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:	**SANBI: Q12171/2026**	CLOSING DATE:	**08 December 2026**	CLOSING TIME:	**11H00 AM**

APPOINTMENT OF A SERVICE PROVIDER FOR THE REMOVAL OF ALIEN INVASIVE PLANTS AT KWAZULU NATAL NATIONAL BOTANICAL GARDEN

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

Submission of proposals: Proposals must be emailed to Ms. Noloyiso Giyama – N.Giyama@sanbi.org.za and copy **S.SCM-Quotations@sanbi.org.za**

Please state the Bid number as the reference number on the subject line when responding to the RFQ

Compulsory Site Briefing Session:

KwaZulu Natal National Botanical Garden
2 Zwartkops road, Prestbury, Mayors Walk, Pietermaritzburg
Date: 26th of November 2026 at the KwaZulu Natal National Botanical Garden
Time: 10:30am - 12h30pm

Contact person - email address: S.Zondi@sanbi.org.za

Tell: 033 344 2714

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	Ms. Noloyiso Giyama	CONTACT PERSON	Sthembile Zondi
TELEPHONE NUMBER	**012 339 2750**	TELEPHONE NUMBER	**033 344 2714**
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	N.Giyama@sanbi.org.za	E-MAIL ADDRESS	S.Zondi@sanbi.org.za

SUPPLIER INFORMATION				
NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	

Stop Fraud, Theft and Corruption without Fear or Favour –

CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		**OR**	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐Yes ☐No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR **THE GOODS /SERVICES /WORKS OFFERED?**		☐Yes ☐No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.

1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**

1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	**THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**
2.	**TAX COMPLIANCE REQUIREMENTS**
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

(Proof of authority must be submitted e.g. company resolution)

DATE: .....

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

2.2.1 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.

……

……

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.

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

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.

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

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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

(e) 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

(f) **"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**

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

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**

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

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.*)**

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The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Categories of persons historically disadvantaged by unfair discrimination on the basis of race. 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	

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: ……

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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

_____

Authorized representative

APPOINTMENT OF A SERVICE PROVIDER FOR THE REMOVAL OF ALIEN INVASIVE PLANTS AT KWAZULU NATAL NATIONAL BOTANICAL GARDEN

Contract number: Q12171/2026

TERMS OF REFERENCE (TOR)

APPOINTMENT OF A SERVICE PROVIDER FOR THE REMOVAL OF ALIEN INVASIVE PLANTS AT KWAZULU NATAL NATIONAL BOTANICAL GARDEN

1. Background

The South African National Biodiversity Institute (SANBI), established in terms of the National Environmental Management: Biodiversity Act, 2004 (Act No. 10 of 2004), is mandated to monitor, conserve, promote, and sustainably use South Africa's biodiversity.

KwaZulu Natal National Botanical Garden (KZNBG), one of SANBI's National Botanical Gardens, contains areas that have become infested with alien invasive plant species. These invasive species threaten indigenous biodiversity, reduce ecosystem functionality, increase fire risk, negatively affect water resources, and compromise the aesthetic and conservation value of the Garden.

SANBI therefore seeks to appoint a suitably qualified and experienced service provider to undertake the removal of identified alien invasive plant species within the boundaries of KwaZulu Natal National Botanical Garden. The work will include the physical cutting or felling of invasive plants and the application of registered herbicides to prevent coppicing and regrowth.

2. Purpose

The purpose of this Terms of Reference is to appoint a competent service provider to:

- Remove identified alien invasive plant species within KwaZulu Natal National Botanical Garden.
- Apply appropriate herbicides to cut stumps or other prescribed plant parts to prevent regrowth.
- Improve the ecological integrity and biodiversity conservation value of the Garden.
- Reduce fire hazards associated with invasive vegetation.
- Support SANBI's long-term invasive species management programme.

3. Scope of Work

The appointed service provider will be required to undertake the following activities:

3.1 Site Assessment

- SANBI will provide the site infestation mapping (Refer to map)
- Verify the location and extent of alien invasive infestations.
- Identify any sensitive ecological areas requiring special management.

3.2 Alien Plant Removal

The contractor shall:

- Physically cut, fell or remove identified invasive alien plants.
- Use appropriate tools and equipment suitable for different plant sizes.
- Ensure minimal disturbance to indigenous vegetation.
- Prevent unnecessary damage to surrounding infrastructure and plant collections.

3.3 Herbicide Application

Following cutting, the contractor shall:

- Apply registered herbicides using approved methods.
- Ensure herbicides are applied only by trained and certified personnel.
- Prevent contamination of wetlands, streams, dams and indigenous vegetation.
- Comply with all herbicide label instructions and relevant legislation.

3.4 Biomass Management

The contractor shall:

- Stack, chip, mulch or remove biomass as directed by SANBI.
- Dispose of invasive plant material at approved disposal sites where required.
- Ensure no viable plant material remains capable of re-establishment.

3.5 Follow-up Treatments

Where necessary, the contractor shall:

- Conduct follow-up inspections.
- Treat coppicing and seedlings.
- Re-apply herbicides approved by SANBI.

4. Targeted alien invasive plant species

The work will include, but not necessarily be limited to, the removal of the following species (**Annexure 3):**

Note: SANBI reserves the right to amend this list based on site conditions.

Most of the woody alien invasive plants have a stem diameter less than **30 cm.** The area to be cleared is **19.9. hectare** ha (refer to map) (refer to the Annexure 1 for pricing

5. Deliverables

The service provider shall deliver:

- Inception meeting and work programme.
- Detailed work schedule.
- Removal of identified invasive plants.
- Herbicide application records.
- Weekly progress reports.
- Before and after photographic records.
- Completion report.
- GIS map (where applicable) indicating treated areas.

6. Methodology

Bidders shall submit a detailed methodology describing:

- Plant removal techniques.
- Herbicide application procedures.
- Safety procedures.
- Environmental protection measures.
- Waste management approach.

- Quality assurance procedures.

7. Health, Safety and Environmental Requirements

The contractor shall:

- Comply with the Occupational Health and Safety Act (Act No. 85 of 1993).
- Conduct risk assessments before commencement.
- Provide all required Personal Protective Equipment (PPE).
- Ensure all personnel are medically fit.
- Maintain first aid equipment on site.
- Prevent environmental pollution.
- Immediately report any incidents to SANBI.

8. Legislative Compliance

The successful bidder shall comply with all relevant legislation including:

- National Environmental Management: Biodiversity Act, 2004 (Act No. 10 of 2004).
- National Environmental Management Act, 1998 (Act No. 107 of 1998).
- Conservation of Agricultural Resources Act, 1983 (Act No. 43 of 1983).
- Occupational Health and Safety Act, 1993 (Act No. 85 of 1993).
- Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act No. 36 of 1947).
- National Water Act, 1998 (Act No. 36 of 1998).

9. Mandatory Requirements

The bidder must:

- Completed and signed SBD forms
- A copy of the company Central Supplier Database (CSD) registration report.
- A valid letter of Good Standing from the office of the Compensation Commissioner as required by the Compensation for Occupational Injuries and Diseases Act (COIDA). The letter should be issued by the Department of Labour.
- A certified copy of **Liability Insurance Cover** for the company and the amount available per claim. This must be valid during the duration of the contract.
- Pest Control Operator (PCO) certificate issued by the Dept of Agriculture, Land reform and Rural Development for the person responsible for issuing herbicides.
- Signed **compulsory briefing s**ession certificate of attendance.
- Fee/cost structure (Annexure A).
- Formal Quotation on Company's Letterhead.

10. Required Personnel

The service provider shall provide:

- Project Manager
- Site Supervisor
- Herbicide Applicator
- Chainsaw Operators (where applicable)
- General Field Team
- Health and Safety Representative
- First Aider

Note: Labour must be South African and within local communities (Msunduzi municipality)

11. Equipment

The contractor shall provide all necessary equipment including but not limited to:

- Chainsaws
- Brush cutters
- Slashers
- Hand tools
- Knapsack sprayers
- Mechanical sprayers (where required)
- Herbicides
- PPE
- Transport vehicles (where necessary)

12. Reporting

Progress reports shall include:

- Areas completed.
- Species removed.
- Estimated quantities removed.
- Herbicide volumes used.
- Labour employed.
- Safety incidents.
- Challenges encountered.
- Recommendations.

13. Duration

The contract shall be for a period of 3 months from the commencement date determined by SANBI.

14. Performance Standards

Performance will be measured against:

- Percentage of invasive species removed.
- Quality of herbicide application.
- Minimal regrowth.
- Environmental compliance.
- Adherence to programme.
- Compliance with health and safety requirements.
- Quality of reporting.

15. Payment and wages

Payments shall be made against approved milestones following certification by SANBI that the agreed deliverables have been satisfactorily completed. The contractor must comply with EPWP wages and reporting requirements.

16. Evaluation Criteria

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 constitutes 80 points and Specific goals constitutes 20 points. Evaluation of proposals will be made 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 at the same total contract price. The successful applicant will be given a contract with a budget. Evaluation of proposals will be done according to the following criteria:

Price and Specific Goals

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 will be awarded in terms of price and specific goals will be recommended for appointment.

17. SANBI Responsibilities

SANBI will:

- Provide access to the work areas.
- Identify priority treatment sites.
- Monitor progress.
- Verify completed work.
- Certify payments upon satisfactory completion.
- Provide technical guidance where necessary.

18. Confidentiality

The appointed service provider shall maintain confidentiality regarding all SANBI information, biodiversity records and operational activities encountered during the execution of the contract.

19. Ownership of Work

All reports, maps, photographs, data and records produced during the contract shall remain the sole property of SANBI.

20. 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.

21. Compulsory Site briefing session

Compulsory Site briefing session will be held on the **26th of November 2026** at the KwaZulu Natal National Botanical Garden from **10:30am - 12h30pm**

22. Contact Person

All technical enquiries relating to this Terms of Reference shall be directed to Mr Kgothatso Rallele K.Rallele@sanbi.org.za , SANBI Project Manager designated for the KwaZulu Natal National Botanical Garden.

23. Submission of quotations

Quotations must be submitted no later than **08 December 2026 @11h00am**

Applications must be emailed to scm-quotations@sanbi.org.za and copy to **N.Giyama@sanbi.org.za.**

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

24. Pricing

Use annexure 1 to quote

25. Annexures

Annexure 1: Pricing

Zone Number	Size of an area to clear	Price excluding Vat	VAT	Price including Vat
Zone A	3.30 hectares	R	R	R
Zone B	8.4 hectares	R	R	R
Zone C	5.7 hectares	R	R	R
Zone D	2.5 hectares	R	R	R
Total	**19.9 hectare**			

Note: the quoted price must include wages, material, pre-medicals and overheads.

Annexure 2: Map of the area to be cleared



Annexure 3: List of alien invasive species to be cleared

Family	Genus	Species	common name	category	place of origin
Solanaceae	*Solanum*	*Mauritianum*	bugweed	1	S. America
Sapindaceae	*Cardiospermum*	*grandiflorum*	Balloon vine	1	S. America
Lauraceae	*Cinnamomum*	*camphora*	camphor tree	1	Japan
Bignoniaceae	*Macfadyena*	*unguis-cati*	Cat's claws creeper	1	Central America
verbenaceae	*Lantana*	*camara*	cherry Pie	1	Tropical America
convolvulaceae	*Ipomoea*	*indica (perennial)*	morning glory	1	Central America
convolvulaceae	*Ipomoea*	*purpurea(annual)*	morning glory	3	Central America
Rosaceae	*Rubus*	*cuneifolius*	American Bramble	1	North America
Asteraceae	*Ageratum*	*conyzoides*	Invading ageratum	1	Central America
Asteraceae	*Ageratum*	*Houstonianum*	Ageratum	1	Central America
Fabaceae	*Acacia*	*Mearnsii*	Black wattle	2	Australia
myrtaceae	*Eucalyptus*	*Grandis*	Saligna gum	2	Australia
Anacardiaceae	*Schinus*	*terebinthifolius*	brazilian pepper tree	1	Brazil
Euphobiaceae	*Ricinus*	*communis*	castor oil plant	2	Central Africa/India
Asteraceae	*Chromolaena*	*odorata*	chromolaena	1	America
Rosaceae	*cotoneaster*	*pannosus*	orange cotoneaster	3	Asia
Rosaceae	*cotoneaster*	*franchetii*	silver-leaf cotoneaster	3	Asia
Asteraceae	*Ageratina*	*adenophora*	crofton weed	1	Central America
Liliaceae	*Lilium*	*formosanum*	formosa lily	3	Asia
Poaceae	*Arundo*	*donax*	giant reed	1	Mediterranean
myrtaceae	*Psidium*	*guajava*	guava	2	Tropical America
Lauraceae	*Litsea*	*glutinosa*	indian laurel	1	Tropical Asia
Cannaceae	*Canna*	*indica*	indian shot	1	Caribbean / tropical America
Curcubitacea	*Diplocyclos*	*Palmatus*	Marble vine	1a	Australia
Solanaceae	*Cestrum*	*laevigatum*	inkberry	1	Brazil
Fabaceae	*Albizia*	*lebbeck*	lebbeck tree	1	Tropical Asia
Fabaceae	*Albizia*	*procera*	false lebbeck	1	Tropical Asia
Fabaceae	*Leucaena*	*leucocephala*	leucaena	2	Tropical/S. America
Basellaceae	*Anredera*	*cordifolia*	madeira vine	1	S. America
Fabaceae	*Caesalpinia*	*decapelata*	mauritius thorn	1	Asia
Asteraceae	*Tithonia*	*diversifolia*	Mexican sunflower	1	Central America

Asteraceae	*Montanoa*	*hibiscifolia*	montanoa	1	Central America
Asteraceae	*Parthenium*	*hysterophorus*	parthenium	1	Caribbean
Pinaceae	*Pinus*	*patula*	patula pine	2	Central America
Fabaceae	*Senna*	*didymobotrya*	peanut butter cassia	3	Tropical Africa
Cactaceae	*Pereskia*	*aculeata*	pereskia	1	Tropical/S. America
Pontederiaceae	*Pontederia*	*cordata*	pickerel weed	3	North/ Central/S. America
Asteraceae	*Campuloclinium*	*macrocephalum*	pom pom weed	1	S. America
Meliaceae	*Melia*	*azedarach*	syringa	3	Asia
Pontederiaceae	*Eichhornia*	*crassipes*	water hyacinth	1	S. America
Araceae	*Pistia*	*stratiotes*	water lettuce	1	S. America
Bignoniaceae	*Tecoma*	*stans*	yellow bells	1	America
Haloragaceae	*Myriophyllum*	*aquaticum*	parrot's feather	1	S. America
Salviniaceae	*Salvinia*	*molesta*	kariba weed	1	Tropical America
Zingiberaceae	*Hedychium*	*spp.*	ginger lilies	1	Asia