

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
RFQ NUMBER:	Q12085/2026	CLOSING DATE:	12 October 2026	CLOSING TIME:	11H00am
DESCRIPTION					
THE APPOINTMENT OF A SERVICE PROVIDER TO INSPECT, REPAIR AND MAINTAIN VARIOUS THATCH ROOFS AT PRETORIA NATIONAL BOTANICAL GARDEN . <u>Compulsory briefing session:</u> 06 October 2026 @10:00 Pretoria National Botanical garden 02 Cussonia ave African pride					
BID RESPONSE DOCUMENTS MAY BE E-MAILED TO BELOW ADDRESSES:					
Submission of proposals: Proposals must be emailed to S.SCM-Quotations@sanbi.org.za <u>Failure to send to the above email address will result in your bid being disqualified.</u> <u>Please state the Bid number as the reference number on the subject line when responding to the RFQ</u>					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Cloudy Masilane		CONTACT PERSON	Nakisane Mathivha	
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER	n/a		FACSIMILE NUMBER	n/a	
E-MAIL ADDRESS	m.cloudy@sanbi.org.za		E-MAIL ADDRESS	n.mathivha@sanbi.org.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT ☐ Yes ☐ No		TICK APPLICABLE BOX] ☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]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	
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 interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

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

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
 Signature

.....
 Date

.....
 Position

.....
 Name of bidder

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

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

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

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

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

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:

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

Where

- P_s = Points scored for price of tender under consideration
- P_t = Price of tender under consideration
- P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

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

DECLARATION WITH REGARD TO COMPANY/FIRM

- 4.3. Name of company/firm.....
- 4.4. Company registration number:
- 4.5. TYPE OF COMPANY/ FIRM
- ☐ Partnership/Joint Venture / Consortium
 - ☐ One-person business/sole propriety
 - ☐ Close corporation
 - ☐ Public Company
 - ☐ Personal Liability Company
 - ☐ (Pty) Limited

- ☐ Non-Profit Company
☐ State Owned Company

[TICK APPLICABLE BOX]

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

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

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

SURNAME AND NAME:

DATE:

ADDRESS:

.....

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

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

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

Access to your Personal Information and purpose specification

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

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

Yes ☐

No ☐

Supplier Name

Date

Signature

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

TERMS OF REFERENCE
QUOTATION number: Q12085 /2026

**REQUEST FOR SERVICE PROVIDER TO INSPECT, REPAIR AND MAINTAIN
VARIOUS THATCH ROOFS AT PRETORIA NATIONAL BOTANICAL GARDEN**

Service Provider to respond with quotation by 11h00 on 12 October 2026 S.SCM-Quotations@sanbi.org.za

1. BACKGROUND

South African National Biodiversity Institute (SANBI) manages a network of national botanical gardens throughout the country. Pretoria National Botanical Garden (PNBG) is surrounded by urban development and offers a much-needed outdoor experience and wildlife in the eastern suburbs of Pretoria. The ridge that runs through the garden, the natural grassland and large lawned areas containing theme gardens of indigenous plants, offer a habitat for our indigenous wildlife species. Our garden is visited by millions of tourists annually.

The garden is 76 hectares in which fifty hectares of the total area is devoted to developed gardens, using almost exclusively South African plants. All the flowering plant species to be seen including 50% of the country's tree species, make this Garden a botanical tapestry, offering the visitor a glimpse of different biomes such as Savanna, forest, fynbos and some plants of other biomes.

A 35 m high quartzite outcrop divides the garden into two sections. Its frosty south-facing section and the north-facing, warmer section present two different worlds to the visitor and botanist. A paved nature trail gives access to the fascinating natural vegetation on the ridge, which boasts a diversity of indigenous fauna and flora. The garden is and is open to the public 365 days a year from 8:00 – 18:00 with entry limited until 17:00.

2. INVITATION TO QUOTATION

The purpose of this Request for Quotation (RFQ) is to invite prospective Service Provider to inspect, repair and maintain from Milkplum and Education Centre at Pretoria National Botanical Garden. The quotation process will be coordinated by SANBI's Supply Chain Management (SCM) Directorate at the following address:

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 inspect, repair and maintain from Milkplum and Education Centre at Pretoria National Botanical Garden.

4. SITE INSPECTION

Note: suppliers are urged to visit the site to inspect all 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 areas and listed as follows:

Milkplum (Weaver Room and Coucal)

Specifications: Strip and Re-Thatch

- Strip off all the old thatch Roof = 700 m²
- Inspect the pole structure and guarantee to SANBI that structure is still in proper strength.
- Install Cape Reed grass or (Ceiling grass) bottom layer = 700 m²
- Install 220mm Hyparrhenia hirta thatching grass complete with similar grass ridging and cover it with chicken wire mesh similar to the existing one. (NB: When thatching make 100mm spacing on or between twines to ensure the strength of the thatch)
- Thatch according to SANS Good Thatching Practice
- Apply SABS approved fire retardant chemical to the new roof and issue 3 years guarantee certificate. 654.5 m²
- Issue a 1-year workmanship guarantee certificate to ensure to is your trust to your work.

Education Centre

Specifications: Strip and Re-Thatch the Valley both sides.

- Strip off the valley 25m² on each side and install new thatching grass and make good conditions according to thatching practice to prevent future leaks then issue a 1-year workmanship guarantee for your work.
- Install 220mm Thatching grass complete with similar grass ridging and cover it with chicken wire mesh similar to the existing one. (NB: When thatching make 100mm spacing on/or between twines to ensure the strength of the thatch)
- Thatch according to SANS Good Thatching Practice

NB: The service provider will be responsible for disposing of the removed thatch grass

6. 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 proof of registration with the Central Suppliers Database (CSD) registration report.
- 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.
- Proof of Public Liability Insurance or letter of intent.
- Briefing session certificate
- A Formal detailed quotation with the company letter head

7. PRICING INFORMATION

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

REQUEST FOR SERVICE PROVIDER TO INSPECT, REPAIR AND MAINTAIN VARIOUS THATCH ROOFS AT PRETORIA NATIONAL BOTANICAL GARDEN				
Item No	Building	Surface area of thatch roof estimate (m ²)	Unit Price	Price excl. VAT
1	Education Centre (only the area identified as leaking)	25		
2	Milkplum Conference Centre (Weaver Room and Cougal Room)	700		
			Total	
			VAT	
			Grand Total	

8. EVALUATION PROCESS

The service provider will be evaluated in 3 phases: Bid EVALUATION: FUNCIONALITTY, PRICE AND SPECIFIC GOALS

EVALUATION

PHASE 1: FUNCTIONALITY

FUNCTIONALITY CRITERIA																
ID	CRITERIA	POINTS														
1	- Supporting documents required to support the claims above must be submitted as proof including corresponding orders/appointment letters, completion certificates and reference letters for projects. Bidders must submit all the requested documents as proof to be awarded the points. - The submitted documents for the projects (appointment, completion and reference letters) must be valid and verifiable. - SANBI reserves the right to verify the information provided and the bidder shall be notified of such. Additional supporting documents might be requested and should be submitted within the stipulated timeframes. - SANBI may also conduct site visits to verify the submitted projects. The bidder must make adequate means to enable the verification process. - Both appointment letters and reference letters must be on the employer's letterhead, dated and signed by the employer. <i>Failure by the bidder to provide the requested additional supporting documents and site visit shall disqualify the bidder for further evaluation.</i> Implementation method and project plan or programme (15 Points) (a) Project methodology - Include the method to be followed in delivering this project, the methodology and approach must be specific to the project and location of works. - Include the team organogram of the people who will be working on the project. - Include the approach to time and quality management of the project. - Include a list of subcontractors (if any) to be utilised for various disciplines and how the work will be dispatched to subcontractors considering reasonable response times. <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>3</td></tr><tr><td>Average Methodology</td><td>6</td></tr><tr><td>Above Average Methodology</td><td>9</td></tr><tr><td>Good Methodology</td><td>12</td></tr><tr><td>Comprehensive (Exceptional) Methodology</td><td>15</td></tr></table> (b) Weekly plan/programme with milestones (10 Points) - The programme should: - Indicate the sequence of work execution. - Provide the milestones and resources linked to the activity. - Be practical, realistic and include all activities linked to the project.	Sub-Criteria	Points	No Methodology	0	Poor Methodology	3	Average Methodology	6	Above Average Methodology	9	Good Methodology	12	Comprehensive (Exceptional) Methodology	15	25
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	<table><tr><th>Sub-Criteria</th><th>Points</th></tr><tr><td>No Programme</td><td>0</td></tr><tr><td>Poor Programme</td><td>2</td></tr><tr><td>Average Programme</td><td>4</td></tr><tr><td>Above Average Programme</td><td>6</td></tr><tr><td>Good Programme</td><td>8</td></tr><tr><td>Comprehensive (Exceptional) Programme</td><td>10</td></tr></table>	Sub-Criteria	Points	No Programme	0	Poor Programme	2	Average Programme	4	Above Average Programme	6	Good Programme	8	Comprehensive (Exceptional) Programme	10															
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Good Programme	8																													
Comprehensive (Exceptional) Programme	10																													
	Contractor's Experience - Five valid, verifiable and positive reference letters (on the client's letterhead, dated, signed and stamped) regarding work of similar scope and value completed in the last ten (10) years. <table><tr><th>Sub-Criteria</th><th>Points</th></tr><tr><td>No valid and positive reference letter</td><td>0</td></tr><tr><td>One valid and positive reference letter</td><td>5</td></tr><tr><td>Two valid and positive reference letters</td><td>10</td></tr><tr><td>Three valid and positive reference letters</td><td>15</td></tr><tr><td>Four valid and positive reference letters</td><td>20</td></tr><tr><td>Five valid and positive reference letters or more</td><td>25</td></tr></table> - List of at least five similar valid and verifiable projects with appointment letters, completion certificates and telephonic references indicating work of similar scope and value completed in the last ten (10) years. <table><tr><th>Sub-Criteria</th><th>Points</th></tr><tr><td>No project</td><td>0</td></tr><tr><td>One Project</td><td>3</td></tr><tr><td>Two Projects</td><td>6</td></tr><tr><td>Three Projects</td><td>9</td></tr><tr><td>Four Projects</td><td>12</td></tr><tr><td>Five or more Projects</td><td>15</td></tr></table> - Failure to complete and sign the schedule of the tenderer's experience will result in the bidder forfeiting these points.	Sub-Criteria	Points	No valid and positive reference letter	0	One valid and positive reference letter	5	Two valid and positive reference letters	10	Three valid and positive reference letters	15	Four valid and positive reference letters	20	Five valid and positive reference letters or more	25	Sub-Criteria	Points	No project	0	One Project	3	Two Projects	6	Three Projects	9	Four Projects	12	Five or more Projects	15	40 (25) (15)
Sub-Criteria	Points																													
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Contractor's Resources – Personnel and Plant Proposed personnel: - CV for proposed key personnel to be full-time on site (at least three (3) -- Contracts Manager, Site Agent & OHS Officer/Agent/Manager) indicating: - Previous work experience of similar projects - Total number of years' working experience in construction - Individual experience on similar work in last five years - Certified copies of qualifications, professional registration or personnel's	35 (30)																													

	certification or other recognised training courses completed. These resources must be full-time on site for the duration of the project.													
	<table><tr><th>Sub-Criteria</th><th>Points</th></tr><tr><td>Combined CV experience of less than 5 years</td><td>6</td></tr><tr><td>Combined CV experience of more than 5 years</td><td>12</td></tr><tr><td>Combined CV experience of more than 10 years</td><td>18</td></tr><tr><td>Combined CV experience of more than 15 years</td><td>24</td></tr><tr><td>Combined CV experience of more than 20 years</td><td>30</td></tr></table> Note: Each CV with 10 years or more experience will receive a maximum of 10 points. Plant: • Equipment owned by Contractor: registration documents must be provided. • Equipment to be rented (if any): letter of intent to hire with preferred rental companies (registration documents must be attached)	Sub-Criteria	Points	Combined CV experience of less than 5 years	6	Combined CV experience of more than 5 years	12	Combined CV experience of more than 10 years	18	Combined CV experience of more than 15 years	24	Combined CV experience of more than 20 years	30	(5)
Sub-Criteria	Points													
Combined CV experience of less than 5 years	6													
Combined CV experience of more than 5 years	12													
Combined CV experience of more than 10 years	18													
Combined CV experience of more than 15 years	24													
Combined CV experience of more than 20 years	30													
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.

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.
- 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 on 12 October 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 12 October 2026 at 11:00

Department: Supply Chain Management

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

For technical enquiries please contact Mr Nakisane Mathivha at (012) 843 5000 or N.Mathivha@sanbi.org.za

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

PICTURES



Figure 1: Side of the Thatch roof Education Centre that needs repairs



Figure 2: Education Centre Building



Figure 3: Thatch roof that needs repairs at Milkplum Café



Figure 4: Thatch roof Milkplum Café