SANBI
Biodiversity for Life
South African National Biodiversity Institute

SBD1

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
RFQ NUMBER:	**Q12051/2026**	CLOSING DATE:	**02 October 2026**	CLOSING TIME:	**11H00am**

DESCRIPTION

TO REQUEST QUOTATION FOR CLEARING OF INVASIVE ALIEN PLANTS: BILLARDIERA HETEROPHYLA AND MELALEUCA HYPERICIFOLIA.

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	**Ripfumelo Fumani**	CONTACT PERSON	Virgil Jacobs
TELEPHONE NUMBER	**012 018 8313**	TELEPHONE NUMBER	072 838 7207
FACSIMILE NUMBER	**n/a**	FACSIMILE NUMBER	**n/a**
E-MAIL ADDRESS	r.fumani@sanbi.org.za	E-MAIL ADDRESS	v.jacobs@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]1

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

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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: ……

SBD 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

2.2

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

……
……

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 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.

……

……

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

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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**

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

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**

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

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)**	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

- ϒ Partnership/Joint Venture / Consortium
- ϒ One-person business/sole propriety
- ϒ Close corporation
- ϒ Public Company
- ϒ Personal Liability Company
- ϒ (Pty) Limited

ϒ Non-Profit Company
ϒ 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.

CALL FOR EXPRESSION OF INTEREST

Issued by the Directorate on Biodiversity Evidence
South African National Biodiversity Institute
Contract number: Q12051/2026
TERMS OF REFERENCE

Clearing of Invasive Alien Plants: *Billardiera heterophyla* and *Melaleuca hypericifolia.*

Contractor to respond with Expression of interest by: 02 October 2026 at 11:00am to at S.SCM-Quotations@sanbi.org.za

Background and overview of the task

The Directorate on Biodiversity Evidence (DBE) of the South African National Biodiversity Institute (SANBI) targets localized invasive alien species. These species have not reached their full invasive potential and occur as relatively small populations. Removal of these populations at an early stage of invasion will limit spread to other areas, save on future costs of control, and contribute towards the eradication of these species from South Africa.

SANBI is targeting *Billardiera heterophyla* and *Melaleuca hypericifolia* in Houtbay.

Duration of the Contract and Contract budget:

This contractor will be appointed over the duration of two financial years (2026 – 2027 & 2027 – 2028). Table 1 below stipulates the number of days required per financial year. In the event of the contract commencing later than planned, due to uncontrolled variables, the contractor may be required to implement catch-up plans and increase team sizes.

- The contract budget for 2026 – 2027 is calculated using DFFE's Environment Programmes Non-Infrastructure rates (see Table 2 on page 2). The contract budget for the 2027 – 2028 financial year will be calculated using rates provided by the DFFE's Environmental Programmes.
- The total contract cost will be calculated using the daily contract cost multiplied by the total number of workdays.
- The daily contract cost is dependent on the following variables: (i) Team size, (ii) working methods, (iii) the actual distance the contractor and team must travel to project sites, and (iv) whether the contractor will claim value-added tax (VAT).

- Only the actual cost of medical examinations, wages for training days attended can be claimed and transport on specified daily allowance.

Table 1. Duration of Contract and Period of implementation.

Financial Year	Number of work and training days			Period	Estimated daily contract cost (excluding medical examination costs)
	Species	Work days	Training days		
2026 – 2027	*Billardiera heterophyla*	16	6	December 2026 – March 2027	R5406.00
	Melaleuca hypericifolia	5			
2027 – 2028	To be confirmed based on the 2027 – 2028 approved budget			April 2027 – March 2028	To be confirmed based on 2027 – 2028 rates.

The continuation of services into the 2027/28 financial year is subject to the availability of funds, approval of the applicable budget and the applicable DFFE Environmental Programmes rates.

Table 2: DFFE's Environmental Programmes EPWP Rates (2025-2026) (wages, PPE, equipment and transport)

Job Descriptions	**Wages**	**PPE**	**Equipment**
Contractor	R435.00	R4.40	R12.45
Supervisor	R255.00	R5.60	R09.45
Chainsaw operator	R180.00	R23.75	R220.90
Bakkie driver	R180.00	R0.00	R0.00
First Aider and H&S Rep	R155.00	R14.35	R6.75
Herbicide Applicator	R155.00	R14.35	R6.75
General worker	R150.00	R13.25	R15.75
Catering rate per person per day (for training courses attended)			R70
Admin	R91		
Sleep out allowance	R80 (This rate is not applicable to all contracts. SANBI DBE will apply sole discretion on whether the rate is applicable or not).		
Transport	4x2 vehicle	R4.25/km	4x4 vehicle usage is only allowed when 4x2 vehicles won't handle the terrain.
	4x4 vehicle	R4.65/km	
	Trailer	R58.85/day	

Details of the work required:

SANBI requires the services of a service provider/Contractor (contractor and team) to supply the following services:

(1) Survey localities in Table 3 below.

(2) Clear all alien plants listed in Table 3 that were found during the survey.

(3) Collect data as specified.

(4) Where a contractor completes work ahead of schedule, new species and localities may be added to Table 3.

Table 3: Species and locality list

Financial Year	**Species name**	**Locality**	**Population size in ha**
2026 – 2027	*Billardiera heterophyla*	Houtbay	18
	Melaleuca hypericifolia	Houtbay	14
2027 – 2028	Species name will be confirmed prior to the project inception.	Localities will be confirmed prior to the project inception.	Population Size will be confirmed prior to the project inception.

GPS coordinates of the above localities and species will be supplied to the successful service provider.

Training: The contractor and his/her team are required to attend the following training:

Table 4: Training requirements

Financial Year	Course name and level	Duration in days	No. of beneficiaries
2026 – 2027	1. Health and Safety	2	8
	2. First Aid L1	2	4
	3. Herbicide refresher	1	5
	4. Induction	1	12
2027 – 2028	Training, duration and number of beneficiaries to be confirmed prior to the project inception.		

SANBI will cover the cost for all trainings.

Pre-medical examinations: Due to the rough terrains that some teams are required to work in, the contractor and their team will need to undergo medical examinations before work commences. Only workers that have been declared 'fit for work' by an occupational health practitioner will be allowed on the team. SANBI will reimburse the cost for medical examinations.

Monitoring: Clearing operations will be carefully monitored by the SANBI staff and the landowner, where applicable. In the event that clearing was not done properly the contractor must clear the sites even outside of the contract term (within 30 days after expiry of the contract), failing which invoices will not be processed. SANBI reserves the right, subject to section 2(1)(f) of the PPPFA, to consider objective and justifiable criteria in determining whether to make an award to a bidder other than the bidder scoring the highest points. Any such consideration will be based on documented, verifiable and objective information and will be applied consistently to all bidders as per below objective criteria:

- 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.

Team make-up: This work requires a physically fit team of 12 people (qualified team leader, contractor or supervisor) with Herbicide Applicators, 1 Driver, 1 Health and Safety reps and 1 First Aiders and general workers), who have had previous experience in clearing invasive alien plants. In the 2026 – 2027 the team make-up may be adjusted as per the requirements. 60% of the team must be locally sourced.

Duties of clearing team:

- Visit each of the known localities.
- Record data of each cleared population on the data collection sheets provided and gps units or suitable electronic devices. Null record data must be collected by setting tracks to "tracks log".
- Contractors must supply 2 gps units or similar devices to record plants cleared for the duration of the contract.
- Completed sheets, GPS tracks, and points are to be submitted to SANBI at agreed intervals. Careful data collection is vital. Data collection and clearing methods differ for each species. Specifications on data collection and clearing methods will be discussed during the training provided by SANBI.
- Ability to use a GPS to record the locality of invasive alien populations and clearing operations is advantageous.
- Cleared material must be disposed of safely, as per instructions from the SANBI.
- The team driver should be in possession of a valid driver's license and PDP to transport the Team to and from sites and should always be onsite during the duration of the contract.
- The Team must have a sound level of physical fitness and be able to work in difficult terrain and dense vegetation.
- Adequate supervision of the work is essential.

- Work to be carried out by a team of semi-skilled workers trained to:
  Collect data, survey for new populations of target species, and undertake the clearing of specified species.

Minimum requirements for field work

1. COIDA

Service providers with one or more employees are required by law to contribute to the Compensation Fund. A valid letter of good standing with COIDA certificate is required. The certificate should be issued by the Department of Labour. The certificate should be submitted to SANBI within 10 working days after SANBI issues an appointment letter. If a bidder fails to submit the certificate within this period, the appointment letter will lapse, and the next successful bidder may be recommended.

2. Certified Health and Safety Representatives

The Team should have two trained and certified Health and Safety representatives on site for the duration of the Contract. Where this is not in place, SANBI may provide training for health and safety representatives with valid Health and Safety certification.

3. Certified First Aid Representatives

The Team should have a trained and certified First aider on site for the duration of the Contract. Where this is not in place, SANBI may provide First Aid training.

Conditions of the Contract:

COIDA

A valid certificate covering the entire duration of the contract should be submitted to SANBI. If a bidder fails to submit the certificate/ letter of Good Standing, the next successful bidder may be recommended.

Public Liability

Service providers must provide proof of Public Liability Insurance/quotation for public liability or proof of application of a minimum of R1, 000,000.00 (One Million Rand) Public Liability insurance. This insurance serves to protect both SANBI and the contractor in the case of claims due to accidents such as inappropriate use of herbicides, fires caused by team members, or motor vehicle accidents caused because of implementing the contract. The bidder will be required to submit proof of insurance within 10 working days of an appointment letter being issued. If a bidder fails to submit proof of insurance the next successful bidder

will be recommended. This insurance can be obtained once the contractor receives the SANBI appointment letter.

Transport

A roadworthy vehicle and trailer suitable for transporting 7 people (Long base bakkie). The vehicle must meet the requirements of a construction vehicle (e.g. must be fitted with a canopy or labour railings, fitted with a revolving orange lamp, secured benches with seatbelts, speed limit displayed). If this requirement is not met, the next successful bidder may be recommended.

If a vehicle is going to be hired, a copy of the vehicle lease agreement should be provided within 10 working days and must be equal to the period of the contract. If a bidder fails to submit proof of lease within 10 working days, the next successful bidder will be recommended.

In the event that a vehicle needs to be replaced during the contract, the above transport specifications need to be met, failure to meet these requirements will result in the cancellation of the contract.

Local Beneficiaries

At least 60% of beneficiaries should come from one of the target areas (proof of residence need to be submitted before the contract starts) for a contract of more than 20 working days. In the event that this requirement is not met, the next successful bidder may be recommended.

Health and Safety and First Aid Reps

SANBI may provide Health and Safety and First Aid Training for this contract.

Inception of the contract (2026 – 2027)

The Contractor will be given 7 days notice to put the team together for the 2026-2027 clearing season.

Contract Type

This is a daily wage contract and is based on the delivery of milestones tied to the achievement of a set number of person days. Payment is calculated on the amount of person days achieved. Only person days worked, can be claimed.

In the event where a milestone takes less time to complete, SANBI may add extra duties to fill the remaining person days. Duties may include extra surveying, extra clearing or any other reasonable activity linked to the conservation of biodiversity.

Equipment and protective clothing requirements (to be supplied by the contractor):

Protective clothing

1. Appropriate PPE: e.g. safety boots, elbow-length rubber gloves, leather gloves, sunhats or piece-overalls, herbicide respirator+, chainsaw PPE, Apron, reflector vests and goggles.
   SANBI will reimburse the contractor using the EPWP stipulated rates.
2. A list for protective clothing for herbicide applicators will be provided.

Field equipment

3. Appropriate field equipment (These vary from project to project): Knapsacks, hand sprays, secateurs, chainsaws, ropes and harnesses, step ladders, rakes, brooms picks, hoes, spades and measuring tape. SANBI will reimburse the contractor using the stipulated EPWP rates.
4. In addition to standard equipment, the contractor must provide sanitation equipment such as hand soap, sanitizers etc. to manage infectious illnesses.
5. GPS units: Contractors must supply 2 gps units or similar devices to record plants cleared for the duration of the contract.

Herbicide Tools

6. The contractor/ Service provider expected to meet herbicide health and safety standards: Absorbent material, washing soap, refuse bag, 20L clean water container, measuring cylinder, jug, hand washing container/ bucket and spare knapsack nozzles.
7. Service provider/ Contractor must provide a fully stocked medical aid kit bag/container as per the EPWP standards.

Transport

8. A road worthy vehicle suitable for transporting 10-12 people (Long base bakkie). The vehicle must meet the requirements of a construction vehicle (e.g. fitted with a revolving orange lamp, secured benches with seatbelts, speed limit displayed).
9. A licensed and roadworthy trailer to transport tools, herbicides, equipment, and plant material (wood) to treatment sites.
10. The vehicle must have a valid license disk, reflectors, no leakages and should pass a roadworthiness inspection before the contract starts.

Admin

11. Admin material for data collection (pens, eraser, measuring tapes, file for documentation).

Equipment to be supplied by SANBI.

Datasheets, Herbicides, adjuvants, and dyes.

Quotation evaluation

It is compulsory for applicants to supply enough information on the bidding company, **proposed team leader** (i.e. infield supervisor), **qualifications** (attach certificates), **structure of the team and employment of workers meeting EPWP targets** to be considered for the evaluation process.

The Preferential Procurement Policy Framework Act (No. 5 of 2000) applies to these terms of reference. In accordance with this act the 80/20 point system will be applied in evaluating quotes, where price constitute 80 points and Specific goals constitutes 20 points. Evaluation of proposals will be done according to the criteria listed below. Sufficient information should be provided to allow the evaluation panel to score the proposals against these criteria.

Applications will be evaluated on the same total contract price. The successful applicant will be given a contract with a budget based on the EPWP rates. Evaluation of proposals will be done according to the following criteria:

Phase 1 – Technical Criteria

Phase 2 – Price and Specific Goals

Table 5: **Evaluation criteria**

	CRITERIA FOR EVALUATING FUCTIONALITY			
Ref	**Criteria**	**Sub criteia**	**Points**	**Total points**
1	**Experience in clearing and data collection on any of the target species. (**Supply company profile detailing experience of clearing and data collection with proof of references, e.g. appointment letters/reference letters)	4 Years and more clearing experience with data collection on gps or similar divice.	30	30
		3 Years clearing experience with data collection on gps or similar device.	24	
		2 Years clearing experience with data collection on gps or similar divice. OR 3 years clearing experience with Zero data collection experience	18	
		1 Year clearing experience with data collection on gps or similar divice. OR 2 years clearing experience with Zero data collection experience	12	
		1 Year clearing experience with Zero data collection experience	6	
		No information on experience	0	
2	**Qualification, expertise and skills of Team and contractor/ supervisor** (supply certified copies of valid certificates of the team as well as CV of person responsible for day to day supervision of the Team)	The person responsible for day-to-day supervision has PCO and Team with Herbicide applicator training	30	30
		The person responsible for day-to-day supervision has Limited PCO and Team with Herbicide applicator training	24	
		The person responsible for day-to-day supervision has Herbicide applicator; and Team with Herbicide applicator training	18	
		The person responsible for day-to-day supervision has Herbicide applicator and Team with no training	12	
		The person responsible for day-to-day supervision and Team with no training	6	
		No information of qualifications and skills of the team and supervisor	0	
3	**Distance from contractor's operation base to nearest site** (Provide proof of residence)	0-150 km	20	20
		151-200 km	16	
		201-300 km	12	
		301-400 km	8	
		401-500 km	4	
		501 and more km	0	
4	**Contractor team make up** (Provide team structure indicating gender and disability – Complete Table 6 below)	Have at least 1 disabled person, 60-70% female and 60-70% youth	20	20
		Have at least 1 disabled person, 50-60% female and 50-60% youth	16	
		0 disabled person, 50-60% female and 50-60% youth	12	
		0 disabled person, 40-50% female and 40-50% youth	8	
		0 disabled person, below 40% female and below 40% youth	4	
		Team without specification of gender, youth and disability provided	0	

NB: Proposals that fail to score a minimum of 60 out of a possible 100 points for functionality will not be eligible for further consideration. Sufficient information must be provided to allow the evaluation panel to score quotations against all these criteria.

●For the distance criteria (criteria 3): Obtain proof of residence of the clearing operation's base e.g.: confirmation letter from the ward councilor or commissioner of oaths (letter must include ward number and operation base address), municipal account, lease agreement.

Phase 2 – Specific Goals

The specific goals allocated points in terms of this Tender	Number of points allocated (80/20 system) Maximum 20 points
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

Award

Bidder with the highest total scoring points on price and specific goals will be recommended for appointment. Should bidders have the same total scoring points on price and specific goals, the bidder with the highest technical scoring points will be recommended for appointment.

Table 6: Team structure and List of certifications

Completing this table will enable us to evaluate your submission properly. Failure to complete will result in your submission losing points.

	Names	Roles	Male/ Female (M/F)	Under 35 years old (Y/N)	Physically challenged (Y/N)	Certification (1,2,3)
e.g.	Paul Roos	Supervisor	M	Y	N	H&S, 1st Aid, herbicide application
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

NB: The SANBI DBE unit has advertised for a number of contracts for this financial year.

Multiple Contract Appointments

SANBI reserves the right, at its sole discretion, to appoint a bidder to more than one contract, or to limit the number of contracts awarded to any bidder. Where a bidder is appointed to more than one contract, the bidder shall provide a full and separate team complement, equipment and resources for each contract, in accordance with the requirements and conditions of each contract. By submitting a bid, bidders acknowledge that they must have sufficient capacity and resources to perform all contracts for which they may be appointed concurrently. Being the highest-ranked or successful bidder for a particular contract does not create an automatic entitlement to be appointed to all contracts for which the bidder qualifies. SANBI may, taking into consideration operational requirements, service delivery capacity, risk, geographical coverage and the need to ensure continuity of service, limit the number of contracts awarded to any individual bidder.

Special conditions of the contract:

The successful contractor will be required to provide the following information:

Provide a driver's license with a PDP for all drivers and an eNatis driver query form, obtainable from the licensing department, that proves the validity of the driver's license.

General

Reporting requirements and management

- The contractor will report to the Project Coordinator or the SANBI Technician: Detection and Eradication.
- All data collected must be submitted to the Project Coordinator or the SANBI Technician: Detection and Eradication.

Administrative requirement

Administrative requirements	Mandatory/Optional	Submitted
SBD 1 – Invitation to Bid – completed and signed	Mandatory	☐ Yes ☐ No
SBD 4 – Declaration of Interest – completed and signed	Mandatory	☐ Yes ☐ No
SBD 6.1 – Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022 – completed and signed	Mandatory	☐ Yes ☐ No
Central Supplier Database (CSD) report – submit a copy	Supplier must be registered on CSD	☐ Yes ☐ No
In case of bids where Consortia / Joint Ventures are involved, the Consortia/Joint Venture agreement signed by both parties must be submitted with the bid proposal – agreement completed and signed, if applicable	Bidders must submit in the case of a JV	☐ Yes ☐ No

Evaluation requirements

Evaluation requirements	Submitted
Supply company profile detailing experience of clearing and data collection with proof of references, e.g. appointment letters/reference letters	☐ Yes ☐ No

Evaluation requirements	Submitted
Supply certified copies of valid certificates of the team as well as CV of person responsible for day to day supervision of the Team	☐ Yes ☐ No
Provide proof of residence	☐ Yes ☐ No
Provide team structure indicating gender and disability	☐ Yes ☐ No

Contractual arrangements

- A contract will be drawn up between SANBI and the service provider.
- This contract will only be drawn up after SANBI receives the contractor's COIDA letter of good standing, Proof of Certified First Aid, Health and Safety Representatives, Public liability, Adequate Transportation as per specification

  In the event where an appointment letter was issued by SANBI, but none of the required documentation are provided within the required time period, the appointment letter and contractor's bid application will be cancelled.
- Payment will be made based on the days worked. Beneficiaries are expected to work Monday to Friday, 8 hours every day. No work will be done on weekends or public holidays unless written approval were given by Sanbi.
- Payment will be made after the receipt of an invoice from the service provider.
- Original supporting documents must be submitted with each invoice BEFORE payment will be made.
- Payment of invoices will be within 30 days from the date of receiving the invoice and the correct supporting documents.
- Service Providers must make sure that their status on the Central Supplier Database (CSD) remains compliant to minimise delay of appointments and payments.

Table 7: Format for submission of references in the Business Profile

Description of project	Name of client	Name of responsible person	Telephone number	Email address	Year completed	Contract amount	Contract duration

Table 8: Checklist for submission:

Item	Please tick
SBD forms	

Company profile with details of experience	
Copies of relevant (valid) certificates	
Proof of address	
Valid COIDA letter of Good Standing	
List of team structure and categories (complete Table 3)	
Certified copies of South African Identity documents and proof of residence for all team members	
Proof of Certification for First Aid, Health and Safety Representatives,	
Vehicle and trailer documents (Vehicle lease aggreement if vehicle is hired)	

NB: The SANBI DBE unit has advertised for a number of contracts for this financial year. Although a contractor can bid for more than one contract per province, SANBI has the sole descretion on whether to appoint a contractor for more than one contract or not. If a contractor is appointed for more than one contract, the contractor needs to provide a full team complement in line with the requirements and conditions of the contract as mentioned above.

Submission of quotations

Quotations must be submitted no later than 02 October 2026 at 11:00am

Applications must be emailed to **S.SCM-Quotations@sanbi.org.za**

For further information, contact Virgl Jacobs at 072 838 7207 email v.jacobs@sanbi.org.za

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