

**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: G488-2023	CLOSING DATE:	24 November 2023	CLOSING TIME: 11:00am
DESCRIPTION	THE APPOINTMENT OF A SERVICE PROVIDER FOR LEASING, DELIVERY, TESTING AND MAINTENANCE OF SECURITY X-RAY MACHINES AND WALK-THROUGH DETECTOR SYSTEMS FOR A PERIOD OF FIVE (5) YEARS FOR THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE AT THE PRETORIA NATIONAL BOTANICAL GARDEN AND KIRSTENBOSCH NATIONAL BOTANICAL GARDEN.			
<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:  Biodiversity Centre Pretoria National Botanical Garden, 2 Cussonia Avenue, Brummeria Pretoria				
<b>A compulsory briefing session will be conducted at the time and date given as follows:</b> <b>Date:</b> 10 November 2023 <b>Time:</b> 11:00am <b>Venue:</b> Pretoria National Botanical Garden, African Pride Conference Hall				
<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:D.Mokoena@sanbi.org.za">D.Mokoena@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 ENCLOSURE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>			
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> NO		<input type="checkbox"/> YES	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>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.</b>			

**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](http://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: G488/2023**

Closing Time 11:00 Closing date: **24 November 2023**

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

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

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- 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:

.....  
 .....

<sup>1</sup> 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 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.

<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.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

## 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>
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}}\right)$	or	$Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}}\right)$
Where		

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

P<sub>min</sub> = Price of lowest acceptable tender

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

### 3.2.1. POINTS AWARDED FOR PRICE

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

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

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 (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 = 10 Points		(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 proprietor
- 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:** .....

**THE APPOINTMENT OF A SERVICE PROVIDER FOR LEASING, DELIVERY, TESTING AND MAINTENANCE OF SECURITY X-RAY MACHINES AND WALK-THROUGH DETECTOR SYSTEMS FOR A PERIOD OF FIVE (5) YEARS FOR THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE AT THE PRETORIA NATIONAL BOTANICAL GARDEN AND KIRSTENBOSCH NATIONAL BOTANICAL GARDEN.**

**Physical Address:**

Pretoria National Botanical Garden  
2 Cussonia Avenue  
Brummeria  
Pretoria  
0001

**Postal Address:**

Private Bag X101,  
Silverton  
Gauteng  
0184

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## 1. Introduction and background

The South African National Biodiversity Institute (SANBI) contributes to South Africa's sustainable development by facilitating access to biodiversity data, generating information and knowledge, building capacity, providing policy advice, as well as showcasing and conserving biodiversity in its national botanical and zoological gardens.

SANBI is seeking to appoint a service provider to lease and install two (2) X-ray machines and two (2) walk-through metal detectors at the Pretoria National Botanical Garden (PNBG) and one (1) X-ray machines and one (1) walk-through metal detectors at the Kirstenbosch National Botanical Garden (KNBG).

The aim is to enforce the provision of the Control of Access to Public Premises and Vehicles Act (Act 53 of 1985). The installation of these X-ray machines and walk-through metal detectors will also assist to control access to buildings or part of the building where security officials identify the need for control; and to enhance support of the security personnel performance in conforming to local and international security standards.

## 2. Invitation to tender

Tenders are hereby invited for the appointment of a Service Provider for the leasing, delivery, and testing and maintenance of security X-Ray machine and walk-through detector systems for a period of five (5) years for the South African National Biodiversity Institute at the PNBG and KNBG.

The tender process will be coordinated by SANBI's Supply Chain Management (SCM) section at the following address:

The Deputy Director: Supply Chain Management  
The South African National Biodiversity Institute (SANBI)  
Private Bag X101,  
Silverton  
Gauteng  
0184

Email address: [sanbi.tenders@sanbi.org.za](mailto:sanbi.tenders@sanbi.org.za)

## 3. Compulsory site briefing session

A compulsory site briefing session will take place on **10 November 2023** from **11:00am** at African Pride Conference Hall, Pretoria National Botanical Garden (02 Cussonia Avenue, Brummeria, Pretoria, 0184). Bidders are advised that the compulsory briefing session will start strictly at **11:00**.

Bidders attending the compulsory site briefing session, will have to adhere to all health and safety protocols in place.

Bidders are encouraged to direct all technical and bidding procedure enquiries to the email addresses below. All responses to questions via email will be communicated via this tender's advertisement webpage on the SANBI website [www.sanbi.org](http://www.sanbi.org).

- For bidding procedure enquiries: [sanbi.tenders@sanbi.org.za](mailto:sanbi.tenders@sanbi.org.za)
- For technical enquiries:  
Deputy Director: Security Management: [D.Mokoena@sanbi.org.za](mailto:D.Mokoena@sanbi.org.za)  
PNBG: Garden Manager: [R.Malatji@sanbi.org.za](mailto:R.Malatji@sanbi.org.za)  
KNBG: Estate Manager: [ER.leroux@sanbi.org.za](mailto:ER.leroux@sanbi.org.za)

Cut-off date for enquiries: **17 November 2023 at 12:00**

#### 4. Scope of work

4.1. In order to deliver on this scope of work and requirements, the Service Provider must ensure that all work and equipment is in accordance with the approved SABS Standards and must comply with the Occupational Health and Safety Act, No 85 of 1993 and current regulations of all other codes applicable to this work. The Service Provider is required to:

- Lease three (3) security X-Ray machine systems (HI-SCAN), equipped with the latest technology, including a 19" colour monitor which is switchable to black and white, and an uninterrupted power source/supply (**Detailed specifications are in Appendix B**) to SANBI for a period of five years
- Lease three (3) multi-zone high performance walk-through metal detectors or similar products (**Detailed specifications are in Appendix C**) to SANBI for a period of five years.
- Deliver and test the three (3) X-ray machine systems and the three (3) walk-through metal detectors.
- Provide proactive, reactive and predictive maintenance and repair of the three (3) security X-Ray machines and three (3) walk-through metal detector units for the five-year contract period.
- Ensure that a maintenance schedule is in place that supports the full maintenance of the system. A copy of the maintenance schedule must be provided to the SANBI designated personnel.
- Install and replace damaged parts affecting the functionality of X-ray machines and walk-through metal detectors throughout the leasing period.
- Monitor and advise SANBI about any technical problem/s or a need to repair or replace damaged equipment.

##### 4.2. Requirements of the Service Provider

The following are important minimum requirements that the Service Provider must fulfil:

- Be PSIRA (Private Security Industry Regulatory Authority) compliant with sufficient in-depth knowledge with regards to X-ray machines and walk-through metal detector systems installations, repairs and maintenance.

- Have a minimum of five (5) years' experience with regards to installation, maintenance and repairs of X-ray machines and walk-through metal detectors.
- Ensure that all the X-ray machines and walk-through metal detectors are always fully functional.
- Provide a power back-up of at least a minimum of ten (10) hours for installed X-ray machines and walk-through metal detectors.
- Render maintenance, repairs, replacement of damaged equipment of the X-ray machines and walk-through metal detectors throughout the lease period.
- Comply with all relevant South African legislation as well as with SANBI's policies and procedures including SANBI's security policy and related specifications.
- Comply with all Safety, Health and Environment (SHE) conditions during the project period and when conducting work on SANBI premises.
- Take note that all major maintenance, shutting down and testing of the system should be on weekend to avoid noise and disturbance of continuous service of SANBI.
- Only Original Equipment Manufacturers (OEM) parts shall be used, unless otherwise approved in advance of order and install.

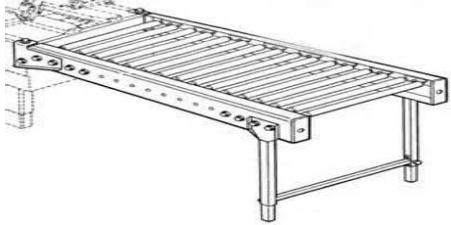
## 5. **Deliverables**

The successful bidder must:

- Lease and install the X-ray machines and walk-through metal detectors as described in the detailed specification below. These must be supplied and installed within two months of the tender being awarded.
- Provide training and support to the users after installation of the system.
- Submit a copy of the information on the warranty of the new X-ray machines and walk-through metal detectors to be supplied and the maintenance plan.
- Guarantee and service the complete unit for a period of twelve (12) months from the date of delivery to site, and successful commissioning of the unit. During the period of guarantee, the successful service provider shall, at his own expense, carry out all necessary repair work, including material and labour, (excluding work required due to damage by others) in order to maintain the unit in a working condition.
- Provide a four (4) year maintenance plan for after expiry of the warranty period to schedule the frequency of routine inspections and provide a status report on the system.
- Register the X-ray machines with the Department of Health in terms of radiation control and monitoring requirements.
- Provide user manual and documentation of the X-ray machine and walk-through metal detectors systems.
- Maintenance during public holidays, afterhours and weekend shall be classified as an emergency and shall be treated as such.

**6. Detailed specification for the X-ray machines and walk-through metal detectors**

ITEM	DESCRIPTION	QTY	PICTURE / DRAWING / NOTES
<b>6.1</b>	<b>X-ray machines:</b>		
6.1.1	<ul style="list-style-type: none"> <li>Penetration values must boast up to 38 mm of steel.</li> <li>High level resolution (42AWG).</li> <li>2X - 64X zoom</li> <li>Automatic threat alert</li> <li>High density alert</li> <li>OA - Operator Assist</li> <li>IA - Image archiving 150,000 Images</li> <li>0.5 meter entry &amp; exit roller conveyors</li> <li>Organic, inorganic and trimat feature</li> <li>Inverse, high penetration, low penetration and pseudo function</li> <li>Article trays</li> </ul>	3	 <p><b>NB: Please note that the attached picture is only for illustration purposes.</b></p>
<b>6.2</b>	<b>Walk Through Metal Detectors:</b>		
6.2.1	<ul style="list-style-type: none"> <li>45 Zone pinpoint detector, highest in its class.</li> <li>Power saving and standby mode</li> <li>Digital pulse technology</li> <li>One key restore</li> <li>No weak or dead areas</li> <li>Sensitivity levels 1-300</li> <li>Passenger counting up to 20,000</li> <li>Overall dimensions 2230mm(H) x 830mm(W) x 560mm(D)</li> <li>Interior dimensions 2000mm(H) x 700mm(W) x 500mm(D)</li> <li>Traffic 100 persons per minute</li> <li>Multi frequency high anti-interference Ability</li> <li>30 x Automatic preset locations settings</li> </ul>	3	 <p><b>NB: Please note that the attached picture is only for illustration purposes.</b></p>

<b>6.3 Accessories:</b>			
6.3.1	0.5 Meter entry & exit roller conveyors	6	 <p><b>NB: Please note that the attached picture is only for illustration purposes.</b></p>
6.3.2	Article trays (for normal hand luggage)	9	 <p><b>NB: Please note that the attached picture is only for illustration purposes.</b></p>
6.3.3	Article trays (for small items like cell phones)	9	
6.3.4	Remote operator table	3	Standard table size, approximately 940mm x 620mm
<b>6.4 Compliance:</b>			
6.4.1	<ul style="list-style-type: none"> <li>• 12 months warranty</li> <li>• Four (4) year maintenance plan</li> </ul>		The Service Provider shall implement a 48 months maintenance plan on expiry of the 12 months warranty
6.4.2	<ul style="list-style-type: none"> <li>• Certificate of compliance (COC) after installation, testing and commissioning</li> <li>• Operator manuals</li> </ul>	3	
6.5	<b>Site assessment</b>		
6.5.1	Pretoria National Botanical Garden	Biodiversity building	
6.5.2	Pretoria National Botanical Garden	National Herbarium building	
6.5.3	Kirstenbosch National Botanical Garden	Kirstenbosch Research Centre (KRC) and Centre for Biodiversity Conservation (CBC) building	
<b>6.6 Transportation, rigging, and installation to the following * Offices:</b>			
6.6.1	Pretoria National Botanical Garden	Biodiversity building	

6.6.2	Pretoria National Botanical Garden	National Herbarium building
6.6.3	Kirstenbosch National Botanical Garden	Kirstenbosch Research Centre (KRC) and Centre for Biodiversity Conservation (CBC) building

## 7. Requirements of tender

### 7.1. Mandatory documents required:

Quotes must accompany the following documentation (**failure to submit this required documentation WILL lead to disqualification**):

- a) A **copy of the company Central Supplier Database (CSD) registration report**.
- b) The **company's valid Private Security Industry Regulatory Authority (PSIRA) registration certificate**.
- c) Department of Health Radiation Control Certificate.
- d) A licence for the X-ray machine, issued in terms of the Hazardous Substances Act (Act 15 of 1973).
- e) 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.
- f) **Fee/cost structure as for Annexure D** including breakdowns and availability of additional staff/services on short notice. **This must only be included in the 'original' document as per the section on submission below (see Section 16). Inclusion of pricing in any 'copy' (in the PDF file(s) of the document(s) on the memory stick) will result in the tender being rejected.**
- g) A certified copy of **Liability Insurance Cover** for the company and for company employees and the amount available per claim (minimum R1 million). This must be valid during the duration of the service.
- h) Duly completed and signed SBD forms.
- i) Compulsory site briefing session certificate

### 7.2. Other required documents

Potential Service Providers must also submit the following documents. However, the information contained in them is required for evaluation purposes:

- a) **Company information and profile:** Competence and experience in the lease, installation, maintenance, and repairs of X-ray machines and walk-through metal detectors.
- b) **Track record:** Provide a list of similar contracts held in the past eight (8) years that should include the name of the client, scope of the services provided, duration of the project and value of contract.
- c) **Three traceable reference letters:** signed letters of reference from at least three (3) current or previous clients in the past eight (8) years for rentals of X-ray machines and walk-through metal detectors. (Company name, contact person, telephone number, services provided, total value of the contract and contract duration with dates, performance of the service provider per service provided). The reference letters must be relevant to the tender.
- d) **Technical knowledge/capability:** The bidder must provide at least (3) CVs with relevant certified qualifications of all personnel technically accredited to install X-ray machines, with at least six (6) year minimum experience who will be involved in the execution of this project. Certified ID copies of these personnel are also required.

- e) **The bidder must provide a detailed project execution plan** explaining details on the lease, delivery, installation and testing of the X-ray machines and walk-through metal detectors.
- f) **Maintenance plan:** The bidder must provide a clear sequential four (4) year maintenance roll-out plan, with timelines in terms of routine maintenance and approach to repairs of the X-ray machines and walk-through metal detectors. **The bidder should clearly state the measures that will be put in place to minimise constant faults on machines.**

NB: SANBI reserve the right to verify and vet all provided documentation with relevant third parties in line with the POPIA regulation.

## 8. Pricing

The pricing schedule is provided in Annexure D. All prices shall be firm and include transportation charges for providing the services required. The successful bidder's travel costs must be incorporated in the bid proposal price. Hourly labour rates begin with the successful bidder's arrival on site and end when the bidder leaves the site.

## 9. Submission of tender

Respect of Bids that includes Functionality as a Criterion for Evaluation (Issued 3 September 2010), the two-envelope system will be used for this bid.

Service Providers are to submit (1) printed document with pricing included in an envelope, marked 'ORIGINAL', including a copy of the document without pricing as a PDF file on a memory stick.

**NB:**

- **Financial or pricing details (Annexure D) should ONLY be included in the printed document marked 'ORIGINAL', and not in the PDF file of the document on the non-returnable memory stick.**
- **Failure to submit one printed document with pricing in one envelope, and a PDF document without pricing on the non-returnable memory stick will lead to your bid being disqualified.**

Tenders can be submitted in the Tender Box located in the Biodiversity Building at the Pretoria National Botanical Garden, 2 Cussonia Avenue, Brummeria, Pretoria during office hours (08:00 – 16:00). Tenders may also be submitted by post addressed to:

The Deputy Director: SCM  
The South African National Biodiversity Institute (SANBI)  
Private Bag X101  
Silverton  
0184  
**Tender Number: SANBI: G488/2023**

**NB:** All documents must be clearly labelled.

**Closing date for submissions: 24 November 2023 at 11:00 am.**

**Note: E-mailed and faxed submissions will not be accepted. Late submissions will be disqualified.**

#### 10. Evaluation criteria

The proposal must reflect on the below criteria. In accordance with the National Treasury Instruction Note on the Amended Guidelines in Respect of Bids that include Functionality as a Criterion for Evaluation (Issued 3 September 2010), this bid will be evaluated in two stages:

##### Stages:

1. The first stage will evaluate functionality according to the criteria listed in the table below:

##### Stage 1: Functionality Evaluation

No.	Criteria	Sub-criteria	Weight
1.	<b>COMPANY EXPERIENCE</b>		<b>30</b>
1.1	Competence and experience in the lease, installation, maintenance, repair of X-ray machines and walk-through metal detectors ( <b>A company profile should be attached</b> ).	15 = The bidder has five years or more experience. 12 = The bidder has four years' experience. 10 = The bidder has three years' experience. 8 = The bidder has two years' experience. 3 = The bidder has one year experience.	10 7 5 3 1
1.2	Provide a list of similar contracts held in the past eight (8) years (company name of the client, contact person, telephone number, scope of services provided, total value of the contract, contract duration with dates and value of contract).	More than nine (9) years' relevant experience. Between six (6) and nine (9) years' relevant experience. Between three (3) and six (6) years' relevant experience. Between one (1) and three (3) years' relevant experience. No submission of evidence or less than one (1) year relevant experience	10 7 5 3 1
1.3	Provide <b>three (3) traceable reference letters</b> : signed letters of reference from at least three (3) current or	The bidder has five (5) and more relevant references. The bidder has four (4) relevant references.	10 7

	previous clients for rentals of X-ray machines and walk-through metal detectors in the past eight (8) years. These must include the Company name, contact person, telephone number, services provided, total value of the contract and contract duration with dates, performance of the service provider per service provided. The reference letters must be relevant to the tender.	The bidder has three (3) relevant references.  The bidder has less than two (2) relevant references.	3  1	
2.	<b>TECHNICAL KNOWLEDGE/CAPABILITY</b>		<b>20</b>	
2.1	The bidder must provide at least (3) CVs with relevant certified qualifications of all personnel technically accredited to install, repair and maintain X-ray machines, with at least six (6) year minimum experience who will be involved in the execution of this project. . Certified ID copies of these personnel are also required.	The project team to be assigned has six (6) or more years combined experience.  The project team to be assigned has five (5) years plus combined experience.  The project team to be assigned has four (4) years plus combined experience.  The project team to be assigned has three (3) years plus combined experience.  The project team to be assigned has less than two (< 2) year combined experience.	20  15  10  5  3	
3.	<b>TECHNICAL APPROACH</b>		<b>50</b>	
3.1	The bidder must provide a detailed project execution plan.		20	
	The bidder must provide a clear sequential four (4) year maintenance roll-out plan, with timelines in terms of routine maintenance and approach to repairs of the X-ray machines and walk-through metal detectors.		20	

	The bidder must provide a plan that clearly state the measures that will be put in place to minimise constant faults on machines.	10	
	<b>TOTAL</b>		<b>100</b>

### **Stage 2: Specific Goals**

The second stage will evaluate the price and 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), the 80/20-point system will be applied in evaluating proposals that qualify for further consideration, where price constitutes 80 points and a maximum of 20 points will be awarded based on the bidder's specific goals.

### **11. General terms**

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

Service Providers shall not assume that information and/or documents supplied to SANBI at any time prior to this RFT 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 RFT.

Each tender shall be valid for a period of three months calculated from the closing date of this tender. Any enquiries in connection with this RFT shall be submitted in writing to the following e-mail address: [Sanbi.tenders@sanbi.org.za](mailto:Sanbi.tenders@sanbi.org.za), referring to your request as: **Tender number: SANBI: G488/2023.**

For any technical information the following persons may be contacted:

- Mr Dumisi Mokoena, Deputy Director Security Services: [D.Mokoena@sanbi.org.za](mailto:D.Mokoena@sanbi.org.za)
- Ms Refilwe Malatji, Pretoria Garden Manager: [R.Malatji@sanbi.org.za](mailto:R.Malatji@sanbi.org.za)
- Mr Elton Le Roux, Kirstenbosch Estate Manager: [ER.leroux@sanbi.org.za](mailto:ER.leroux@sanbi.org.za)

**NB: The deadline for submission of enquiries is 12:00 on 17 November 2023. No feedback will be provided after the deadline.**

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 tenderer 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 RFT at any time without attracting any penalties or liabilities.

- To appoint one or more Service Providers, depending on the outcome, to separately or jointly be responsible for the provision of security services on the campus.
- To have the final say in the appointment and that this will be binding.
- To disqualify a tender 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 know the minimum wages paid to security personnel by the Service Provider (Should be in line with sectorial determination prescribed).

## 12. Safety, health and environmental requirements

Service Providers are required to comply with all acts, regulations and standards relating to Safety, Health and Environment.

All Service Providers entering into a contract with the South African National Biodiversity Institute (SANBI) shall, as a minimum, comply with the following requirements:

- The Occupational Health & Safety Act (OHSA) (Act 85 of 1993) and its Regulations: **A current, up-to-date copy of the Occupational Health and Safety Act as well as Safety, Health and Environment file for the company shall be available on site at all times.** The Health and Safety file will become SANBI property at the end of the contract.
- The Service Provider's staff will be expected to attend induction training including being familiar with the part of the Garden they are stationed in, and evacuation procedures within the first week before commencing any work (A signed register of such induction must be available in the Safety, Health and Environmental file and be available to the internal and external auditors and SHE representatives of SANBI on request).
- The Compensation for Occupational Injuries & Diseases Act (Act 130 of 1996): The Service Providers will be required to submit a letter of good standing from the office of the Compensation Commissioner as required by the Compensation for Occupational Injuries and Diseases. The letter should be issued by the Department of Labour. **A current, up-to-date copy of the Compensation for Occupational Injury and Diseases Act (COIDA) shall be available on site at all times.**
- National Environmental Management Act (Act No. 107 of 1998).
- Waste Act (Act 59 of 2008).

### **The Service Provider shall:**

- Create and maintain a safe and healthy work environment for its own staff and those of SANBI.
- Execute the work in a manner that complies with all the requirements of OHSA and all its associated Regulations, and in so doing, minimize the risk of incidents occurring. Should an incident occur, report this to SANBI within 24 hours and explain the remedial processes put in place.
- Provide all related working equipment such as protective clothing, harnessing, etc. to ensure the safety and health of its own staff and those of others.
- Respond to the notices issued by SANBI's Health and Safety Agent as follows:
  - a. Improvement Notice: improve health and safety performance over time so that repeat notices are not issued.
  - b. Contravention Notice: rectify contravention within given time.
  - c. Prohibition Notice: terminate affected activities with immediate effect and only resume activities when it is safe to do so.

## ANNEXURE A. SPECIAL CONDITIONS OF CONTRACT

### 1. SPECIAL CONDITIONS OF CONTRACT

Any award made to a bidder(s) under this bid is conditional, amongst others, upon –

- a. The bidder(s) accepting the terms and conditions contained in the General Conditions of Contract as the minimum terms and conditions upon which SANBI is prepared to enter into a contract with the successful Bidder(s).
- b. The bidder submitting the General Conditions of Contract to SANBI together with its bid, duly signed by an authorised representative of the bidder.

### 2. SERVICE LEVEL AGREEMENT

- 1.1. Upon award SANBI and the successful bidder will conclude a Service Level Agreement regulating the specific terms and conditions applicable to the services being procured by SANBI, more or less in the format of the draft Service Level Indicators included in this tender pack.
- 1.2. SANBI reserves the right to vary the proposed draft Service Level Indicators during the course of negotiations with a bidder by amending or adding thereto.
- 1.3. Bidder(s) are requested to:
  - a. Comment on draft Service Level Indicators and where necessary, make proposals to the indicators.
  - b. Explain each comment and/or amendment; and
  - c. Use an easily identifiable colour font or “track changes” for all changes and/or amendments to the Service Level Indicators for ease of reference.

- 1.4. SANBI reserves the right to accept or reject any or all amendments or additions proposed by a bidder if such amendments or additions are unacceptable to SANBI or pose a risk to the organisation.

### 3. SPECIAL CONDITIONS OF THIS BID

SANBI reserves the right:

- 1.5. To award this tender to a bidder that did not score the highest total number of points, only in accordance with section 2(1)(f) of the PPPFA (Act 5 of 2000)
- 1.6. To negotiate with one or more preferred bidder(s) identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other bidder(s) who has not been awarded the status of the preferred bidder(s).
- 1.7. To accept part of a tender rather than the whole tender.
- 1.8. To carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the services offered by the bidder(s), whether before or after adjudication of the Bid.

- 1.9. To correct any mistakes at any stage of the tender that may have been in the Bid documents or occurred at any stage of the tender process.
- 1.10. To cancel and/or terminate the tender process at any stage, including after the Closing Date and/or after presentations have been made, and/or after tenders have been evaluated and/or after the preferred bidder(s) have been notified of their status as such.
- 1.11. Award to multiple bidders based either on size or geographic considerations.

#### **4. SANBI REQUIRES BIDDER(S) TO DECLARE**

In the Bidder's Technical response, bidder(s) are required to declare the following:

- 1.12. Confirm that the bidder(s) is to: –
  - a. Act honestly, fairly, and with due skill, care and diligence, in the interests of SANBI;
  - b. Have and employ effectively the resources, procedures and appropriate technological systems for the proper performance of the services.
  - c. Act with circumspection and treat SANBI fairly in a situation of conflicting interests.
  - d. Comply with all applicable statutory or common law requirements applicable to the conduct of business.
  - e. Make adequate disclosures of relevant material information including disclosures of actual or potential own interests, in relation to dealings with SANBI.
  - f. Avoidance of fraudulent and misleading advertising, canvassing and marketing.
  - g. To conduct their business activities with transparency and consistently uphold the interests and needs of SANBI as a client before any other consideration; and
  - h. To ensure that any information acquired by the bidder(s) from SANBI will not be used or disclosed unless the written consent of the client has been obtained to do so.

#### **5. CONFLICT OF INTEREST, CORRUPTION AND FRAUD**

- 1.13. SANBI reserves its right to disqualify any bidder who either itself or any of whose members (save for such members who hold a minority interest in the bidder through shares listed on any recognised stock exchange), indirect members (being any person or entity who indirectly holds at least a 15% interest in the bidder other than in the context of shares listed on a recognised stock exchange), directors or members of senior management, whether in respect of SANBI or any other government organ or entity and whether from the Republic of South Africa or otherwise ("Government Entity")

- a. engages in any collusive tendering, anti-competitive conduct, or any other similar conduct, including but not limited to any collusion with any other bidder in respect of the subject matter of this bid.
- b. seeks any assistance, other than assistance officially provided by a Government Entity, from any employee, advisor or other representative of a Government Entity in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity.
- c. makes or offers any gift, gratuity, anything of value or other inducement, whether lawful or unlawful, to any of SANBI's officers, directors, employees, advisors or other representatives.
- d. makes or offers any gift, gratuity, anything of any value or other inducement, to any Government Entity's officers, directors, employees, advisors or other representatives in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity.
- e. accepts anything of value or an inducement that would or may provide financial gain, advantage or benefit in relation to procurement or services provided or to be provided to a Government Entity.
- f. pays or agrees to pay to any person any fee, commission, percentage, brokerage fee, gift or any other consideration, that is contingent upon or results from, the award of any tender, contract, right or entitlement which is in any way related to procurement or the rendering of any services to a Government Entity.
- g. has in the past engaged in any matter referred to above; or
- h. has been found guilty in a court of law on charges of fraud and/or forgery, regardless of whether or not a prison term was imposed and despite such bidder, member or director's name not specifically appearing on the List of Tender Defaulters kept at National Treasury.

## **6. MISREPRESENTATION DURING THE LIFECYCLE OF THE CONTRACT**

- 1.14. The bidder should note that the terms of its Tender will be incorporated in the proposed contract by reference and that SANBI relies upon the bidder's Tender as a material representation in making an award to a successful bidder and in concluding an agreement with the bidder.
- 1.15. It follows therefore that misrepresentations in a Tender may give rise to service termination and a claim by SANBI against the bidder notwithstanding the conclusion of the Service Level Agreement between SANBI and the bidder for the provision of the Service in question. In the event of a conflict between the bidder's proposal and the Service Level Agreement concluded between the parties, the Service Level Agreement will prevail.

## **7. PREPARATION COSTS**

The Bidder will bear all its costs in preparing, submitting and presenting any response or Tender to this bid and all other costs incurred by it throughout the bid process. Furthermore, no statement in this bid will be construed as

placing SANBI, its employees or agents under any obligation whatsoever, including in respect of costs, expenses or losses incurred by the bidder(s) in the preparation of their response to this bid.

## **8. INDEMNITY**

If a bidder breaches the conditions of this bid and, as a result of that breach, SANBI incurs costs or damages (including, without limitation, the cost of any investigations, procedural impairment, repetition of all or part of the bid process and/or enforcement of intellectual property rights or confidentiality obligations), then the bidder indemnifies and holds SANBI harmless from any and all such costs which SANBI may incur and for any damages or losses SANBI may suffer.

## **9. PRECEDENCE**

This document will prevail over any information provided during any briefing session whether oral or written, unless such written information provided, expressly amends this document by reference.

## **10. LIMITATION OF LIABILITY**

A bidder participates in this bid process entirely at its own risk and cost. SANBI shall not be liable to compensate a bidder on any grounds whatsoever for any costs incurred or any damages suffered as a result of the Bidder's participation in this Bid process.

## **11. TAX COMPLIANCE**

No tender shall be awarded to a bidder who is not tax compliant. SANBI reserves the right to withdraw an award made, or cancel a contract concluded with a successful bidder in the event that it is established that such bidder was in fact not tax compliant at the time of the award or has submitted a fraudulent Tax Clearance Certificate to SANBI or whose verification against the Central Supplier Database (CSD) proves non-compliant. SANBI further reserves the right to cancel a contract with a successful bidder in the event that such bidder does not remain tax compliant for the full term of the contract.

## **12. TENDER DEFAULTERS AND RESTRICTED SUPPLIERS**

No tender shall be awarded to a bidder whose name (or any of its members, directors, partners, or trustees) appear on the Register of Tender Defaulters kept by National Treasury, or who have been placed on National Treasury's List of Restricted Suppliers. SANBI reserves the right to withdraw an award, or cancel a contract concluded with a Bidder should it be established, at any time, that a bidder has been blacklisted with National Treasury by another government institution.

### **13. GOVERNING LAW**

South African law governs this bid and the bid response process. The bidder agrees to submit to the exclusive jurisdiction of the South African courts in any dispute of any kind that may arise out of or in connection with the subject matter of this bid, the bid itself and all processes associated with the bid.

### **14. RESPONSIBILITY FOR SUB-CONTRACTORS AND BIDDER'S PERSONNEL**

A bidder is responsible for ensuring that its personnel (including agents, officers, directors, employees, advisors, and other representatives), its sub-contractors (if any) and personnel of its sub-contractors comply with all terms and conditions of this bid. In the event that SANBI allows a bidder to make use of sub-contractors, such sub-contractors will at all times remain the responsibility of the bidder and SANBI will not under any circumstances be liable for any losses or damages incurred by or caused by such sub-contractors.

### **15. CONFIDENTIALITY**

Except as may be required by operation of law, by a court or by a regulatory authority having appropriate jurisdiction, no information contained in or relating to this bid or a bidder's tender(s) will be disclosed by any bidder or other person not officially involved with SANBI's examination and evaluation of a Tender.

No part of the bid may be distributed, reproduced, stored, or transmitted, in any form or by any means, electronic, photocopying, recording or otherwise, in whole or in part except for the purpose of preparing a Tender. This bid and any other documents supplied by SANBI remain proprietary to SANBI and must be promptly returned to SANBI upon request together with all copies, electronic versions, excerpts or summaries thereof or work derived there from.

Throughout this bid process and thereafter, bidder(s) must secure SANBI's written approval prior to the release of any information that pertains to (i) the potential work or activities to which this bid relates; or (ii) the process which follows this bid. Failure to adhere to this requirement may result in disqualification from the bid process and civil action.

### **16. SANBI PROPRIETARY INFORMATION**

Bidder will on their bid cover letter make declaration that they did not have access to any SANBI proprietary information or any other matter that may have unfairly placed that bidder in a preferential position in relation to any of the other bidder(s).

### **17. AVAILABILITY OF FUNDS**

Should funds no longer be available to pay for the execution of the responsibilities of this bid (**G488/2023**), the SANBI may terminate the Agreement at its own discretion or temporarily suspend all or part of the services by notice to the successful bidder who shall immediately make arrangements to stop the performance of the services and minimize further expenditure: Provided that the successful bidder shall thereupon be entitled to payment in full for the services delivered, up to the date of cancellation or suspension.

**ANNEXURE B**

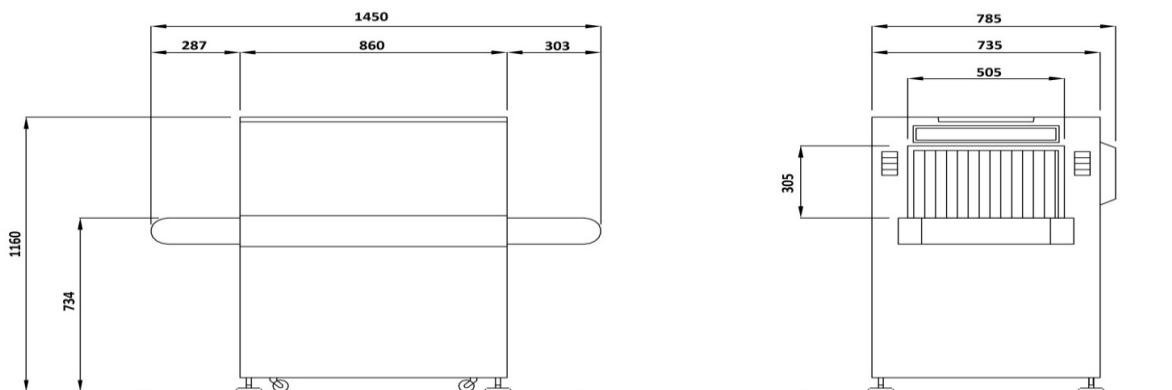
**TECHNICAL SPECIFICATION**  
**FOR**  
**THREE (3) X-RAY MACHINE SYSTEMS**

**1.1 General**

- a) The units must incorporate a facility to be controlled either from the right or the left-hand side.
- b) The units must be quiet when in operation.
- c) The control elements (pushbuttons, switches, etc.) are to be of sturdy design, selected for severe operating conditions.
- d) Imaging scale of all objects should be constant with the minimum distortion.
- e) Control of brightness and of contrast must be provided on the front panel of the TV monitor.

<b>Physical Information</b>		<b>Compliance: Yes/No</b>
Construction	<ul style="list-style-type: none"> <li>• Steel based</li> </ul>	
Tunnel Size (mm)	<ul style="list-style-type: none"> <li>• Approximately 505 (W) x 305 (H)</li> </ul>	
Width / height / length (mm)	<ul style="list-style-type: none"> <li>• Approximately 785 (W) x 1160 (H) x 1450 (L)</li> </ul>	
Weight	<ul style="list-style-type: none"> <li>• Approximately 340 Kgs (uncrated); 360 kgs (crated)</li> </ul>	
Conveyor height (mm)	<ul style="list-style-type: none"> <li>• Approximately 734</li> </ul>	
Conveyor speed	<ul style="list-style-type: none"> <li>• &gt;0.20 metres per second</li> </ul>	
Maximum conveyor load	<ul style="list-style-type: none"> <li>• 140 Kg (evenly distributed)</li> </ul>	
System noise level	<ul style="list-style-type: none"> <li>• &lt;55dB</li> </ul>	
<b>Performance Index</b>		
Penetration	<ul style="list-style-type: none"> <li>• Approximately 36mm steel guaranteed; 38mm steel (Typical)</li> </ul>	
Resolution (wire gauge)	<ul style="list-style-type: none"> <li>• 40 AWG guaranteed; 42 AWG typical</li> </ul>	
<b>X-Ray Generator</b>		
Tube voltage	<ul style="list-style-type: none"> <li>• Approximately 100-160 kV (adjustable); sealed oil bath</li> </ul>	
Tube current	<ul style="list-style-type: none"> <li>• Approximately 0.3-1.2mA (adjustable)</li> </ul>	
Cooling / duty cycle	<ul style="list-style-type: none"> <li>• Sealed oil cooling / 100%</li> </ul>	
Beam launch angle	<ul style="list-style-type: none"> <li>• 80 degrees</li> </ul>	
<b>Operational Index</b>		
Storage temperature / humidity	<ul style="list-style-type: none"> <li>• -20 to +50 degrees Celsius / 10%-95% non-condensing</li> </ul>	
Working temperature / humidity	<ul style="list-style-type: none"> <li>• 0 to +45 degrees Celsius / 10%-95% non-condensing</li> </ul>	
Working voltage	<ul style="list-style-type: none"> <li>• AC 220V (-15% to +10%); 50Hz / 60Hz plus / minus 3Hz</li> </ul>	
Power	<ul style="list-style-type: none"> <li>• 0.5kVA</li> </ul>	
Leakage	<ul style="list-style-type: none"> <li>• &lt; 0.1 u Sv / H</li> </ul>	
Dose per inspection	<ul style="list-style-type: none"> <li>• &lt; 2.62 u Sv (typical)</li> </ul>	
Duty cycle	<ul style="list-style-type: none"> <li>• 100% (no burn in necessary)</li> </ul>	
<b>Imaging</b>		
Image resolution	<ul style="list-style-type: none"> <li>• Approximately 1280 x 1024 / 24 Bits</li> </ul>	
Image processing	<ul style="list-style-type: none"> <li>• Approximately image processing zoom 2X to 32X (dynamic, smooth and continuous)</li> <li>• Full screen zoom (one click)</li> <li>• High, low penetration</li> <li>• Organic / inorganic stripping</li> <li>• Picture pure (no distortion)</li> </ul>	

	<ul style="list-style-type: none"> <li>• Super edge enhancement capability</li> <li>• Operator assist, automatic threat and density alert</li> <li>• 20 screen image recall (last in first out)</li> <li>• Multi-energy</li> <li>• Double screen joint &amp; copy display</li> <li>• Colour &amp; black and white display</li> </ul>	
Image recall	<ul style="list-style-type: none"> <li>• <b>Approximately 100,000 images storage capacity</b></li> <li>• Image conversion and export to jpg</li> <li>• Image search and simulated playback</li> </ul>	
Additional features	<ul style="list-style-type: none"> <li>• Configurable operator interface</li> <li>• 17" High resolution flat panel LCD monitor</li> <li>• 24 Bit colour processing</li> <li>• Multi language support</li> <li>• Network capable</li> <li>• Luggage counter</li> <li>• User report management</li> <li>• Self-diagnostics</li> <li>• Date / time display</li> </ul>	



### Hi-Scan X-Ray Technology



**ANNEXURE C**

**TECHNICAL SPECIFICATION**  
**FOR**  
**THREE (3) HIGH PERFORMANCE WALK-THROUGH METAL DETECTOR**

**1.2 General**

- f) The metal detectors must consist of a free-standing walk-through frame with an integral control unit. they must be suitable to detect metallic objects on a person by means of the magnetic field principle.
- g) The metal detectors must be suitable to detect ferrous and non-ferrous metals.
- h) The metal detectors must be equipped to eliminate false alarms.
- i) The metal detectors must scan the entire area of the walk-through area and detect metal objects on a person passing through to the levels as specified.
- j) The metal detectors must incorporate self-test button to confirm that the system is operating correctly.
- k) The metal detectors must be completely tamper proof.
- l) The programme and sensitivity push buttons must be arranged so that tampering by unauthorised persons is entirely eliminated.
- m) The metal detectors must be capable of operating adjacent to an X-Ray inspection unit.
- n) The metal detectors are intended for indoor use at an altitude of up to 1800m above sea level.

The bidder must indicate compliance, if not indicate otherwise:

<b>Detailed Specification</b>		<b>Compliance: Yes/No</b>
Standard programs	<ul style="list-style-type: none"> <li>• Over 20 application programs</li> </ul>	
Sensitivity	<ul style="list-style-type: none"> <li>• Up to 200 distinct sensitivity levels</li> </ul>	
Zone indications	<ul style="list-style-type: none"> <li>• 33 independent zones</li> </ul>	
Overhead control unit	<ul style="list-style-type: none"> <li>• All electronics, LCD, alarm light, LED bar graph, control touch pads must be integrated to eliminate wire exposure</li> </ul>	
Self-diagnostic program	<ul style="list-style-type: none"> <li>• Automatic</li> </ul>	
Battery pack	<ul style="list-style-type: none"> <li>• Provides up to 10 hours backup</li> </ul>	
Passageway interior size	<ul style="list-style-type: none"> <li>• Width: Approximately 30" (0.76m)</li> <li>• Height: Approximately 80" (2.03m)</li> <li>• Depth: Approximately 23" (0.58m)</li> </ul>	
Overall exterior size	<ul style="list-style-type: none"> <li>• Width: Approximately 35" (0.90m)</li> <li>• Height: Approximately 87" (2.21m)</li> <li>• Depth: Approximately 23" (0.58m)</li> </ul>	
Temperatures	<ul style="list-style-type: none"> <li>• Min. temperature: 0°C</li> <li>• Max. temperature: 40°C</li> <li>• Max. relative humidity: 80%</li> </ul>	
Power	<ul style="list-style-type: none"> <li>• Fully automatic 100 to 240 VAC.</li> <li>• 50 to 60 Hertz.</li> <li>• 55 watts</li> </ul>	
Regulatory information	<ul style="list-style-type: none"> <li>• Meets the Electrical Safety and Compatibility Requirement for CE.</li> </ul>	
Control outputs	<ul style="list-style-type: none"> <li>• Solid state switches (low voltage AC or DC) for operating external alarm and control devices.</li> </ul>	
Remote control	<ul style="list-style-type: none"> <li>• Desktop remote control with zone indication</li> </ul>	
Alarm indicators	<ul style="list-style-type: none"> <li>• 33 zones.</li> <li>• Volume adjustable audible tone.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Bright LED visual and remote alarms.</li> <li>• Random alarm feature adjustable from 0 to 50%.</li> </ul>	
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**ANNEXURE D**

**PRICING SCHEDULE**

**Table D1: Pricing schedule for leasing at Pretoria National Botanical Garden**

<b>Year: 1</b>				
<b>ITEM NO</b>	<b>DESCRIPTION</b>	<b>QUANTITY</b>	<b>UNIT PRICE PER MONTH</b>	<b>TOTAL EXCLUDING VAT</b>
1.	X-ray machine system	2	R	R
2.	Walk-through metal detector	2	R	R
<b>Accessories be provided</b>				
1.	Entry & exit roller conveyors	4	R	R
2.	Remote operator table	2	R	R
3.	Article trays (for normal hand luggage)	6	R	R
4.	Article trays (for small items like cell phones)	6	R	R
		<b>Total lease price for Year 1</b>		
		<b>VAT</b>		
		<b>Total bid price for Year 1</b>		

<b>Year: 2</b>				
<b>ITEM NO</b>	<b>DESCRIPTION</b>	<b>QUANTITY</b>	<b>UNIT PRICE PER MONTH</b>	<b>TOTAL EXCLUDING VAT</b>
1.	X-ray machine system	2	R	R
2.	Walk-through metal detector	2	R	R
3.	Maintenance of X-ray machines	2	R	R
4.	Maintenance of walk-through metal detectors	2	R	R
<b>Accessories be provided</b>				
1.	Entry & exit roller conveyors	4	R	R
2.	Remote operator table	2	R	R
3.	Article trays (for normal hand luggage)	6	R	R
4.	Article trays (for small items like cell phones)	6	R	R
		<b>Total lease price for Year 2</b>		
		<b>Total maintenance price for Year 2</b>		
		<b>VAT</b>		
		<b>Total bid price for Year 2</b>		

<b>Year: 3</b>				
<b>ITEM NO</b>	<b>DESCRIPTION</b>	<b>QUANTITY</b>	<b>UNIT PRICE PER MONTH</b>	<b>TOTAL EXCLUDING VAT</b>
1.	X-ray machine system	2	R	R
2.	Walk-through metal detector	2	R	R
3.	Maintenance of X-ray machines	2	R	R
4.	Maintenance of walk-through metal detectors	2	R	R
<b>Accessories be provided</b>				
1.	Entry & exit roller conveyors	4	R	R
2.	Remote operator table	2	R	R
3.	Article trays (for normal hand luggage)	6	R	R
4.	Article trays (for small items like cell phones)	6	R	R
<b>Total lease price for Year 3</b>				
<b>Total maintenance price for Year 3</b>				
<b>VAT</b>				
<b>Total bid price for Year 3</b>				

<b>Year: 4</b>				
<b>ITEM NO</b>	<b>DESCRIPTION</b>	<b>QUANTITY</b>	<b>UNIT PRICE PER MONTH</b>	<b>TOTAL EXCLUDING VAT</b>
1.	X-ray machine system	2	R	R
2.	Walk-through metal detector	2	R	R
3.	Maintenance of X-ray machines	2	R	R
4.	Maintenance of walk-through metal detectors	2	R	R
<b>Accessories be provided</b>				
1.	Entry & exit roller conveyors	4	R	R
2.	Remote operator table	2	R	R
3.	Article trays (for normal hand luggage)	6	R	R
4.	Article trays (for small items like cell phones)	6	R	R
<b>Total lease price for Year 4</b>				
<b>Total maintenance price for Year 4</b>				
<b>VAT</b>				
<b>Total bid price for Year 4</b>				

<b>Year: 5</b>				
<b>ITEM NO</b>	<b>DESCRIPTION</b>	<b>QUANTITY</b>	<b>UNIT PRICE PER MONTH</b>	<b>TOTAL EXCLUDING VAT</b>
1.	X-ray machine system	2	R	R
2.	Walk-through metal detector	2	R	R
3.	Maintenance of X-ray machines	2	R	R
4.	Maintenance of walk-through metal detectors	2	R	R
<b>Accessories be provided</b>				
1.	Entry & exit roller conveyors	4	R	R
2.	Remote operator table	2	R	R
3.	Article trays (for normal hand luggage)	6	R	R
4.	Article trays (for small items like cell phones)	6	R	R
	Total lease price for Year 5			
	Total Maintenance price for Year 5			
	VAT			
	Total bid price for Year 5			

**Table D2: Pricing schedule for leasing at Kirstenbosch National Botanical Garden**

<b>Year: 1</b>				
<b>ITEM NO</b>	<b>DESCRIPTION</b>	<b>QUANTITY</b>	<b>UNIT PRICE PER MONTH</b>	<b>TOTAL EXCLUDING VAT</b>
1.	X-ray machine system	1	R	R
2.	Walk-through metal detector	1	R	R
<b>Accessories be provided</b>				
1.	Entry & exit roller conveyors	2	R	R
2.	Remote operator table	1	R	R
3.	Article trays (for normal hand luggage)	3	R	R
4.	Article trays (for small items like cell phones)	3	R	R
	Total lease price for Year 1		R	
	VAT		R	
	Total bid price for Year 1		R	

<b>Year: 2</b>				
<b>ITEM NO</b>	<b>DESCRIPTION</b>	<b>QUANTITY</b>	<b>UNIT PRICE PER MONTH</b>	<b>TOTAL EXCLUDING VAT</b>
1.	<b>X-ray machine system</b>	1	R	R
2.	<b>Walk-through metal detector</b>	1	R	R
3.	<b>Maintenance of X-ray machine</b>	1	R	R
4.	<b>Maintenance of walk-through metal detector</b>	1	R	R
<b>Accessories be provided</b>				
1.	<b>Entry &amp; exit roller conveyors</b>	2	R	R
2.	<b>Remote operator table</b>	1	R	R
3.	<b>Article trays (for normal hand luggage)</b>	3	R	R
4.	<b>Article trays (for small items like cell phones)</b>	3	R	R
	<b>Total lease price for Year 2</b>			R
	<b>Total maintenance price for Year 2</b>			
	<b>VAT</b>			R
	<b>Total bid price for Year 2</b>			R

<b>Year: 3</b>				
<b>ITEM NO</b>	<b>DESCRIPTION</b>	<b>QUANTITY</b>	<b>UNIT PRICE PER MONTH</b>	<b>TOTAL EXCLUDING VAT</b>
1.	<b>X-ray machine system</b>	1	R	R
2.	<b>Walk-through metal detector</b>	1	R	R
3.	<b>Maintenance of X-ray machine</b>	1	R	R
4.	<b>Maintenance of walk-through metal detector</b>	1	R	R
<b>Accessories be provided</b>				
1.	<b>Entry &amp; exit roller conveyors</b>	2	R	R
2.	<b>Remote operator table</b>	1	R	R
3.	<b>Article trays (for normal hand luggage)</b>	3	R	R
4.	<b>Article trays (for small items like cell phones)</b>	3	R	R
	<b>Total lease price for Year 3</b>			R
	<b>Total maintenance price for Year 3</b>			
	<b>VAT</b>			R
	<b>Total bid price for Year 2</b>			R

<b>Year: 4</b>				
<b>ITEM NO</b>	<b>DESCRIPTION</b>	<b>QUANTITY</b>	<b>UNIT PRICE PER MONTH</b>	<b>TOTAL EXCLUDING VAT</b>
1.	X-ray machine system	1	R	R
2.	Walk-through metal detector	1	R	R
3.	Maintenance of X-ray machine	1	R	R
4.	Maintenance of walk-through metal detector	1	R	R
<b>Accessories be provided</b>				
1.	Entry & exit roller conveyors	2	R	R
2.	Remote operator table	1	R	R
3.	Article trays (for normal hand luggage)	3	R	R
4.	Article trays (for small items like cell phones)	3	R	R
<b>Total lease price for Year 4</b>				R
<b>Total maintenance price for Year 4</b>				
<b>VAT</b>				R
<b>Total bid price for Year 4</b>				R

<b>Year: 5</b>				
<b>ITEM NO</b>	<b>DESCRIPTION</b>	<b>QUANTITY</b>	<b>UNIT PRICE PER MONTH</b>	<b>TOTAL EXCLUDING VAT</b>
1.	X-ray machine system	1	R	R
2.	Walk – through metal detector	1	R	R
3.	Maintenance of X-ray machine	1	R	R
4.	Maintenance of walk-through metal detector	1	R	R
<b>Accessories be provided</b>				
1.	Entry & exit roller conveyors	2	R	R
2.	Remote operator table	1	R	R
3.	Article trays (for normal hand luggage)	3	R	R
4.	Article trays (for small items like cell phones)	3	R	R
<b>Total lease price for Year 5</b>				R
<b>Total maintenance price for Year 5</b>				
<b>VAT</b>				R
<b>Total bid price for Year 5</b>				R

**Table D3: Consolidated pricing schedule**

<b>Total bid price for 5 years (PNBG) VAT included:</b>	R
<b>Total bid price for 5 years (KNBG) VAT included:</b>	R
<b>Total:</b>	R