Standing from the office of the Compensation Commissioner as required by the Compensation for Occupational Injuries and Diseases Act (COIDA). The letter should be issued by the Department of Labour.
- A Valid copy of Proof of Public Liability Insurance.
- Briefing certificate
- Quotations must include cost breakdown of all the specifications and the price must be VAT-inclusive.

6. PRICING INFORMATION

NB: All work will be based on the findings of the assessment conducted for each building.

PRICING SCHEDULE

ITEM	Description	Size	Quantity	Amount
1	Repair of the Hartbeeshuisie (traditional afrikaner house wall outside and inside) Remove all plaster inside and outside of the Hartbeeshuisie Afrikaner house.	17m ²	1	
	Apply three coats of plaster, with the first coat approximately 18mm thick, the second coat about 10mm thick and a final coat of 10mm. 1:5 mix (1 part cement to 4 parts sand). For exterior with a final coat of red oxide. Apply three coats of plaster, with the first coat approximately 18mm thick, the second coat about 10mm thick and a final coat of 10mm. The mud plaster mixture must consist of clay, cow dung and cement (a 2:1:0.2 ratio would involve combining these materials at a ratio of 2 parts clay, 1 part cow dung, and 0.2 parts cement), for interior.	17m ²	1	
2	Re construct roof structure and thatch of the Hartbeeshuisie (traditional afrikaner house). Remove the existing thatch grass roof. The size of the roof Hartbeeshuisie (traditional afrikaner house). Remove and replace the battens with the	Height -1.9 m Ridge -5.5m Length – 5.5m Span – 3m	1	

	creosote-treated ones of a diameter from 15mm to 45mm x 38 mm, and the battens shall be continuous over the rafters. The spacing between battens should be 0.4-0.5m. Battens shall be nailed to rafters with 70mm wire nails. Remove and replace rafter poles treated with Creosote. The pole with a diameter of between 21mm and 35mm. Rethatch with 200mm thick thatch. The thatching grass should be <i>Hyperenia hirta</i> or <i>Hyperenia filipendula</i>. The grass shall be 800mm to 1020mm in length, with ends ranging from 1.5mm to 2.5mm in diameter, and it must be straight. The grass needs to be harvested after the summer rain season, thoroughly dried, before use. Ensure that grass leaves are cleaned and all seeds and heads are removed. NB: Timber shall be treated in accordance with SANS 10005. Laths and battens shall meet the requirements given in SANS 1288, SANS 1707-2 and SANS 1783-4, as relevant.			
	Remove the existing concrete ridge capping, along with the waterproofing covering and thatch underlay. Then, construct a new concrete ridge capping that includes wire mesh, waterproofing covering, and thatch underlay. The sand-cement ridge capping must be a minimum of 40 mm thick (one part common cement to four parts sand). It should be laid on a single layer of polyolefin membrane with a thickness of no less than 250 µm. Additionally, the ridge capping must extend at least 750 mm down each side of the thatching.		1	
	Disposal of the removed thatch and plaster			
	SUB- Total (excluding VAT)			
	ADD 15% VAT			
	Grand Total			

7. EVALUATION PROCESS

The service provider will be evaluated in 3 phases: Bid Evaluation: Functionality, Price And Specific Goals

EVALUATION

The service provider is expected to attach the following documents and is compulsory:

- SBD Form 1,4 and 6.1.
- The equity status of the interested party per the attached form SBD 6.1.
- A valid B-BBEE Status Level Certificate / sworn affidavit. (Please note that failure to submit a valid original or certified B-BBEE certificate / sworn affidavit mentioned above will result in the tender not being scored on equity.
- A copy of the Central Suppliers Database (CSD) registration report.
- Valid Letter of Good Standing from the office of the Compensation Commissioner as required by the Compensation for Occupational Injuries and Diseases Act (COIDA). The letter should be issued by the Department of Labour.
- A Valid copy of Proof of Public Liability Insurance.
- Briefing certificate
- Quotations must include cost breakdown of all the specifications and the price must be VAT-inclusive

Failure to attach the above documents will lead to your bid being disqualified.

PHASE 1: FUNCTIONALITY

Criteria for measuring Functionality	Weight
1. Company profile, which includes brief overview of the company with an indication of relevant experience to the scope of work	10%
• 5 years and more experience relevant to the scope of work. • Between 4 and 5 years of experience relevant to the scope of work. • Between 3 and 4 years of experience relevant to the scope of work. • Between 2 and 3 years of experience relevant to the scope of work. • Between 1 and 2 years of experience relevant to the scope of work. • Less than 1 year of experience relevant to the scope of work.	Scale 10 8 6 4 2 0
2. Three signed letters of reference with an relevant summary of work done in the last five (5) years. (Reference letters should include but not limited to company name, contact person, contact details, total value of the contract, contract duration and performance of the service provider.)	20%
• Three or more signed letters of reference with an relevant summary of work done in the last five (5) years. • Three or less signed letters of reference with an relevant summary of work done in the last five (5) years. • Two signed letters of reference with an relevant summary of work done in the last five (5) years. • One signed letter of reference with an relevant summary of work done in the last five (5) years. • No submission of signed letters of reference with a relevant summary of skills audits done in the last five (5) years.	Scale 20 15 10 5 0
	20%

3. Indicate capacity and relevant experience of key personnel who will be working on this project. Submit their individual three (3) paged Curriculum Vitae (CV). - Between 4 and 5 and more years of experience relevant to the scope of work. - Between 3 and 4 years of experience relevant to the scope of work. - Between 2 and 3 years of experience relevant to the scope of work. - Between 1 and 2 years of experience relevant to the scope of work. - Less than 1 year of experience relevant to the scope of work.	Scale
	20
	15
	10
	5
	0
4. A concise written summary of no more than five (5) pages that demonstrates the methodology and approach to be used for this project. - Methodology with activities, timelines and deliverables linked to the activities. Methodology also indicating responsibilities of key project resources and ensuring services are available on commencement of the project.. - Methodology with activities, timelines and deliverables linked to the activities. - Methodology with activities and timelines or deliverables. - Methodology with activities only. - Methodology irrelevant to the scope of work. - No methodology submitted.	50%
	Scale
	50
	40
	30
	20
	10
	0
TOTAL	
100%	

NB: Service providers 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.

PHASE 2: SPECIFIC GOALS: Combined goals must be 20 points.

- Categories of persons historically disadvantaged by unfair discrimination on the basis of race
- Categories of persons historically disadvantaged by unfair discrimination on the basis of gender.
- Categories of persons historically disadvantaged by unfair discrimination based on disability.

The information will be verified on the CSD report. CSD report must be attached as proof.

	Objective goals	Targeted score
a	Categories of persons historically disadvantaged by unfair discrimination based on race	10
b	Categories of persons historically disadvantaged by unfair discrimination based on gender.	5
c	Categories of persons historically disadvantaged by unfair discrimination based on disability.	5
Total		20

Sufficient information must be provided to allow the evaluation panel to score bids against all these criteria. Failure to do so may result in the disqualification of bids.

9. NATURE OF APPOINTMENT AND CONTRACTUAL ARRANGEMENT:

Contract and payment:

- The agreement will be drawn up between SANBI and the Service Provider.

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- Invoices will be paid for upon deliverables received.
- Invoices must indicate the deliveries 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 SANBI

10. SUBMISSION

Closing date for submission of responses: 11H00 am on 09 September 2026

- Traceable references of company experience with similar to the project
- Submit a proposal/ quotation that addresses the scope of work as per the above specifications and outputs including concept design.
- 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 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 about 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.
- Quotations must include a cost breakdown of all the specifications, and the price must be VAT-inclusive.

NB: Late submissions will be disqualified.

Quotations must be submitted **no later than 09 September 2026 at 11:00**

Department: Supply Chain Management

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

The cut-off date for enquiries: **07 September at 11:00**

For technical enquiries please contact Mr Loyd Vukeya at (051) 436 3536 or L.Vukeya@sanbi.org.za

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