

**PART A  
INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (South African National Biodiversity Institute)</b>					
BID NUMBER:	SANBI: G554/2025	CLOSING DATE: 26 SEPTEMBER 2025	CLOSING TIME:	11:00am	
DESCRIPTION	THE APPOINTMENT OF AN OPERATOR FOR THE KIRSTENBOSCH GIFT SHOP AT THE KIRSTENBOSCH NATIONAL BOTANICAL GARDEN, RHODES DRIVE, NEWLANDS, CAPE TOWN, FOR A PERIOD OF FIVE YEARS				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT:					
<p>Biodiversity Centre Pretoria National Botanical Garden, 2 Cussonia Avenue, Brummeria Pretoria</p>					
<p><b>A compulsory briefing session will be conducted at the time and date given as follows:</b>  <b>Date: 04 September 2025</b>  <b>Time: 12h00</b>  <b>Venue: Videorama Room at Kirstenbosch National Botanical Garden, located at the Visitor Centre, Gate 1, Rhodes Drive, Newlands.</b></p>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>					
<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>					
CONTACT PERSON			CONTACT PERSON		
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	<a href="mailto:sanbi.tenders@sanbi.org.za">sanbi.tenders@sanbi.org.za</a>		E-MAIL ADDRESS	<a href="mailto:s.struys@sanbi.org.za">s.struys@sanbi.org.za</a>	
<b>SUPPLIER INFORMATION</b>					
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]  <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR <b>THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW ]
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**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**

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
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. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
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: .....

**PRICING SCHEDULE – FIRM PRICES  
(PURCHASES)**

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

Name of bidder.....Bid number: **SANBI: G554/2025**

Closing Time 11:00

Closing date: **26 September 2025**

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY
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**\*\* (ALL APPLICABLE TAXES INCLUDED)**

- 
- Required by: .....
  - At: .....
  - Brand and model .....
  - Country of origin .....
  - Does the offer comply with the specification(s)?  
\*YES/NO
  - If not to specification, indicate deviation(s) .....
  - Period required for delivery .....  
\*Delivery: Firm/not firm
  - Delivery basis .....

**Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.**

**\*\* “all applicable taxes” includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.**

**\*Delete if not applicable**

## 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 interest<sup>1</sup> 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**

- 2.3.1 If so, furnish particulars:

.....  
 .....

### 3 DECLARATION

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.

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 consortium<sup>2</sup> 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

---

<sup>2</sup> 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.

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
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

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:

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

Where

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

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

##### 3.2.1. POINTS AWARDED FOR PRICE

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

<b>80/20</b>	<b>or</b>	<b>90/10</b>
$P_s = 80 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right)$	or	$P_s = 90 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right)$

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 (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	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.  Information will be verified on the CSD report. Points will be allocated based on the percentage of ownership per goal  Black Ownership = 10 Points		(10)		
Categories of persons historically disadvantaged by unfair discrimination on the basis of gender.  Information will be verified on the CSD report. Points will be allocated based on the percentage of ownership per goal  Female Ownership = 5 Points		(5)		
Categories of persons historically disadvantaged by unfair discrimination on the basis of disability  Information will be verified on the CSD report. Points will be allocated based on the percentage of ownership per goal  Disability Ownership = 5 Points		(5)		
Total		20		

## DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

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

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

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

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....

.....

## **REQUEST FOR PROPOSAL**

**For**

**THE APPOINTMENT OF AN OPERATOR FOR THE KIRSTENBOSCH GIFT SHOP  
AT THE KIRSTENBOSCH NATIONAL BOTANICAL GARDEN, RHODES DRIVE,  
NEWLANDS, CAPE TOWN, FOR A PERIOD OF FIVE YEARS**

**The South African National Biodiversity Institute (SANBI)**

**Private Bag X101**

**Silverton**

**0184**

Document Number: One (1) of two (2)

Proposal No: **SANBI:G554/2025**

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# GENERAL TERMS AND INSTRUCTIONS

Please read the following terms and instructions carefully. Failure to comply with the requirements of these instructions and general terms will lead to the rejection of your tender submission.

## BACKGROUND

This document gives a general overview of the process to be followed in appointing a suitable operator for the Kirstenbosch Gift Shop located at the Kirstenbosch National Botanical Garden (NBG) with the main shop at Gate 1 and a satellite shop at Gate 2, Rhodes Drive, Newlands, Cape Town, for a period of five years particularly regarding the requirements to be submitted in responding to a call for proposals in respect of the Kirstenbosch Gift Shop.

Please read the following terms and instructions carefully. Failure to comply with the requirements of these instructions and general terms may lead to the rejection of your proposal submission.

## 1. PREPARATION AND SUBMISSION OF PROPOSALS

1.1 The Request for Proposal (RFP) documentation consists of:

- General Terms and Instructions to Proposers; and
- Forms of Proposal

The proposal documents can be obtained from the South African National Biodiversity Institute (SANBI) webpage [www.sanbi.org](http://www.sanbi.org)

1.2 This RFP is accompanied by:

- Gift Shop Specifications and Background Information (Document 2)

1.3 Proposals shall be prepared and submitted in accordance with both documents. The South African National Biodiversity Institute (SANBI) shall not incur any obligation or liability towards the successful Proposer until a written contract has been finalised and signed by both SANBI and the Proposer.

1.4 Proposals received after the proposal closing date and time will be disqualified. This RFP is being issued by SANBI and does not constitute an offer. These documents are intended to provide information and guidelines for the preparation and submission of a proposal by the bidders.

1.5 All SCM queries and communications in relation to this RFP should be directed to [sanbi.tenders@sanbi.org.za](mailto:sanbi.tenders@sanbi.org.za), at the **latest one week before the closing date.**

Operational or technical queries can be directed to Ms Sarah Struys (Events and Tourism Manager) on Tel.: 021 799 8775 or [s.struys@sanbi.org.za](mailto:s.struys@sanbi.org.za), at the **latest one week before the RFP closing date.**

SANBI will not respond to any questions or requests for clarification if received after **19 September 2025.**

1.6 Preparation of the proposal, including but not limited to attendance at any pre-proposal meetings and site visits, shall be at the sole expense of the proposer.

1.7 The proposal shall be submitted without review by, comparison of figures with, arrangement with, or knowledge of any other person or company submitting a proposal for the same work and shall in all respects be without collusion with other proposers. Proposers forming a joint venture with another proposer in order to submit a single consolidated proposal shall advise SANBI prior to the submission of the proposal and include in their proposal full details of the joint venture including a copy of the signed joint venture agreement.

1.8 **NB:** The correct business details such as registered company name, registration number etc., must be provided, and must be the same details of that company throughout the proposal and supporting documents in respect of this request for proposal.

## 1.9 Requirements

**1.9.1 Each proposal document must include the following documentation and failure to include all these documents will lead to disqualification of the proposal:**

- Duly completed and signed SBD forms (1,4 ,6.1)
- A copy of the Company Central Supplier Database (CSD) registration report
- Proof of Public Liability
- 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. If the bidder does not possess a COIDA certificate this will be required within 10 days of appointment. If the certificate cannot be presented within this period, the offer will be terminated.
- Signed compulsory briefing session attendance certificate

**1.9.2 Each proposal document must include the following documentation for evaluation purposes:**

- Copy of the latest Audited Financial Statement
- Completed forms of the proposal (Annexures A to N)

## **2. EXAMINATION OF REQUEST FOR PROPOSAL**

- 2.1 SANBI may modify the RFP at any time prior to the proposal due date. Modifications will be made in the form of addenda to the RFP and will be transmitted simultaneously to all proposers.
- 2.2 The proposer is responsible for examination of the RFP and addenda and for informing itself in all respects of conditions, which may in any way affect the performance of the work. Should the proposer find discrepancies or omissions in the RFP, or should any other questions arise, the proposer should notify SANBI in writing by e-mail immediately on discovery of any discrepancy or omission.
- 2.3 Proposers should make their own independent studies, enquiries and plans and obtain and furnish to SANBI as part of the proposal all information and data that may affect their proposal and their prices, at their own risk and cost and allow for all contingencies irrespective of any information or other data supplied by SANBI.

## **3. CONFIDENTIALITY**

- 3.1 By accepting this RFP, the bidder agrees to ensure that its members, directors, officers, employees, agents and representatives (and, where applicable, those of its participating members) use the RFP only to evaluate the proposal opportunity and for no other purpose. The aforesaid parties are not to divulge or distribute any information or pass any copies of the RFP to anyone else without the prior written approval of SANBI and to return the RFP to SANBI with all copies thereof promptly upon being requested to do so.
- 3.2 SANBI will maintain the confidentiality of information designated as confidential by the bidders when they submit their proposals, except where that information is not proprietary or where disclosure is required by law or is otherwise required by SANBI for the purpose of evaluating and selecting proposals. SANBI reserves the right to publicly disseminate any information of a non-confidential nature contained in any proposal.

## **4. SITE INSPECTION AND CONDITIONS**

- 4.1. Kindly be informed that the Kirstenbosch Gift Shop has no equipment. The proposer is responsible for making the arrangements it considers necessary to become fully informed regarding all conditions that might in any way affect the performance of the contract including any equipment, furniture, fittings, space allocations and similar.

Site visits, in addition to the compulsory briefing and site inspection (see 4.3 below), are to be arranged with Kirstenbosch National Botanical Garden management by contacting the Kirstenbosch Events and Tourism Manager, Ms Sarah Struys on Tel.: 021 799 8775 or [s.struys@sanbi.org.za](mailto:s.struys@sanbi.org.za)

- 4.2 Failure by the proposer to satisfactorily investigate the conditions as aforesaid shall not relieve the proposer from the responsibility for properly estimating the cost of performing the contract in accordance with the RFP.

- 4.3 **A compulsory briefing and site inspection session will take place on site on 04 September 2025 at 12h00 PM in the Videorama Room at Kirstenbosch National Botanical Garden, located at the Visitor Centre, Gate 1, Rhodes Drive, Newlands.**

The tender process will be co-ordinated by SANBI's Supply Chain Management (SCM) department, contactable at the following address:

Deputy Director: Supply Chain Management  
The South African National Biodiversity Institute (SANBI)  
Private Bag X101  
Silverton  
0184  
Email: [sanbi.tenders@sanbi.org.za](mailto:sanbi.tenders@sanbi.org.za)

The tender closes on **26 September 2025 at 11:00**

## **5. PROPOSAL VALIDITY, MODIFICATION AND WITHDRAWAL OF PROPOSALS**

- 5.1. The proposer may modify or withdraw its proposal at any time prior to the proposal due date specified in the RFP provided that notification of such withdrawal or modification is received by SANBI in writing prior to the RFP closing date.
- 5.2 Once submitted, proposals shall be fully binding upon the proposer and shall be valid for a period of 120 days (four months) from the date of submission of the proposal, and thereafter as mutually agreed.

## **6. AWARD OF CONTRACT**

- 6.1 SANBI shall not be bound to accept the highest, lowest or any other proposal and it shall be entitled to accept all or part of a proposal. It shall not be liable for any costs or expenses or damages incurred by any proposer who submits a proposal, irrespective of the outcome of such proposal. If, however, any such proposal leads to the conclusion of a contract,

then the rights and obligations of SANBI and the proposer shall be governed solely by the provisions of such contract. Should such preferred proposer and SANBI fail to come to an agreement, SANBI may then, at its sole discretion, negotiate the contract with an alternative proposer or decide not to conclude a contract at all.

- 6.2 SANBI reserves the right to invite proposers, after the closing date but prior to the date for award of their proposals, to discuss any matter relating to the proposal and/or to issue supplements or addenda to the proposal. SANBI also reserves the right, after the closing date and evaluation process, to request proposers' clarification on the proposal submission. Any such clarifications or addenda or supplements shall be considered as forming part of the proposal documents. Any such discussion, issue of supplements or addenda or invitation to clarify, should not be construed as an acceptance, award or allocation of the proposal to that proposer.

## **7. PROPOSERS' RETURN OF DOCUMENTS**

Unsuccessful proposers' documents will not be returned.

## **8. INFORMATION TO BE SUBMITTED WITH THE PROPOSAL**

Proposers shall submit their proposals in accordance with the Forms of Proposal.

## **9. FORMS OF PROPOSAL (Annexure A to N)**

### **9.1 Proposed concept**

Kirstenbosch NBG is looking for a suitably qualified and experienced operator to operate the Kirstenbosch Gift Shop using a model that offers a variety of merchandise that appeals to the broader local and international tourism market. Items offered for sale must elevate the general tourist shopping experience of obtaining high quality and visually appealing gift items which in turn must reflect the best of what South Africa and the Cape has to offer thus ensuring the most memorable visit to Kirstenbosch and Cape Town. Furthermore, the merchandise displayed must raise the profile of Kirstenbosch as a destination while at the same time be profitable to the business itself in order to ensure a sustainable commercial operation at Kirstenbosch.

Proposers are to describe their business model, and explain why they believe it will be suitable for Kirstenbosch NBG in **Annexure A**. This must also include how they intend laying out, decorating and furnishing the current available Kirstenbosch Gift Shop spaces making use of photographs, sketches, artists impressions, design boards and similar. Given that Kirstenbosch NBG and SANBI specialises in South African biodiversity and conservation, proposers must keep these themes top of mind in their proposal in as far as their choice of merchandise, shop layout, display style, and proposed marketing strategy is concerned. Proposers must in terms of their proposal, pay special attention to how it intends to respond to aspects around sustainability, responsible sourcing and supply, support to local and small businesses, reducing its carbon footprint (recycling and waste

management), protection of intellectual property, advancement of the protection of cultural and natural heritage etc.

**NB.** Access to the Kirstenbosch Gift Shop by the public for purchasing gifts and related merchandise, is free of charge and should patrons wish to enter the garden and other facilities inside the garden, they will need return to purchase an admission ticket.

## 9.2 Operating Hours (**Annexure B**)

Proposers are to indicate intended operating hours, taking into account the normal operating hours of the Kirstenbosch NBG:

08:00 - 18:00 from 1 April to 30 September

08:00 - 19:00 from 1 October to 31 March

## 9.3 Product details and pricing

Since the quality of products offered for sale will be one of the key criteria on which the contract will be awarded, proposers are advised to give as much information as possible on their proposed products in **Annexure C** including selling prices. Photographs of items to be offered on sale can also be submitted. Please note that selling prices submitted with the Forms of Proposal are to remain valid for a period of six months from the date of submission of the proposal unless otherwise agreed with SANBI.

In terms of product range and pricing details, these should be submitted in catalogue format in **Annexure C**. To gain an idea of possible categories of items to be offered on sale, refer to section 3 of Document 2.

## 9.4 Staff uniform

Proposers are requested to indicate by means of description, photographs, sketches, and fabric swatches (samples), the type, style and colour of proposed staff uniforms in **Annexure D**. The choice of uniform must take into account the garden environment as well as an appropriate theme in keeping with the proposed model. Refer to section 4 of Document 2 for more information on staffing.

## 9.5 Staff training policy and programmes

In **Annexure E**, proposers are to give as much information as possible on their training policy and programmes applicable to this contract. The training must be relevant to a range of competencies and skills required for the promotion and sale of gift items and related merchandise which is typically associated with the local and international tourism industry and where possible training must be accredited.

## 9.6 Capital investment

In **Annexure F**, proposers are to indicate how much they will be initially investing in the Kirstenbosch Gift Shop including equipment, appliances, furniture, decor, and any other items they believe would enhance their business model and proposal to SANBI.

## 9.7 Projected sales

Please note: Proposers are to indicate their projected net sales revenue for the first three (3) years of operation (**Annexure G**).

**In accordance with SANBI's lease agreement for the operation of this particular Gift Shop, proposers must take note that the monthly rental payable will be R150 000.00 increased annually by CPI OR 13% of monthly turnover whichever is the highest.**

**A deposit of R450 000.00, equivalent to three months minimum rental payment, will be payable by the successful proposer.**

- 9.8 Verifiable reviews, awards and general information  
Each proposer is required to submit details of verifiable positive customer satisfaction reviews or awards received, relevant to the business and not older than three (3) years in **Annexure H**.
- 9.9 Proposer's history  
Each proposer is to submit details of its history and relevant experience in **Annexure I**, including bank history, bank classification code, and financial statements.
- 9.10 Company profile  
Each proposer is to submit the company's profile in **Annexure J**.
- 9.11 Environmental policy  
Each proposer is to submit an example of its environmental policy which must describe the business consideration for the environment and sustainable supply and demand, and how this is put into practice in **Annexure K**.
- 9.12 Waste Management Plan  
Each proposer is to submit a detailed Waste Management Plan outlining the kind of waste that will be generated by the operation and how this will be managed in **Annexure L**.
- 9.13 Risk Management Plan  
Each Proposer is to submit a Risk Management Plan in relation to hazardous activities in **Annexure M**.
- 9.14 Marketing capability  
Although the gift shop is intended as a service to Kirstenbosch NBG visitors, marketing done by the operator itself can bring additional visitors to Kirstenbosch NBG and further popularise the garden as a destination. Each proposer is to submit a brief marketing plan for their proposed gift shop model in **Annexure N**.

## 10. EVALUATION CRITERIA

In accordance with the National Treasury Instruction Note on the Amended Guidelines in Respect of Bids that include Functionality as a Criterion for the Evaluation (issued 3 September 2010) this bid will be evaluated in two stages.

**Stage one evaluation:** The table below indicates the criteria for the phase one (functionality) evaluation.

FUNCTIONALITY CRITERIA		POINTS
<b>1. Proposed concept of operation needs to be aligned with the philosophy of the Kirstenbosch NBG (Annexures A, B, and D )</b>		<b>30</b>
1.1. Proposed gift shop offering model (9.1)		
	<b>Sub-Criteria</b>	<b>Points</b>
		(13)

	<ul style="list-style-type: none"> <li>Evidence of a business plan aimed at local and international visitors</li> </ul>	5	
	<ul style="list-style-type: none"> <li>Business plan with evidence of market research</li> </ul>	10	
	<ul style="list-style-type: none"> <li>Business plan, market research and a demonstration of an understanding of the Kirstenbosch philosophy</li> </ul>	13	
1.2. Visual/pictorial presentation of the proposed gift shop (9.1)			(12)
	<b>Sub-Criteria</b>	<b>Points</b>	
	Indication of proposed layout	6	
	Proposed layout with explanation of use of space and items on sale	12	
1.3. Staff uniforms (9.4)			(5)
<b>2. Proposed selection of fitting products, gift items and other merchandise with added value for money offerings (Annexures C, F and G)</b>			<b>30</b>
2.1 Product catalogue details and pricing list (9.3)			(15)
	<b>Sub-Criteria</b>	<b>Points</b>	
	Catalogue of items offered with prices	5	
	Catalogue demonstrate understanding of diverse range, trends, and appeal	10	
	Catalogue demonstrate understanding of diverse range, trends, appeal, and include aspects around added value	15	
2.2 Projected sales (9.7)			(10)
	<b>Sub-Criteria</b>	<b>Points</b>	
	Indication of projected sales	5	
	Indication of projected sales year 1-3 with rationale for sales figures	10	
2.3 Capital investment and relevant resources suitable to operate the gift shop as a value adding experience to Kirstenbosch during the contract period (9.6)			(5)
<b>3. Track record, history, and experience relevant to the proposed operation (Annexures E, H, I, J and N)</b>			<b>28</b>
3.1 Current company profile (9.10)			(4)
3.2 Documentation that demonstrates past experience (9.9)			(4)
3.3 Staff training policy and programmes (9.5)			(4)
3.4 Verifiable customer reviews and awards relevant to the gift shop business not older than three years (9.8)			(6)
	<b>Sub-Criteria</b>	<b>Points</b>	
	Four relevant verifiable positive reviews	2	
	Eight relevant verifiable positive reviews and/or one award	4	
	More than eight relevant verifiable positive reviews and/or more than one award	6	
3.5. Evidence of financial management and bank classification code (9.9)			

3.5.1 Evidence of financial statements		(2)								
3.5.2 Bank classification code		(6)								
<table><tr><td>Sub-Criteria</td><td>Points</td></tr><tr><td>Bank classification code C</td><td>2</td></tr><tr><td>Bank classification code B</td><td>4</td></tr><tr><td>Bank classification code A</td><td>6</td></tr></table>			Sub-Criteria	Points	Bank classification code C	2	Bank classification code B	4	Bank classification code A	6
Sub-Criteria	Points									
Bank classification code C	2									
Bank classification code B	4									
Bank classification code A	6									
3.5.3 Evidence of marketing capability (9.14)										
4. Safety, Health, and Environmental Requirements (Annexures K, L and M)		12								
4.1 Company’s considerations for the environment (9.11)		(4)								
4.2 Waste Management Plan (9.12)		(4)								
4.2 Risk Management Plan (9.13)		(4)								
TOTAL		100								

Bids that fail to score a minimum of 70 out of 100 points for functionality will not be eligible for further consideration.

The **second stage** will evaluate the specific goals of those bids that meet the minimum threshold for functionality. In accordance with the Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act (No. 5 of 2000), a maximum of 20 points will be awarded based on the identified specific goals.

## 12. EXCLUSIVITY

The successful operator must be mindful that there are no other gift shop operators conducting this business on the premises, however the operator is not guaranteed of any business from the client (SANBI) that may be arising from time to time pertaining to similar or other services. The operator will be required to sign a new contract with SANBI in order to conduct business at the Kirstenbosch National Botanical Garden.



## ANNEXURE B: OPERATING HOURS



## ANNEXURE D: STAFF UNIFORM

## ANNEXURE E: STAFF TRAINING POLICY & PROGRAMMES

## ANNEXURE F: CAPITAL INVESTMENT

## ANNEXURE G: PROJECTED NET SALES REVENUE FOR THREE [3] YEARS

**ANNEXURE H: DETAILS OF VERIFIABLE CUSTOMER REVIEWS AND  
AWARDS RELEVANT TO THE BUSINESS (not older than three years)**

## ANNEXURE I: PROPOSER'S HISTORY & GENERAL INFORMATION

Full legal company name	
Registered office physical address	
Postal address	
Telephone number	
Contact name	
Is the company the provider of the proposed service? If not, please supply the name and address of the other provider.	
How long in years has this company been operating in this business?	
Please indicate the proposed team structure that will be dedicated to the proposed service and provide CVs of key personnel involved. <b>NB: Any changes in key personnel must, in terms of the lease, be communicated and agreed to with the operator, with the understanding that replacements are to be of the same qualification and experience.</b>	
Please provide a copy of the last four years' consolidated income statements, and cash flow statements and balance sheets.	
Please provide your company's bank classification code	

## ANNEXURE J: COMPANY PROFILE





## ANNEXURE M: RISK MANAGEMENT PLAN

