SBD 1

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
RFQ NUMBER:	**Q12169/2026**	CLOSING DATE:	**30 November 2026**	CLOSING TIME:	**11H00am**

DESCRIPTIION:

TO REQUEST QUOTATION :

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE SERVICING, REPAIRS, MAINTENANCE AND SPECIFICED PARTS FOR MOTORISED MACHNERY FOR THE KWAZULU-NATAL NATIONAL BOTANICAL GARDENS FOR A PERIOD OF FIVE (5) YEARS

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	**Khanyisile Hlatshwayo**	CONTACT PERSON	Philisiwe Sibiya
TELEPHONE NUMBER	**012 002 5336**	TELEPHONE NUMBER	(033) 344-3585
FACSIMILE NUMBER	**n/a**	FACSIMILE NUMBER	**n/a**
E-MAIL ADDRESS	k.hlatshwayo@sanbi.org.za	E-MAIL ADDRESS	P.Sibiya@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]2					
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: ……

SANBI
Biodiversity for Life

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.

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

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.

employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

……

……

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

2.3.1 If so, furnish particulars:

……

……

3 DECLARATION

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

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium2 will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

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.

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

3.6 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

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)	Number of points claimed (80/20 system)

	(To be completed by the organ of state)	(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 Signatur

Authorized representative, who warrants that he/she is duly authorized.

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE SERVICING, REPAIRS, MAINTENANCE AND SPECIFICED PARTS FOR MOTORISED MACHNERY FOR THE KWAZULU-NATAL NATIONAL BOTANICAL GARDENS
FOR A PERIOD OF THREE (5) YEARS

Q12169/2026

1. PURPOSE AND BACKGROUND

The purpose of this Request for Quotation (RFQ) is to appoint a suitably qualified service provider to provide servicing, repairs, maintenance and the provision of specified parts for motorised machinery for the KwaZulu-Natal National Botanical Gardens for a period of five (5) years.

The South African National Biodiversity Institute (SANBI) requires a service provider to provide servicing, repairs, maintenance and the provision of specified parts for motorised machinery for the KwaZulu-Natal National Botanical Gardens for a period of five (5) years. SANBI is a public entity in terms of section 38 (1) of the Public Finance and Conservation Act and 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, and to give effect to this mandate, SANBI manages a network of National Botanical Gardens throughout South Africa. For the purpose of this RFQ, SANBI requires the mentioned services to be rendered for specific botanical garden situated at the following locations:

Name of National Botanical Garden	**Physical Address**
KwaZulu Natal National Botanical Gardens	2nd Zwartkop Road Prestbury Pietermaritzburg

The KwaZulu-Natal National Botanical Gardens maintains vast cultivated gardens and natural estates which comprise display gardens, lawns, rough grassed areas, hiking trail, walkways and roads, staff and public areas and important biodiversity conservation areas. To maintain these areas at a reasonable standard in terms of aesthetic appeal and safety, there are various teams of machine operators and technicians that make use of estate maintenance machinery, garden maintenance machinery, horticultural machinery and minor construction machinery. As such, all motorised machinery used for the upkeep and maintenance of the botanical gardens together with their associated estates, require regular maintenance, servicing, repairs and the provision of specified components and parts to operate optimally.

The services, repairs and maintenance sought by a suitably qualified service provider must be of an exceptional quality and must be carried out in accordance with the specifications of the machine in question to ensure that there are as little as possible delays or disruptions to the operations of the botanical gardens.

2. INVITATION FOR QUOTATIONS

The purpose of this request for quotation (RFQ) is to invite prospective and suitably qualified and experienced service providers to submit quotations for the servicing, repairs, maintenance and the provision of specified parts for motorised machinery for the KwaZulu-Natal National Botanical Gardens for a period of five (5)years.

Potential Service providers are expected to provide a clear breakdown of pricing in the following minimum pricing categories:

a. A standard call out fee to inspect machinery**,** when requested by SANBI.
b. A standard hourly rate for work to be carried out on machinery
c. A estimated servicing price for reasonably expected and required consumable items for specific machinery. NB: Please refer to the list of machinery under section 3 below.

The Request for Quotation process will be co-ordinated by SANBI's Supply Chain Management (SCM) Directorate.

3. DESCRIPTION OF THE WORKS

SANBI is seeking to appoint a reliable and experienced service provider to repair, service and maintain motorised machinery, to ensure optimal performance and extend the lifespan of the machinery. Service providers will also be required to provide specified parts and components in accordance with the manufacturer's specifications

The required servicing, maintenance, and repairs will be needed for but not limited to the following motorised machines:
Table: 1

MANUFACTURER/BRAND The provided list below is not limited to only these machines and will include any new or additional machines acquired by SANBI over the term of this contract.	**MAKE**
Ride on mower	
Husqvarna	MZ 28T
Husqvarna	Z560X
Ferris	160Z
Chainsaws	
Sthil	MS 382
Sthil	MS 382
Sthil	MS 880
Leaf Blowers	
Sthil	BR 420
Sthil	BR 420
Sthil	BR 600
Sthil	BR 600
Brush Cutters	
Sthil	FS 460 C
Sthil	FS 460 C
Sthil	FS 450 C
Sthil	FS 280
Sthil	FS 85
Pole pruners	
Sthil	Rollometic E mini pole saw
Pressure cleaners	
Briggs and Stratton	Rev Pressure washer
Subaru Pressure washer	6.0 EX17
Compressor	
Mac Afric	2.5HP 100LT
Bakkie Sakkie	
MAC BAKKIE FIRE FIGHTER Swift Pumps (with Honda GX 160 motor)	Swift-30
Mobile Water Pump	
Ryobi Petrol Water Pump	RWP-50
Generators	

The required parts and components that will be needed, but not limited to the following items:

3.2 Chainsaws, Pole Cutters and Blowers (Stihl)
3.2.1 Oil
3.2.2 Chain bars
3.2.3 Chains and chain links
3.2.4 Chain files for sharpening
3.2.5 Spark plugs
3.2.6 Air and fuel filter
3.2.7 Chainsaw covers and nuts
3.2.8 Carburettor and carburettor kits
3.2.9 Backpack harnesses, battery packs and power supplies
3.2.10 Blower nozzles and nozzle adaptors and extensions
3.2.11 Assorted handlebars and switches

3.3 Ride- on mowers (Ride on Ferris, Ride on 2 x Husqvarna)
3.3.1 Air, Fuel and Oil filters
3.3.2 Starter units, starter rope with cover
3.3.3 Engine Oil
3.3.4 T Belts and pulleys
3.3.5 Gearbox Oil
3.3.6 Grease
3.3.7 Blades and adjusters
3.3.8 Various covers
3.3.9 Various wheels and tyres
3.3.10 Batteries
3.3.11 Carburettor and carburettor kits

3.4 Generators, vibrator compactors and roller compactors
3.4.1 Gearbox oil
3.4.2 New ignition/Starter
3.4.3 New batteries
3.4.4 Oil and fuel filters
3.4.5 Gearbox oil/Hydraulic oil and grease
3.4.6 Carburettor and carburettor kits
3.4.7 Spark plugs
3.4.8 Regulators and regulator valves

3.4.9 Exhaust filter
3.4.10 Fuses and fuse units
3.4.11 Assorted mountings

3.5 Brush cutters, edge trimmers and cutter, rotavators
3.5.1 Oil
3.5.2 Handlebars and shafts
3.5.3 Cutting blades, cord and discs
3.5.4 Assorted pulleys and nuts
3.5.5 Spark plugs
3.5.6 Air and fuel filter
3.5.7 Covers
3.5.8 Carburettor and carburettor kits

Service Providers must ensure quality workmanship by way of the following measures:

- Servicing and maintenance of all horticultural and estate maintenance machinery and equipment to the highest possible specifications and standards
- Regular inspections and reporting on machinery condition.
- Repair and replacement of parts as needed.
- Provision of genuine spare parts (Changing blades, Oil, Belts, Filters, Spark Plugs, Bearings, etc)
- Availability for call-outs and on-site servicing and workshop repairs
- Technical support, training to operators of various machinery
- Guarantee on workmanship and warrantees on parts and components
- No longer than 3 weeks turnaround time for repairs
- No longer than 1 week turnaround time for servicing

4. CONSUMABLE ITEMS

The below table lists the most common consumable items, parts and components associated with keeping machinery in use. SANBI will need to buy some of these items from time to time.

NB: These costs are not to be confused with maintenance and servicing associated costs which is a different line item under Annexure A

Engine and Fuel component items
Oil filters
Spark plugs
Carburettor kits (gaskets, diaphragms, needles)
Fuel hoses & clamps
Fuel pumps
Primer bulbs
Recoil starters & pull cords
Ignition coils & modules
Gaskets & seals
Air filters
Fuel filters
Engine oil (2-stroke and 4-stroke)
Hydraulic oil
Grease & lubricants
Coolant & antifreeze
Chain oil (for chainsaws)
Cutting and transmission items
Blades (mower, tiller, hedge trimmer, brush cutter, etc.)
Blade bolts & washers
Blade spacers & bushings
Cutting chains (for chainsaws)
Trimmer line & heads
Mower belts & pulleys
Sharpening tools (files, grinding stones, etc.)
Drive & Transmission Parts
Drive belts & pulleys
Gearboxes & transmissions
Bearings & bushings
Clutches & clutch cables
Chains & sprockets
Electrical parts
Batteries
Fuses & relays
Starter motors & solenoids

Voltage regulators
Switches & wiring harnesses
LED bulbs & lighting components
Batteries
Fuses & relays
Starter motors & solenoids
Tyres, Wheels, and tracks
Tyres & inner tubes
Wheel bearings
Rims & hubs
Rubber tracks (for tracked machinery)
Cooling System Components
Radiators & cooling fans
Water pumps
Hoses & clamps
Safety and related items
Personal protective equipment (PPE) (gloves, goggles, ear protection)
Fasteners (nuts, bolts, screws, clips, etc.)
Chainsaw and Brush cutter safety gear (chaps, helmets, padded pants, gloves, visors)
Cleaning solvents & degreasers
Straps and harnesses

NB: It may not be feasible to include every item on the BoQ and as such should material which is not on the BoQ be required then such items will be requested from the service provider.

5. RELEVANT COMPETENCIES AND EXPERTISE

The service provider should possess the following skills, abilities & competencies:

- Be able to conduct inspection and fault diagnosis of machinery
- Have the required experience, knowledge and skills on the mechanics and operations of a range of machinery as listed under section 3 above
- Understand the maintenance requirements and long-term care of machinery
- Must provide solutions and make recommendations to reduce time of machinery

- Be familiar with a range of brands, specifications, applications and components used on a range of horticultural and estate maintenance machinery as listed but not limited to section 3 above.
- Must work within all and any Health and Safety perimeters regarding the servicing and repairing of machinery

6. MANDATORY DOCUMENTS

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

- SBD forms (SBD 1, 4 and 6.1). The Standard Bidding Forms (included in the bid documentation) must be completed and submitted with this proposal.
- Current copy of the Central Suppliers Database (CSD) registration report or registration number must be provided.
- Service providers with one or more employees are required by law to contribute to the Compensation Fund. A valid letter of good standing certificate with COIDA is required. The certificate should be issued by the Department of Labour.
- A certified copy of Liability Insurance Cover or a letter of intent
- Pricing schedule provided below
- A formal quotations in a company's letterhead all prices must be inclusive of VAT

7. CONFIDENTIALITY

Any or all information made available to the service provider by SANBI shall be regarded as confidential and shall not be made available to third parties without the prior written consent of SANBI.

8. PREPARATION OF PROPOSAL

SANBI shall not be held liable for any cost that has been incurred by the service provider in the preparation of the proposal, the obtaining of certificates or any other cost that might be incurred in submitting the proposal.

9. QUOTATION DOCUMENTATION AVAILABILITY

The quotation documents are available from the SANBI website - www.sanbi.org

10. CONTRACT PERIOD

A five (5) year contract will be entered into with the service provider.

11. PRICING

Pricing will be based on call out fee and labour rate per hour.

12. COMPLIANCE REPORTS AND MEETINGS

The service provider and SANBI will enter into a Service Level Agreement (SLA) for monitoring and compliance purposes which will be signed by both parties during contracting. The SLA will be monitored through compliance meetings which will be held monthly until the completion of the contract. The service provider will also meet the designated SANBI representative as and when deemed necessary by either party.

13. BID EVALUATION

Evaluation will be based on call out fee and labour rate per hour.

13.1 Organisational Procurement goals and Pricing

In accordance with stipulated guidelines provided by National Treasury and that SANBI as an organ of the state is required to comply with section 10 (b) of the B-BBEE Act and to implement organisational “Specific Goals” pertaining to preferential procurement policy.

The revised 80 / 20 point system is to be applied with this procurement evaluation, where price contributes 80 points and the maximum of 20 points will be awarded based on stipulated SANBI’s Specific Goals as defined below:

Specific Goals Points

Specific Goals	Points
(a) Categories of persons historically disadvantaged by unfair discrimination based on 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**
(b) 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 Points	**20**

With a "Zero" rating it does not disqualify the bidder from the bidding process. The bid will be awarded to the highest combined score (80 plus 20) out of 100 points.

14. GENERAL INFORMATION

All documents submitted in the response to this Request for Quotation (RFQ) must be written in English.

Service providers shall not assume that information and/or documents supplied to SANBI at any time prior to this RFQ are still available or that they will be considered and shall not make any reference to such information and/or documentation in their response to the RFQ.

Each quotation shall be valid for a period of three months calculated from the closing date of this RFQ. Any enquiries in connection with this RFQ shall be submitted in writing to the following e-mail address:

For any technical information the following person(s) may be contacted:

Mr Kgothatso Rallele, Estate Manager: KwaZulu-Natal National Botanical Garden, Prestbury Pietermaritzburg at the following e-mail address: K.rallele@sanbi.org.za or Ms Sthembile Zondi, Garden Manager S.Zondi@sanbi.org.za

The appointment of a successful service provider shall be subject to all parties agreeing to mutually acceptable contractual Terms and Conditions. In the event of all parties failing to reach an agreement within 30 days from the appointment date, SANBI reserves the right and shall be entitled to appoint the second contractor or to re-advertise should the second tender not be acceptable.

SANBI has the right:

- To verify any information supplied in the tender documents.
- Not to appoint any service provider.
- To cancel or withdraw this RFQ at any time without attracting any penalties or liabilities.
- To have the final say in the appointment and that this will be binding.
- To disqualify a quotation or cancel any subsequent contracts should it be found that information disclosed was factually inaccurate and/or that a misrepresentation of facts may have occurred.
- To disqualify potential Service Providers who may attempt to bribe or influence any person employed by SANBI during the course of this quotation process

15. SUBMISSION OF QUOTATION

The closing date for submission of responses is 30 **November 2026** at **11:00 AM**. Submissions should be e-mailed to S.SCM-Quotations@sanbi.org.za with a copy to k.hlatshwayo@sanbi.org.za
PLEASE NOTE: Emailed applications must not be more than 8MB.

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Pricing Schedule for servicing

Annexure A

MANUFACTURER/BRAND	**Model**	**Number of Machine**	**Number of services required per year**
Ride on mower			
Husqvarna	MZ 28T	1	2
Husqvarna	Z560X	1	2
Ferris	160Z	1	2
Chain saws			
Sthil	MS 382	2	2
Sthil	MS 880	1	2
Leaf Blowers			
Sthil	BR 420	2	2
Sthil	BR 600	2	2
Brush Cutters			
Sthil	FS 460 C	2	2
Sthil	FS 450 C	1	2
Sthil	FS 280	1	2
Sthil	FS 85	1	2
Pole pruners			
Sthil	Rollometic E mini-pole saw	1	2
Pressure cleaners			
Briggs and Stratton	Rev Pressure washer	1	1
Subaru Pressure washer	6.0 EX17	1	1

Compressor			
Mac Afric	2.5HP 100LT	1	1
Bakkie Sakkie			
MAC BAKKIE FIRE FIGHTER Swift Pumps (with Honda GX 160 motor)	Swift-30	1	1
Mobile Water Pump			
Ryobi Petrol Water Pump	RWP-50	1	1
Generators			
Generator		1	1

The provided list above is not limited to only these machines and will include any new or additional machines acquired by SANBI over the term of this contract.

Year 1

Labour	Unit Rate	QTY	Normal Hours Rate (8am - 5pm)
Call out fee	Hour	1	R
Labour rate per hour - Husqvarna Ride on mower MZ 28T	Hour	1	R
Labour rate per hour - Husqvarna Ride on mower Z560X	Hour	1	R
Labour rate per hour - Ferris Ride on mower 160Z	Hour	1	R
Labour rate per hour - Sthil MS 382 Chain saws	Hour	1	R
Labour rate per hour - Sthil MS 880 Chain saws	Hour	1	R
Labour rate per hour - Sthil BR 420 Leaf Blower	Hour	1	R
Sthil BR 600 leaf Blower	Hour	1	R
Labour rate per hour - Sthil FS 460 C Brush Cutters	Hour	1	R

Labour rate per hour - Sthil FS 450 C Brush Cutters	Hour	1	R
Labour rate per hour - Sthil FS 280 Brush Cutters	Hour	1	R
Labour rate per hour - Sthil FS 85 Brush Cutters	Hour	1	R
Labour rate per hour - Sthil Rollometic E mini Pole pruner	Hour	1	R
Labour rate per hour - Briggs and Stratton Rev Pressure cleaner	Hour	1	R
Labour rate per hour - Subaru 6.0 EX17 Pressure washer	Hour	1	R
Labour rate per hour - Mac Afric 2.5HP 100LT Compressor	Hour	1	R
Labour rate per hour - Bakkie Sakkie Swift-30	Hour	1	R
Labour rate per hour - Ryobi RWP-50 Petrol Water Pump	Hour	1	R

SUBTOTAL	R
VALUE ADDED TAX (VAT) @15%	R
TOTAL PRICE YEAR 1	R

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YEAR 2

Labour	Unit Rate	QTY	Normal Hours Rate (8am - 5pm)
Call out fee	Hour	1	R
Labour rate per hour - Husqvarna Ride on mower MZ 28T	Hour	1	R
Labour rate per hour - Husqvarna Ride on mower Z560X	Hour	1	R
Labour rate per hour - Ferris Ride on mower 160Z	Hour	1	R
Labour rate per hour - Sthil MS 382 Chain saws	Hour	1	R
Labour rate per hour - Sthil MS 880 Chain saws	Hour	1	R
Labour rate per hour - Sthil BR 420 Leaf Blower	Hour	1	R
Sthil BR 600 leaf Blower	Hour	1	R
Labour rate per hour - Sthil FS 460 C Brush Cutters	Hour	1	R

Labour rate per hour - Sthil FS 450 C Brush Cutters	Hour	1	R
Labour rate per hour - Sthil FS 280 Brush Cutters	Hour	1	R
Labour rate per hour - Sthil FS 85 Brush Cutters	Hour	1	R
Labour rate per hour - Sthil Rollometic E mini Pole pruner	Hour	1	R
Labour rate per hour - Briggs and Stratton Rev Pressure cleaner	Hour	1	R
Labour rate per hour - Subaru 6.0 EX17 Pressure washer	Hour	1	R
Labour rate per hour - Mac Afric 2.5HP 100LT Compressor	Hour	1	R
Labour rate per hour - Bakkie Sakkie Swift-30	Hour	1	R
Labour rate per hour - Ryobi RWP-50 Petrol Water Pump	Hour	1	R

SUBTOTAL	R
VALUE ADDED TAX (VAT) @15%	R
TOTAL PRICE YEAR 1	R

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YEAR 3

Labour	Unit Rate	QTY	Normal Hours Rate (8am - 5pm)
Call out fee	Hour	1	R
Labour rate per hour - Husqvarna Ride on mower MZ 28T	Hour	1	R
Labour rate per hour - Husqvarna Ride on mower Z560X	Hour	1	R
Labour rate per hour - Ferris Ride on mower 160Z	Hour	1	R
Labour rate per hour - Sthil MS 382 Chain saws	Hour	1	R
Labour rate per hour - Sthil MS 880 Chain saws	Hour	1	R
Labour rate per hour - Sthil BR 420 Leaf Blower	Hour	1	R
Sthil BR 600 leaf Blower	Hour	1	R
Labour rate per hour - Sthil FS 460 C Brush Cutters	Hour	1	R

Labour rate per hour - Sthil FS 450 C Brush Cutters	Hour	1	R
Labour rate per hour - Sthil FS 280 Brush Cutters	Hour	1	R
Labour rate per hour - Sthil FS 85 Brush Cutters	Hour	1	R
Labour rate per hour - Sthil Rollometic E mini Pole pruner	Hour	1	R
Labour rate per hour - Briggs and Stratton Rev Pressure cleaner	Hour	1	R
Labour rate per hour - Subaru 6.0 EX17 Pressure washer	Hour	1	R
Labour rate per hour - Mac Afric 2.5HP 100LT Compressor	Hour	1	R
Labour rate per hour - Bakkie Sakkie Swift-30	Hour	1	R
Labour rate per hour - Ryobi RWP-50 Petrol Water Pump	Hour	1	R

SUBTOTAL	R
VALUE ADDED TAX (VAT) @15%	R
TOTAL PRICE YEAR 1	R

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YEAR 4

Labour	Unit Rate	QTY	Normal Hours Rate (8am - 5pm)
Call out fee	Hour	1	R
Labour rate per hour - Husqvarna Ride on mower MZ 28T	Hour	1	R
Labour rate per hour - Husqvarna Ride on mower Z560X	Hour	1	R
Labour rate per hour - Ferris Ride on mower 160Z	Hour	1	R
Labour rate per hour - Sthil MS 382 Chain saws	Hour	1	R
Labour rate per hour - Sthil MS 880 Chain saws	Hour	1	R
Labour rate per hour - Sthil BR 420 Leaf Blower	Hour	1	R
Sthil BR 600 leaf Blower	Hour	1	R
Labour rate per hour - Sthil FS 460 C Brush Cutters	Hour	1	R

Labour rate per hour - Sthil FS 450 C Brush Cutters	Hour	1	R
Labour rate per hour - Sthil FS 280 Brush Cutters	Hour	1	R
Labour rate per hour Sthil FS 85 Brush Cutters	Hour	1	R
Labour rate per hour - Sthil Rollometic E mini Pole pruner	Hour	1	R
Labour rate per hour - Briggs and Stratton Rev Pressure cleaner	Hour	1	R
Labour rate per hour - Subaru 6.0 EX17 Pressure washer	Hour	1	R
Labour rate per hour - Mac Afric 2.5HP 100LT Compressor	Hour	1	R
Labour rate per hour - Bakkie Sakkie Swift-30	Hour	1	R
Labour rate per hour - Ryobi RWP-50 Petrol Water Pump	Hour	1	R

SUBTOTAL	R
VALUE ADDED TAX (VAT) @15%	R
TOTAL PRICE YEAR 1	R

YEAR 5

Labour	Unit Rate	QTY	Normal Hours Rate (8am - 5pm)
Call out fee	Hour	1	R
Labour rate per hour - Husqvarna Ride on mower MZ 28T	Hour	1	R
Labour rate per hour - Husqvarna Ride on mower Z560X	Hour	1	R
Labour rate per hour - Ferris Ride on mower 160Z	Hour	1	R
Labour rate per hour - Sthil MS 382 Chain saws	Hour	1	R
Labour rate per hour - Sthil MS 880 Chain saws	Hour	1	R
Labour rate per hour - Sthil BR 420 Leaf Blower	Hour	1	R
Sthil BR 600 leaf Blower	Hour	1	R
Labour rate per hour - Sthil FS 460 C Brush Cutters	Hour	1	R
Labour rate per hour - Sthil FS 450 C Brush Cutters	Hour	1	R

Labour rate per hour - Sthil FS 280 Brush Cutters	Hour	1	R
Labour rate per hour - Sthil FS 85 Brush Cutters	Hour	1	R
Labour rate per hour - Sthil Rollometic E mini Pole pruner	Hour	1	R
Labour rate per hour - Briggs and Stratton Rev Pressure cleaner	Hour	1	R
Labour rate per hour - Subaru 6.0 EX17 Pressure washer	Hour	1	R
Labour rate per hour - Mac Afric 2.5HP 100LT Compressor	Hour	1	R
Labour rate per hour - Bakkie Sakkie Swift-30	Hour	1	R
Labour rate per hour - Ryobi RWP-50 Petrol Water Pump	Hour	1	R

SUBTOTAL	R
VALUE ADDED TAX (VAT) @15%	R
TOTAL PRICE YEAR 1	R

TOTAL BID PRICE from YEAR 1 to YEAR 5 for call out fee and labour.

Total Year 1	Total Year 2	Total Year 3	Total Year 4	Total Year 5	Grand Total (Total Bid Price)
R	R	R	R	R	R

Bidders to take note that this Bid will be evaluated on grand total on call out fee, labour rate per hour and specific goals