

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE <i>(South African National Biodiversity Institute)</i>					
BID NUMBER:	SANBI: G433/2022	CLOSING DATE:	21 OCTOBER 2022	CLOSING TIME:	11:00am
DESCRIPTION	THE APPOINTMENT OF A MINIMUM OF THREE SERVICE PROVIDERS TO PROVIDE INTERPRETIVE AND DIRECTIONAL SIGNAGE FOR THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE FOR A PERIOD OF FIVE YEARS.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
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>Compulsory briefing session date:</p> <p>A compulsory site briefing session will be conducted at the time and date given as follows: Date: 5 October 2022 Time: 11:00am Kirstenbosch National Botanical Garden, Old Mutual Conference Hal: Kirstenbosch National Botanical Garden, Rhodes Drive, Newlands, Cape Town.</p>					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON			CONTACT PERSON		
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	sanbi.tenders@sanbi.org.za		E-MAIL ADDRESS	L.Ferreira@sanbi.org.za /A.Notten@sanbi.org.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION	[TICK APPLICABLE BOX]		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX]

CERTIFICATE	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE 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]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS			
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"/> YES <input type="checkbox"/> NO	
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?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.			

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA .
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
 (Proof of authority must be submitted e.g. company resolution)

DATE:

SBD 3.1

**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: G433/2022
Closing Time 11:00	Closing date: 21 OCTOBER 2022

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

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY
----------	----------	-------------	---------------------------

** (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 interest¹ in the enterprise,

employed by the state?

YES/NO

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

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

2.2 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

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

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

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

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

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

3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted

where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- 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

a) The value of this bid is estimated to **not exceed** R50 000 000 (all applicable taxes included) and therefore the **80/20** preference point system shall be applicable; or

b) The 80/20 preference point system will be applicable to this tender.

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

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

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

80/20

or

90/10

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

- 5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

7. SUB-CONTRACTING

- 7.1 Will any portion of the contract be sub-contracted?

(***Tick applicable box***)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

- 7.1.1 If yes, indicate:

- What percentage of the contract will be subcontracted.....%
- The name of the sub-contractor.....
- The B-BBEE status level of the sub-contractor.....
- Whether the sub-contractor is an EME or QSE

(***Tick applicable box***)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
☐ One person business/sole propriety
☐ Close corporation
☐ Company
☐ (Pty) Limited
 [TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

8.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
☐ Supplier
☐ Professional service provider
☐ Other service providers, e.g. transporter, etc.
 [TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm,

certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES

1.

2.

.....

SIGNATURE(S) OF BIDDERS(S)

DATE:

SBD 6.2

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 1.2. Regulation 8.(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by the South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible on http://www.thedti.gov.za/industrial_development/ip.jsp at no cost.

1.6. A bid may be disqualified if this Declaration Certificate and Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation;

2. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
Didbond full colour and one colour (All items pg. 34-49)	100%
Vinyl signs, maps, pictograms, logos, and lettering etc.	100%
PVC Banners	100%
Label pegs	100%

3. Does any portion of the goods or services offered have any imported content?

(Tick applicable box)

YES		NO	
-----	--	----	--

3.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on www.reservebank.co.za

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

4. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

LOCAL CONTENT DECLARATION

(REFER TO ANNEX B OF SATS 1286:2011)

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL) IN RESPECT OF BID NO: G433/2022

ISSUED BY: (Procurement Authority / Name of Institution): **SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE.**

NB

- 1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
- 2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on http://www.thdti.gov.za/industrial_development/ip.jsp. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, (full names),
do hereby declare, in my capacity as
of(name of bidder
entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
 - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R

Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.

The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

DATE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____

REQUEST FOR TENDER

TERMS OF REFERENCE

For

**THE APPOINTMENT OF A MINIMUM OF THREE SERVICE PROVIDERS
TO PROVIDE INTERPRETIVE AND DIRECTIONAL SIGNAGE FOR THE
SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE FOR A PERIOD
OF FIVE YEARS**

**The South African National Biodiversity Institute (SANBI)
Private Bag X101
Silverton
0184
South Africa**

Tender No: SANBI: G433/2022

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1. INTRODUCTION

The South African National Biodiversity Institute (SANBI) requires the services of a minimum of three Service Providers, to supply interpretive and directional signage to the entire organisation on contract for a period of 5 years (60 months).

The South African National Biodiversity Institute manages facilities across the country in the following provinces:

Province	SANBI Campus
Gauteng	Pretoria National Botanical Garden
	Pretoria National Zoological Garden
	Walter Sisulu National Botanical Garden
Limpopo	Thohoyandou National Botanical Garden
	Mokopane Biodiversity Conservation Centre
Mpumalanga	Lowveld National Botanical Garden
Eastern Cape	Kwelera National Botanical Garden
	East London Offices
Northern Cape	Hantam National Botanical Garden
Western Cape	Harold Porter National Botanical Garden
	Karoo Desert National Botanical Garden
	Kirstenbosch National Botanical Garden
KwaZulu-Natal	KwaZulu-Natal Herbarium
	Durban Offices
	KwaZulu-Natal National Botanical Garden
Free State	Free State National Botanical Garden

SANBI manages its nationwide ordering, delivery, and quality assurance of signage, through a competent and experienced signage team at its Western Cape office based at Kirstenbosch National Botanical Garden in Cape Town. All signage orders must be delivered by Service Providers to Kirstenbosch at their costs. In the event that orders are wrong, substandard, or damaged, the costs for returning such signage will be borne by the Service Provider. Received and approved signage products delivered to Kirstenbosch will be delivered nationwide to the various SANBI facilities through SANBI's own appointed courier services at SANBI's costs.

Signage is used throughout SANBI, within the National Botanical and Zoological Gardens for the purposes of accessibility, safety, compliance, education, communication, and awareness and to promote and showcase the work of the organisation. All visitors, tenants, partners, and staff that make use of SANBI's facilities benefit from the provision of signage, and as such the appointment of Service Providers to fulfil SANBI's needs around signage is of utmost importance. During the five-year contract period the Service Providers will be expected to supply items on the list of signage at prices quoted as per Annexure B, allowing for annual price escalations. Prices listing on Annexure is for quotation purposes only and to enable SANBI to see whether Service Providers can deliver on these required items. Service Providers will also be requested to quote for items not included on the list of signage (Annexure B) as and when required. Once Service Providers have been appointed, items will be ordered and purchased as needed from the Service Provider offering the cheapest quotation.

SANBI makes use of various types of signage, such as plant labels, storyboards, directional signage, plaques, etc. The various types of signage are printed on a variety of materials, suitable for the intended use of the signage (as stipulated in Annexures B and D).

2. MAIN OBJECTIVE OF THE SERVICE PROVIDER

The Service Providers will be required to print and supply a range of high-quality, long-lasting signage (see Annexure B) for SANBI for a period of five years. Signage may include items such as plant labels, storyboards, directional signage, posters, and other interpretive signage, using a variety of materials as listed in Annexures B and D. SANBI places numerous signage orders every weeks, with varying specifications and quantities and such orders are expected to be delivered upon within a reasonable time as stipulated in a contract to be entered into between SANBI and the successful Service Providers.

3. SIGNAGE REQUIREMENTS AND SPECIFICATIONS

Plant labels, storyboards, and miscellaneous signage in full colour and monochrome

- A variety of different types of signage is required, including plant labels, storyboards, posters, and miscellaneous signs of different sizes, printed on various materials.
- The different sizes and specific materials to be used for the required signage are listed in Annexure B and D. Service Providers are to indicate in Annexure B, their ability to deliver on these requirements.
- Materials, such as white and brushed silver Dibond and clear Polyester affixed to white

Dibond are required (specifications for Dibond given in Annexure D).

- Materials used should be of consistently high quality, e.g., Dibond ISO certified, Premium ALmg1 Aluminium alloy, optimised for 3D fabrication and outdoor use. Screen and Digital print ready. UV resistant black PE core for long-term durability in outdoor applications.
- Inks used on various products must be available in all colours, UV resistant and not easily scratched off.
- Printing to be a highest possible resolution.
- A protective layer must be applied to all labels and interpretation signage to ensure that the ink will not scratch off or fade when detergents or cleaning agents are applied.

Directional signs and maps

- Directional signs and maps may be printed on Dibond or Polyester (full colour or monochrome). Printing to be done by either screen printing or by using a digital printing process.
- Directional signs and maps may be printed on self-adhesive vinyl which must be applied to a metal plate backing, either Dibond or Chromadek supplied by the Service Provider or mild steel galvanised metal plate powder coated in a specified CMYK colour code as specified. Self-adhesive vinyl must be able to last in direct sunlight and powder coating used on metal plates must not fade in weather.
- Directional signs may be in the form of vinyl lettering, border graphic, arrows, icons, logos etc. applied to the metal backing board, either Dibond or Chromadek supplied by the Service Provider, or mild steel galvanised metal plate powder coated according to the specified CMYK colour code (see specifications in Annexure B and D).

Vinyl prints

- Vinyl prints to be printed digitally with solvent ink on 5–7-year vinyl.
- Quality of vinyl: Should be a high quality, 5–7-year vinyl; 100% UV resistant and acrylic adhesive (see specifications in attached Annexure Band D).

Printing of stickers and other materials for signage purposes

- Printing done on several substrates that includes 5–7-year Vinyl, Ultra-destructible Vinyl, Photoluminescent Vinyl, Polycarbonate materials, Polyester, ABS, Correx, Forex, PVC, Perspex, Acrylic, Aluminium, Banner material, Glass, Dibond, X-board and several other substrates (see specifications in attached Annexure B and D).

4. SERVICES REQUIRED

Service Providers will be expected to:

- a) Supply items in accordance with Annexure B and D, as per specifications within requested time frames, at the prices quoted, and
- b) Provide quotations, as per specifications within requested time frames, for items not included in Annexure B.
- c) Once appointed, the cheapest quotation will be chosen between Service Providers for placing orders.
- d) Appoint a contract manager who will be responsible for overseeing the management and implementation of the services and who will liaise with SANBI in respect of all matters relating to the services and ensure that a professional and courteous service is always delivered.
- e) Price signage competitively, add value for money and
- f) Include any discounts available at the time of the purchase.
- g) Produce signage from approved final print ready PDF files.
- h) Prepare and provide one set of proofs when requested, and when SANBI supplies editable PDFs or digital files where the contents may have been altered. Proofs to be submitted timeously to the SANBI staff member that placed the order before final printing.
- i) Ensure that signage ordered, is delivered to Kirstenbosch National Botanical Garden within the specified time as stipulated in the contract between SANBI and the Service Providers.
- j) Quotations provided for work needed must include delivery to Kirstenbosch and must be delivered to the following address:
 Plant Records Office, Kirstenbosch National Botanical Garden, Rhodes Drive, Newlands, Cape Town.
- k) Ensure that products are delivered without defects, without any scratches or visible cut lines, or without sharp edges and, if any defects are detected upon delivery, the Service Provider must undertake to replace them at no cost to SANBI within two weeks from the original delivery date.
- l) Carry out the services in accordance with the Terms and Conditions of the contract as agreed.
- m) Exercise skill, care, and diligence in the performance of the services in which regard the Service Provider undertakes to devote such time as may be reasonably necessary to enable it to meet its performance obligations.
- n) Make themselves available for discussion about any aspect of the services.
- o) Notify SANBI as soon as is reasonably possible after becoming aware of any circumstances

that may impact on the scope, cost, or timing of the services.

(p) Maintain, at its own cost, professional indemnity insurance to the satisfaction of SANBI.

5. MANDATORY REQUIREMENTS AND SUPPORTING DOCUMENTATION

Table 1

Checklist of mandatory documents required	Yes	No
1.1 A current copy of the Central Suppliers Database (CSD) registration report or registration number.		
1.2 Compulsory signed briefing sessions certificate of attendance.		
1.3 Duly completed and signed SCM Standard Bidding forms (SBD) SBD forms.		
1.4 Fee/cost structure to be submitted with the “ORIGINAL” tender document. Only as follows: <ul style="list-style-type: none"> • Detailed pricing breakdown indicating the price per item must be given, including delivery to Kirstenbosch National Botanical Garden, for the range of signage listed in Annexure B. Bidders are advised to give as much information as possible on their available stock. Information should include descriptions and any other information the bidder considers will enhance its submission. 		
1.5 A certified copy of Liability Insurance Cover for the company and the amount available per claim.		
1.7 A 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.		
1.8 A copy of the latest Audited Financial Statements together with a letter from the auditors confirming the solvency position of the bidder.		
1.9 Prospective Service Providers must provide full contact details and addresses of the business on a company letterhead, including at least three active contacts.		

1.10 Pre-qualification criteria for preferential procurement: Section 4(1) (a) A Tenderer having a stipulated minimum B-BBEE status level 2 contributor.		
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Failure to submit the above required documentation above will lead to disqualification.

Checklist of requirements for evaluation purposes (See Table 2)

<ul style="list-style-type: none"> Proposals must be presented as complete and as detailed as possible and must illustrate an understanding of the request (see table 2 criterion 1). 		
<ul style="list-style-type: none"> To illustrate human resources capacity, CV's must be submitted of key personnel proposed for this project with associated years of experience, qualifications and their role in the business operations (see table 2 criterion 2). 		
<ul style="list-style-type: none"> As part of past experience, provide details of current and past relevant signage work conducted for clients over the past 10 years including relevant reference letters with contact details (refer to Annexure C). Relevant reference letters must indicate what the project entailed and your role in it (see table 2 criterion 3). 		

6. 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 Evaluation (Issued 3 September 2010), this bid will be evaluated in one stage namely functionality. The functionality stage includes phases 1 and 2, which will be evaluated according to the criteria listed in the table 2 and table 3 below.

Phase 1

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

FUNCTIONALITY CRITERIA														
ID	CRITERIA	POINTS												
1	Technical merit of proposal <ul style="list-style-type: none"> • Level of detail provided • Completeness and presentation of the proposal • Illustration of the understanding of the request 	30 (10) (10) (10)												
2	CV's of at least the following relevant key personnel: <table border="1" data-bbox="312 875 1197 1182"> <thead> <tr> <th>Sub-Criteria</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>CV's of a contract manager, production manager and technician(s)</td> <td>10</td> </tr> <tr> <td>CV's of a contract manager, production manager, technician(s), accounts/admin manager and other relevant staff</td> <td>15</td> </tr> </tbody> </table> <p>CV's must indicate the following:</p> <ul style="list-style-type: none"> • Previous relevant work experience in the signage industry • Any relevant qualifications, training and certifications in the signage industry with proof included • Membership of relevant professional bodies with proof included <table border="1" data-bbox="312 1541 1197 1700"> <thead> <tr> <th>Sub-Criteria</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>Combined CV experience of less than 10 years</td> <td>10</td> </tr> <tr> <td>Combined CV experience of more than 10 years</td> <td>15</td> </tr> </tbody> </table>	Sub-Criteria	Points	CV's of a contract manager, production manager and technician(s)	10	CV's of a contract manager, production manager, technician(s), accounts/admin manager and other relevant staff	15	Sub-Criteria	Points	Combined CV experience of less than 10 years	10	Combined CV experience of more than 10 years	15	30 (15) (15)
Sub-Criteria	Points													
CV's of a contract manager, production manager and technician(s)	10													
CV's of a contract manager, production manager, technician(s), accounts/admin manager and other relevant staff	15													
Sub-Criteria	Points													
Combined CV experience of less than 10 years	10													
Combined CV experience of more than 10 years	15													

3	<p>Service Provider's Experience</p> <ul style="list-style-type: none">List of current or past relevant signage projects with telephonic references describing the type and value of works completed in the last 10 years <table><tr><th>Sub-Criteria</th><th>Points</th></tr><tr><td>Four relevant signage projects</td><td>10</td></tr><tr><td>Eight relevant signage projects</td><td>15</td></tr><tr><td>Twelve relevant signage projects</td><td>20</td></tr><tr><td>Sixteen or more relevant signage projects</td><td>25</td></tr></table> <ul style="list-style-type: none">Four or more reference letters with contact details regarding relevant signage work of similar type and specification completed in the last five years (refer to Annexure C) <table><tr><th>Sub-Criteria</th><th>Points</th></tr><tr><td>Two relevant reference letters</td><td>5</td></tr><tr><td>Three relevant reference letters</td><td>10</td></tr><tr><td>Four or more relevant reference letters</td><td>15</td></tr></table>	Sub-Criteria	Points	Four relevant signage projects	10	Eight relevant signage projects	15	Twelve relevant signage projects	20	Sixteen or more relevant signage projects	25	Sub-Criteria	Points	Two relevant reference letters	5	Three relevant reference letters	10	Four or more relevant reference letters	15	<p>40</p> <p>(25)</p> <p>(15)</p>
Sub-Criteria	Points																			
Four relevant signage projects	10																			
Eight relevant signage projects	15																			
Twelve relevant signage projects	20																			
Sixteen or more relevant signage projects	25																			
Sub-Criteria	Points																			
Two relevant reference letters	5																			
Three relevant reference letters	10																			
Four or more relevant reference letters	15																			
TOTAL		100																		

NB: Compliance with the minimum of **70 points** is required to be considered for the next evaluation phase.

Phase 2

A physical **site inspection** of the Service Provider's business premises will be conducted to confirm the Service Provider's ability to meet the requirements as listed in table 3 below failing which, will lead to disqualification.

Table 3

ID	SITE INSPECTION VERIFICATION CHECKLIST	YES	NO
1	Four samples of different types of signage must be presented during the site inspection of the premises as follows:		
	1.1 One A4 size Dibond sign: 3 mm thick, Dibond white with high resolution digital print, full colour, printed on one side only (Dibond to comply with specifications as set out in Annexure D)		
	1.2 One A5 Dibond sign: 3 mm thick, brushed silver with digital print, black ink, printed on one side only.		
	1.3 One A4 size sign: high resolution, full colour digital reverse print onto clear polyester (180 micron), printed on one side only, affixed to white 3 mm thick Dibond.		
	1.4 One A4 size long-life vinyl sticker, full colour printed on white, self-adhesive vinyl (high resolution digital print).		
2	<p>Approach to work</p> <p>The Service Provider must show and explain their approach to work methodology, materials in stock, equipment and machinery used in conducting the work.</p>		

7. OBLIGATIONS OF SANBI

- (a) In order to ensure a sufficient level of competition, especially in terms of quality, a minimum of three Service Providers will be identified for appointment and contracted to provide signage as specified in this document.
- (b) The contracts will be drawn up between SANBI and the Service Providers.
- (c) For items listed on Annexure B as well as for types of signage not listed on Annexure B, a quote will be obtained from the appointed Service Providers. SANBI will place orders for jobs which will be awarded to the Service Provider which provides the cheapest quotation.

- (d) Accountability and accounting will be the responsibility of the curator of the respective garden or the head of the cost center within SANBI that placed the order.
- (e) Invoices will be paid for only upon deliverables received, as agreed upon in the contract, by the respective cost center within SANBI for which the order was done.
- (f) Invoices must indicate the deliverables produced. No upfront payments will be made.
- (g) SANBI will pay for the satisfactory completion and delivery of signage within 30 days of the invoice received (addressed to the staff member who placed the order).
- (h) Provide the Service Providers with clear instructions to structure the quotation accurately with the required and specific signage specifications, sizes, and prices.
- (i) Provide the Service Provider with final edited and print-ready files in file formats as stated under section 4.
- (j) Give prompt written notice to an appointed Service Provider or Service Providers whenever any defects or deficiencies in the services delivered are detected.
- (k) Liaise with the Service Provider(s) for any and all remedies to signage goods required at the costs of the Service Provider(s)
- (l) After exercising quality assurance, distribute at SANBI's costs, all approved signage items to the various SANBI facilities.

8. INVITATION TO TENDER

Tenders are hereby invited for Service Providers to supply signage to the National Botanical and Zoological Gardens, and other divisions within the South African National Biodiversity Institute (SANBI), on contract for a period of 5 years.

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

SCM Director

The South African National Biodiversity Institute (SANBI)

Private Bag X101,

Silverton,

0184

9. COMPULSORY BRIEFING SESSION AND SITE VISIT

A compulsory site briefing session will be conducted at the time and date given as follows:

Date: 5 October 2022

Time: 11:00 am

Kirstenbosch National Botanical Garden, Old Mutual Conference Hall: Kirstenbosch National Botanical Garden, Rhodes Drive, Newlands, Cape Town.

Site visits will be conducted at the business operations premises of potential Service Providers at a date to be announced after the submissions have been received by SANBI.

10. STANDARDS OF MONITORING

The Service Providers will be subject to an annual critical review commencing 12 months from the date of commencement on the contract to be repeated every following year at the same time, to ensure that the service complies with the standards as set out above and in the contract.

In particular, the Service Provider will be assessed on:

- The quality and durability of products
- The condition of the delivered products (e.g., scratch-free and no cut lines visible on signs)
- The level of professionalism in regards the services rendered
- The efficiency of staff and production operations and
- The general speed of services

SANBI will inspect signage as it is delivered (or as required) to ensure that the specifications set down in this document are being adhered to. Should it be found that the specifications and/or quality standards of signage delivered, have not been met, such signage will be returned to the Service Provider for rectification or replacement at the cost of the Service Provider.

The inspections will include but not be limited to:

- Quality of signage and speed of service.
- Checking of specification and product range – see section 3 and Annexure B and D.

SANBI reserves the right to:

- (a) Verify any information supplied in the tender documents.
- (b) Not to appoint any Service Provider.
- (c) Cancel or withdraw the invitation to tender without attracting any penalties or liabilities.
- (d) Disqualify a tender or cancel any subsequent contracts should it be found that an omission of disclosure of information have occurred, information provided was factually inaccurate or where fraudulent misrepresentation(s) of facts may have occurred.

11. PROPOSAL SUBMISSIONS

This is a two-envelope tender process. Service Providers are to submit one (1) pack of original printed proposals, marked “ORIGINAL” in a separate envelope and one (1) document pack, marked “COPY” in a second envelope on a memory stick (pdf version only).

NB: Financial and pricing details must only be included in the pack marked “ORIGINAL”. Failure to submit in the prescribed below manner WILL lead to the bid being disqualified:

- 1 (one) pack of original documents **with** pricing included and
- 1 (one) copy of the document pack **without any** pricing data on a **memory stick (pdf version only)**

Financial or pricing details should **ONLY** be included in the printed document pack marked ‘**ORIGINAL**’, and not in the PDF file(s) of the copy document(s) on the memory stick.

Tenders can be submitted in the tender box located in the reception area of the Biodiversity Centre Building at the Pretoria National Botanical Garden, 2 Cussonia Avenue, Brummeria, Pretoria, during office hours before the closing date and time. Normal office hours are from 08:00 to 16:00 daily. Accept that proof of posting shall not be accepted as proof of delivery.

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

The closing date for submission of responses is 21 October 2022 at 11:00.

Requests for further information:

Requests for more information on the technical aspects of this tender must be directed to: Mrs Linette Ferreira at e-mail L.Ferreira@sanbi.org.za and Mrs Alice Notten at e-mail A.Notten@sanbi.org.za



For more information on the Supply Chain Management section requirements, contact:

sanbi.tenders@sanbi.org.za

12. CONTRACT PERIOD

A minimum of three Service Providers will be appointed. The Service Providers will be offered a 5-year contract. The contractual appointment period will be as stipulated in the contract.

13. VARIATION IN SCOPE OF SERVICES

Any variation in the scope of services, whether proposed by SANBI or by a Service Provider, shall only come into effect if mutually agreed upon in writing by both parties and the remuneration payable in terms of the contract in respect of such varying services will be adjusted commensurately

14. GENERAL SAFETY, HEALTH AND ENVIRONMENTAL (SHE) REQUIREMENTS

All Service Providers entering a contract with SANBI shall, as a minimum, comply with the following requirements:

- The Occupational Health & Safety Act (OHSA) (Act 85 of 1993) and its Regulations.
- The Compensation for Occupational Injuries & Diseases Act (Act 130 of 1996).
- The National Environmental Management Act (Act No. 107 of 1998).
- The National Environmental Management: Waste Act (Act 59 of 2008).
- The South African National Biodiversity Institute Health and Safety specification and relevant policies.
- COVID-19 regulations and guidelines as published by the National Department of Health.
- Where applicable, the Service Provider's staff may be expected to attend induction training before commencing any work so that they become familiar with the part of the garden they are stationed in and the evacuation procedures.

15. TENDER DOCUMENTATION

Tender documents can be downloaded from the SANBI website: www.sanbi.org

ANNEXURE A

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

- 2.1. 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.
- 2.2. 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.
- 2.3. 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.
- 2.4. 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:

- 3.1. 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)
- 3.2. 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).
- 3.3. To accept part of a tender rather than the whole tender.
- 3.4. 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.
- 3.5. 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.

- 3.6. 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.
- 3.7. 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:

- 4.1. 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

- 5.1. 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

- 6.1. 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.
- 6.2. 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 SANBI: G433/2022 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

Size, materials or medium, and printing processes required for labels, storyboards, and signs

Dibond full colour and one colour

Dimensions	Material/Medium and grade	Name/Purpose of signage	Printing process	Expected Standard	Price per unit
100 x 150 mm	Dibond brushed silver, 3 mm thick	Large plant label, interprelabels & tree labels COLOUR	Digital printing, one colour/two colour, one side	Dibond ISO certified, UV resistant black PE core, UV resistant inks, no peeling or flaking of ink, supplied without scratch or blemish	
100 x 150 mm	Dibond white, 3 mm thick	Large plant label, interprelabels & tree labels	high resolution digital printing, full colour, one side	Dibond ISO certified, UV resistant black PE core, UV resistant inks, no peeling or flaking of ink, supplied without scratch or blemish	
100 x 160 mm	Dibond brushed silver, 3 mm thick	interpre-label & misc signage	Digital printing, one colour/two colour, one side	Dibond ISO certified, UV resistant black PE core, UV resistant inks, no peeling or flaking of ink, supplied without scratch or blemish	
100 x 160 mm	Dibond white, 3 mm thick	interpre-label & misc signage COLOUR	high resolution digital printing, full colour, one side	Dibond ISO certified, UV resistant black PE core, UV resistant inks, no peeling or flaking of ink, supplied without scratch or	

Dimensions	Material/Medium and grade	Name/Purpose of signage	Printing process	Expected Standard	Price per unit
				blemish	
100 x 170 mm	Dibond brushed silver, 3 mm thick	interpre-label (garden of weeds)	Digital printing, one colour/two colour, one side	Dibond ISO certified, UV resistant black PE core, UV resistant inks, no peeling or flaking of ink, supplied without scratch or blemish	
100 x 170 mm	Dibond white, 3 mm thick	interpre-label (garden of weeds) COLOUR	high resolution digital printing, full colour, one side	Dibond ISO certified, UV resistant black PE core, UV resistant inks, no peeling or flaking of ink, supplied without scratch or blemish	
100 x 250 mm	Dibond white, 3 mm thick	Mini banner signs COLOUR	high resolution digital printing, full colour, one side	Dibond ISO certified, UV resistant black PE core, UV resistant inks, no peeling or flaking of ink, supplied without scratch or blemish	
110 x 110 mm	Dibond brushed silver, 3 mm thick	misc. signage, e.g., no entry, no dogs.	Digital printing, one colour/two colour, one side	Dibond ISO certified, UV resistant black PE core, UV resistant inks, no peeling or flaking of ink, supplied without scratch or blemish	
110 x 110 mm	Dibond white, 3 mm thick	misc. signage, e.g., no entry, no dogs. COLOUR	high resolution digital printing, full colour, one side	Dibond ISO certified, UV resistant black PE core, UV resistant inks, no peeling or flaking of ink, supplied without scratch or	

Dimensions	Material/Medium and grade	Name/Purpose of signage	Printing process	Expected Standard	Price per unit
				blemish	
150 x 150 mm	Dibond brushed silver, 3 mm thick	misc. signage, e.g., toilet door signs	Digital printing, one colour/two colour, one side	Dibond ISO certified, UV resistant black PE core, UV resistant inks, no peeling or flaking of ink, supplied without scratch or blemish	
150 x 150 mm	Dibond white, 3 mm thick	misc. signage, e.g., toilet door signs COLOUR	high resolution digital printing, full colour, one side	Dibond ISO certified, UV resistant black PE core, UV resistant inks, no peeling or flaking of ink, supplied without scratch or blemish	
150 x 200 mm	Dibond brushed silver, 3 mm thick	misc. signage	Digital printing, one colour/two colour, one side	Dibond ISO certified, UV resistant black PE core, UV resistant inks, no peeling or flaking of ink, supplied without scratch or blemish	
150 x 200 mm	Dibond white, 3 mm thick	Misc. signage COLOUR	high resolution digital printing, full colour, one side	Dibond ISO certified, UV resistant black PE core, UV resistant inks, no peeling or flaking of ink, supplied without scratch or blemish	
210 x 496 mm	Dibond white, 3 mm thick	Conservatory seasonal storyboard	high resolution digital printing, full colour, one side	Dibond ISO certified, UV resistant black PE core, UV resistant inks, no peeling or flaking of ink, supplied without scratch or	

Dimensions	Material/Medium and grade	Name/Purpose of signage	Printing process	Expected Standard	Price per unit
				blemish	
260 x 620 mm	Dibond white, 3 mm thick	conservatory corner house storyboard	high resolution digital printing, full colour, one side	Dibond ISO certified, UV resistant black PE core, UV resistant inks, no peeling or flaking of ink, supplied without scratch or blemish	
260 x 670 mm	Dibond white, 3 mm thick	conservatory main house storyboard	high resolution digital printing, full colour, one side	Dibond ISO certified, UV resistant black PE core, UV resistant inks, no peeling or flaking of ink, supplied without scratch or blemish	
790 x 310 mm	Dibond white, 3 mm thick	Kirstenbosch Conservatory XL new	high resolution digital printing, full colour, one side	Dibond ISO certified, UV resistant black PE core, UV resistant inks, no peeling or flaking of ink, supplied without scratch or blemish	
297 x 594 mm	Dibond brushed silver, 3 mm thick	Kirstenbosch 3-language storyboard	Digital printing, one colour/two colour, one side	Dibond ISO certified, UV resistant black PE core, UV resistant inks, no peeling or flaking of ink, supplied without scratch or blemish	
297 x 594 mm	Dibond white, 3 mm thick	Kirstenbosch 3-language storyboard	high resolution digital printing, full colour, one side	Dibond ISO certified, UV resistant black PE core, UV resistant inks, no peeling or flaking of ink, supplied without scratch or	

Dimensions	Material/Medium and grade	Name/Purpose of signage	Printing process	Expected Standard	Price per unit
				blemish	
30 x 160 mm	Dibond brushed silver, 3 mm thick	In/Out signs	Digital printing, one colour/two colour, one side	Dibond ISO certified, UV resistant black PE core, UV resistant inks, no peeling or flaking of ink, supplied without scratch or blemish	
30 x 197 mm	Dibond brushed silver, 3 mm thick	door labels	Digital printing, one colour/two colour, one side	Dibond ISO certified, UV resistant black PE core, UV resistant inks, no peeling or flaking of ink, supplied without scratch or blemish	
30 x 30 mm	Dibond brushed silver, 3 mm thick	locker numbers	Digital printing, one colour/two colour, one side	Dibond ISO certified, UV resistant black PE core, UV resistant inks, no peeling or flaking of ink, supplied without scratch or blemish	
320 x 644 mm	Dibond white, 3 mm thick	Kirstenbosch 3-language XL storyboard (to cover plate)	high resolution digital printing, full colour, one side	Dibond ISO certified, UV resistant black PE core, UV resistant inks, no peeling or flaking of ink, supplied without scratch or blemish	
345 x 480 mm	Dibond white, 3 mm thick	Kirstenbosch garden map	high resolution digital printing, full colour, one side	Dibond ISO certified, UV resistant black PE core, UV resistant inks, no peeling or flaking of ink, supplied without scratch or	

Dimensions	Material/Medium and grade	Name/Purpose of signage	Printing process	Expected Standard	Price per unit
				blemish	
374 x 520 mm	Dibond white, 3 mm thick	Kirstenbosch garden map XL to cover plate	high resolution digital printing, full colour, one side	Dibond ISO certified, UV resistant black PE core, UV resistant inks, no peeling or flaking of ink, supplied without scratch or blemish	
350 x 495 mm	Dibond white, 3 mm thick	DinoExpo storyboards (to cover temp stands)	high resolution digital printing, full colour, one side	Dibond ISO certified, UV resistant black PE core, UV resistant inks, no peeling or flaking of ink, supplied without scratch or blemish	
45 x 110 mm	Dibond brushed silver, 3 mm thick	bench plaque	Digital printing, one colour/two colour, one side	Dibond ISO certified, UV resistant black PE core, UV resistant inks, no peeling or flaking of ink, supplied without scratch or blemish	
45 x 94 mm	Dibond brushed silver, 3 mm thick	small plant label	Digital printing, one colour/two colour, one side	Dibond ISO certified, UV resistant black PE core, UV resistant inks, no peeling or flaking of ink, supplied without scratch or blemish	
45 x 94 mm	Dibond white, 3 mm thick	small plant label COLOUR	high resolution digital printing, full colour, one side	Dibond ISO certified, UV resistant black PE core, UV resistant inks, no peeling or flaking of ink, supplied without scratch or	

Dimensions	Material/Medium and grade	Name/Purpose of signage	Printing process	Expected Standard	Price per unit
				blemish	
35 x 90 mm	Dibond brushed silver, 3 mm thick	Small plant label WSNBG	Digital printing, one colour/two colour, one side	Dibond ISO certified, UV resistant black PE core, UV resistant inks, no peeling or flaking of ink, supplied without scratch or blemish	
50 x 90 mm	Dibond brushed silver, 3 mm thick	bench plaque	Digital printing, one colour/two colour, one side	Dibond ISO certified, UV resistant black PE core, UV resistant inks, no peeling or flaking of ink, supplied without scratch or blemish	
550 x 390 mm	Dibond white plate 1 mm thick	Old Mutual stands	high resolution digital printing, full colour, one side	Dibond ISO certified, UV resistant black PE core, UV resistant inks, no peeling or flaking of ink, supplied without scratch or blemish	
75 x 100mm	Dibond brushed silver, 3 mm thick	medium plant label & bed section code labels	Digital printing, one colour/two colour, one side	Dibond ISO certified, UV resistant black PE core, UV resistant inks, no peeling or flaking of ink, supplied without scratch or blemish	
75 x 100mm	Dibond white, 3 mm thick	medium plant label, bed section code labels COLOUR	high resolution digital printing, full colour, one side	Dibond ISO certified, UV resistant black PE core, UV resistant inks, no peeling or flaking of ink, supplied without scratch or	

Dimensions	Material/Medium and grade	Name/Purpose of signage	Printing process	Expected Standard	Price per unit
				blemish	
90 x 200 mm	Dibond brushed silver, 3 mm thick	Tree label with map	Digital printing, one colour/two colour, one side	Dibond ISO certified, UV resistant black PE core, UV resistant inks, no peeling or flaking of ink, supplied without scratch or blemish	
90 x 200 mm	Dibond white, 3 mm thick	Tree label with map COLOUR	high resolution digital printing, full colour, one side	Dibond ISO certified, UV resistant black PE core, UV resistant inks, no peeling or flaking of ink, supplied without scratch or blemish	
A3 (297 x 420 mm)	Dibond brushed silver, 3 mm thick	A3 storyboard	Digital printing, one colour/two colour, one side	Dibond ISO certified, UV resistant black PE core, UV resistant inks, no peeling or flaking of ink, supplied without scratch or blemish	
A3 (297 x 420 mm)	Dibond white, 3 mm thick	A3 storyboard	high resolution digital printing, full colour, one side	Dibond ISO certified, UV resistant black PE core, UV resistant inks, no peeling or flaking of ink, supplied without scratch or blemish	
A4 (210 x 297 mm)	Dibond brushed silver, 3 mm thick	A4 miscellaneous signage	Digital printing, one colour/two colour, one side	Dibond ISO certified, UV resistant black PE core, UV resistant inks, no peeling or flaking of ink, supplied without scratch or	

Dimensions	Material/Medium and grade	Name/Purpose of signage	Printing process	Expected Standard	Price per unit
				blemish	
A4 (210 x 297 mm)	Dibond white, 3 mm thick	A4 miscellaneous signage	high resolution digital printing, full colour, one side	Dibond ISO certified, UV resistant black PE core, UV resistant inks, no peeling or flaking of ink, supplied without scratch or blemish	
A5 (148 x 210 mm)	Dibond brushed silver, 3 mm thick	A5 miscellaneous signage	Digital printing, one colour/two colour, one side	Dibond ISO certified, UV resistant black PE core, UV resistant inks, no peeling or flaking of ink, supplied without scratch or blemish	
A5 (148 x 210 mm)	Dibond white, 3 mm thick	A5 miscellaneous signage	high resolution digital printing, full colour, one side	Dibond ISO certified, UV resistant black PE core, UV resistant inks, no peeling or flaking of ink, supplied without scratch or blemish	
A0 (1189 x 841 mm)	Dibond white, 3 mm thick	A0 miscellaneous signage: Biodiversity boards (KZN)	high resolution digital printing, full colour, one side	Dibond ISO certified, UV resistant black PE core, UV resistant inks, no peeling or flaking of ink, supplied without scratch or blemish	
A1 (841 x 594 mm)	Dibond white, 3 mm thick	A1 miscellaneous signage: Illustrated maps	high resolution digital printing, full colour, one side	Dibond ISO certified, UV resistant black PE core, UV resistant inks, no peeling or flaking of ink, supplied without scratch or	

Dimensions	Material/Medium and grade	Name/Purpose of signage	Printing process	Expected Standard	Price per unit
				blemish	
A2 (594 x 420 mm)	Dibond white, 3 mm thick	A2 miscellaneous signage: awareness boards	high resolution digital printing, full colour, one side	Dibond ISO certified, UV resistant black PE core, UV resistant inks, no peeling or flaking of ink, supplied without scratch or blemish	
1010 x 755 mm	Dibond white, 3 mm thick	Hantam frame	high resolution digital printing, full colour, one side	Dibond ISO certified, UV resistant black PE core, UV resistant inks, no peeling or flaking of ink, supplied without scratch or blemish	
550 x 750 mm	Dibond white, 3 mm thick	Hantam frame	high resolution digital printing, full colour, one side	Dibond ISO certified, UV resistant black PE core, UV resistant inks, no peeling or flaking of ink, supplied without scratch or blemish	
1050 x 755 mm	Dibond white, 3 mm thick	Hantam frame	high resolution digital printing, full colour, one side	Dibond ISO certified, UV resistant black PE core, UV resistant inks, no peeling or flaking of ink, supplied without scratch or blemish	
760 x 610 mm	Dibond white, 3 mm thick	Hantam frame	high resolution digital printing, full colour, one side	Dibond ISO certified, UV resistant black PE core, UV resistant inks, no peeling or flaking of ink, supplied without scratch or	

Dimensions	Material/Medium and grade	Name/Purpose of signage	Printing process	Expected Standard	Price per unit
				blemish	
840 x 1190 mm	Dibond white, 3 mm thick	Hantam frame	high resolution digital printing, full colour, one side	Dibond ISO certified, UV resistant black PE core, UV resistant inks, no peeling or flaking of ink, supplied without scratch or blemish	
1200 x 850 mm	Dibond white, 3 mm thick	Hantam frame	high resolution digital printing, full colour, one side	Dibond ISO certified, UV resistant black PE core, UV resistant inks, no peeling or flaking of ink, supplied without scratch or blemish	
277 x 400 mm	Dibond brushed silver, 3 mm thick	WSNGB Geological Garden story board	Digital printing, one colour/two colour, one side	Dibond ISO certified, UV resistant black PE core, UV resistant inks, no peeling or flaking of ink, supplied without scratch or blemish	
1030 x 860 mm	Dibond brushed silver, 3 mm thick	WSNGB Geological Garden intro board	Digital printing, one colour/two colour, one side	Dibond ISO certified, UV resistant black PE core, UV resistant inks, no peeling or flaking of ink, supplied without scratch or blemish	
130 x 500 mm	Dibond brushed silver, 3 mm thick	WSNGB directional sign text plates	Digital printing, one colour/two colour, one side	Dibond ISO certified, UV resistant black PE core, UV resistant inks, no peeling or flaking of ink, supplied without scratch or	

Dimensions	Material/Medium and grade	Name/Purpose of signage	Printing process	Expected Standard	Price per unit
				blemish	
200 x 420 mm	Dibond brushed silver, 3 mm thick	WSNGB permanent caution sign	Digital printing, one colour/two colour, one side	Dibond ISO certified, UV resistant black PE core, UV resistant inks, no peeling or flaking of ink, supplied without scratch or blemish	
260 x 380 mm	Dibond brushed silver, 3 mm thick	WSNGB place name signs	Digital printing, one colour/two colour, one side	Dibond ISO certified, UV resistant black PE core, UV resistant inks, no peeling or flaking of ink, supplied without scratch or blemish	
210 x 600 mm	Dibond white, 3 mm thick	WSNGB interpretation storyboard	high resolution digital printing, full colour, one side	Dibond ISO certified, UV resistant black PE core, UV resistant inks, no peeling or flaking of ink, supplied without scratch or blemish	
125 x 380 mm	Dibond white, 3 mm thick	WSNGB disclaimer board /sponsors board	high resolution digital printing, full colour, one side	Dibond ISO certified, UV resistant black PE core, UV resistant inks, no peeling or flaking of ink, supplied without scratch or blemish	

Polyester reverse prints mounted on Dibond

Dimensions	Material/Medium and grade	Name/Purpose of signage	Printing process	Expected Standard	Price per unit
790 x 310 mm	Polyester Clear 180 micron, mounted on Dibond white, 3 mm thick	Kirstenbosch Conservatory XL new	high resolution, full colour digital reverse print onto polyester, one side, polyester affixed to white dibond, cut to size	Polyester clear 180 micron, UV resistant, Dibond ISO certified, polyester securely affixed (glued/laminated) to white dibond backing board, supplied without scratch or blemish	
320 x 644 mm	Polyester Clear 180 micron, mounted on Dibond white, 3 mm thick	Kirstenbosch 3-language XL storyboard (to cover plate)	high resolution, full colour digital reverse print onto polyester, one side, polyester affixed to white Dibond, cut to size	Polyester clear 180 micron, UV resistant, Dibond ISO certified, polyester securely affixed (glued/laminated) to white Dibond backing board, supplied without scratch or blemish	
297 x 594 mm	Polyester Clear 180 micron, mounted on Dibond white, 3 mm thick	Kirstenbosch 3-language storyboard	high resolution, full colour digital reverse print onto polyester, one side, polyester affixed to white Dibond, cut to size	Polyester clear 180 micron, UV resistant, Dibond ISO certified, polyester securely affixed (glued/laminated) to white Dibond backing board, supplied without scratch or blemish	
374 x 520 mm	Polyester Clear 180 micron, mounted on Dibond white, 3 mm thick	Kirstenbosch garden map XL to cover plate	high resolution, full colour digital reverse print onto polyester, one side, polyester affixed to white	Polyester clear 180 micron, UV resistant, Dibond ISO certified, polyester securely affixed (glued/laminated) to white Dibond backing board, supplied without scratch	

Dimensions	Material/Medium and grade	Name/Purpose of signage	Printing process	Expected Standard	Price per unit
			Dibond, cut to size	or blemish	
345 x 480 mm	Polyester Clear 180 micron, mounted on Dibond white, 3 mm thick	Kirstenbosch garden map	high resolution, full colour digital reverse print onto polyester, one side, polyester affixed to white Dibond, cut to size	Polyester clear 180 micron, UV resistant, Dibond ISO certified, polyester securely affixed (glued/laminated) to white Dibond backing board, supplied without scratch or blemish	
350 x 495 mm	Polyester Clear 180 micron, mounted on Dibond white, 3 mm thick	DinoExpo storyboards (to cover temp stands)	high resolution, full colour digital reverse print onto polyester, one side, polyester affixed to white Dibond, cut to size	Polyester clear 180 micron, UV resistant, Dibond ISO certified, polyester securely affixed (glued/laminated) to white dibond backing board, supplied without scratch or blemish	
210 x 600 mm	Polyester Clear 180 micron, mounted on Dibond white, 3 mm thick	WSNGB interpretation story board for high exposure	High resolution, full colour digital reverse print onto polyester, one side. Polyester affixed to white Dibond, cut to size.	Polyester clear 180 micron, UV resistant, dibond ISO certified, polyester securely affixed (glued/laminated) to white Dibond backing board, supplied without scratch or blemish	
210 x 500mm	Polyester Clear 180 micron, mounted on Dibond white, 3 mm thick	KDNBG 1 language storyboard	High resolution, full colour digital reverse print onto polyester, one side, polyester affixed to white	Polyester clear 180 micron, UV resistant, Dibond ISO certified, polyester securely affixed (glued/laminated) to white Dibond backing board, supplied without scratch	

Dimensions	Material/Medium and grade	Name/Purpose of signage	Printing process	Expected Standard	Price per unit
			Dibond, cut to size	or blemish	
100 x 150mm	Polyester Clear 180 micron, mounted on Dibond white, 3 mm thick	Large plant label, interprelabels & tree labels	High resolution, full colour digital reverse print onto polyester, one side, polyester affixed to white Dibond, cut to size	Polyester clear 180 micron, UV resistant, Dibond ISO certified, polyester securely affixed (glued/laminated) to white Dibond backing board, supplied without scratch or blemish	
75 x 100mm	Polyester Clear 180 micron, mounted on Dibond white, 3 mm thick	Medium plant label	High resolution, full colour digital reverse print onto polyester, one side, polyester affixed to white Dibond, cut to size	Polyester clear 180 micron, UV resistant, Dibond ISO certified, polyester securely affixed (glued/laminated) to white Dibond backing board, supplied without scratch or blemish	
300 x 300mm	Polyester reverse prints mounted on dibond	KDNBG Photo blocks for gate	High resolution, full colour digital reverse print onto polyester, one side, polyester affixed to white Dibond, cut to size	Polyester clear 180 micron, UV resistant, Dibond ISO certified, polyester securely affixed (glued/laminated) to white Dibond backing board, supplied without scratch or blemish	
1180 x 1400	Polyester Clear 180 micron, mounted on Dibond white, 3 mm thick	KDNBG Orientation and biodiversity signage	High resolution, full colour digital reverse print onto polyester, one side, polyester affixed to white	Polyester clear 180 micron, UV resistant, Dibond ISO certified, polyester securely affixed (glued/laminated) to white Dibond backing board, supplied without scratch	

Dimensions	Material/Medium and grade	Name/Purpose of signage	Printing process	Expected Standard	Price per unit
			Dibond, cut to size	or blemish	
600 x 1020mm	Polyester Clear 180 micron, mounted on Dibond white, 3 mm thick	KDNBG Plant sales signage	High resolution, full colour digital reverse print onto polyester, one side, polyester affixed to white Dibond, cut to size	Polyester clear 180 micron, UV resistant, Dibond ISO certified, polyester securely affixed (glued/laminated) to white Dibond backing board, supplied without scratch or blemish	

Correx

Dimensions	Material/Medium	Purpose/name	Printing	Expected Standard	Price per unit
A0 (1189 x 841 mm)	Forex, white, 2mm thick	A0 poster	high resolution digital printing, full colour, one side	high resolution, photo quality print	
A1 (841 x 594 mm)	Forex, white, 2mm thick	A1 poster	high resolution digital printing, full colour, one side	high resolution, photo quality print	
A2 (594 x 420 mm)	Forex, white, 2mm thick	A2 Poster	high resolution digital printing, full colour, one side	high resolution, photo quality print	
A3	Forex, white, 2mm thick	A3 storyboard	high resolution digital printing, full colour, one side	high resolution, photo quality print	
A4	Forex, white, 2mm thick	A4 storyboard	high resolution digital printing, full colour, one side	high resolution, photo quality print	
528 x 628 mm	Forex, white, 2mm thick	Conservatory floorplan	high resolution digital printing, full colour, one side	high resolution, photo quality print	
810 x 550 mm	Forex, white, 2mm thick	Conservatory Poster	high resolution digital printing, full colour, one side	high resolution, photo quality print	
790 x 310 mm	Forex, white, 2mm thick	Kirstenbosch Conservatory XL new	high resolution digital printing, full colour, one side	high resolution, photo quality print	
210 x 496 mm	Forex, white, 2mm thick	Conservatory storyboard	high resolution digital printing, full colour, one side	high resolution, photo quality print	
1300 x 900	Forex, white, 2mm thick	Hantam Poster	high resolution digital printing,	high resolution, photo quality	

Dimensions	Material/Medium	Purpose/name	Printing	Expected Standard	Price per unit
mm		reception area	full colour, one side	print	
800 x 900 mm	Forex, white, 2mm thick	Hantam Poster reception area	high resolution digital printing, full colour, one side	high resolution, photo quality print	
900 x 1200 mm	Forex, white, 2mm thick	Hantam Poster reception area	high resolution digital printing, full colour, one side	high resolution, photo quality print	
835 x 580 mm	Forex, white, 2mm thick	My Guide poster on easel	high resolution digital printing, full colour, one side	high resolution, photo quality print	
600 x 600 mm	Forex, white, 2mm thick	WSNGB estate gate signs	high resolution digital printing, full colour, one side	No peeling or flaking of ink, supplied without scratch or blemish	
800 x 800 mm	Forex, white, 2mm thick	WSNGB Featherbrook entrance board	high resolution digital printing, full colour, one side	No peeling or flaking of ink, supplied without scratch or blemish	
1140 x 1510 mm	Forex, white, 2mm thick	WSNGB garden map	high resolution digital printing, full colour, one side	No peeling or flaking of ink, supplied without scratch or blemish	
1395 x 2465 mm	Forex, white, 2mm thick	WSNGB main entrance board	high resolution digital printing, full colour, one side	No peeling or flaking of ink, supplied without scratch or blemish	
210 x 600 mm	Forex, white, 2mm thick	WSNGB temporary	high resolution digital printing, full colour, one side	No peeling or flaking of ink, supplied without scratch or	



Dimensions	Material/Medium	Purpose/name	Printing	Expected Standard	Price per unit
		storyboard		blemish	

Correx

Dimensions	Material/Medium	Purpose/name	Printing	Expected Standard	Price per unit
2500 x 800 mm	correx board, 2 mm thick	Kirstenbosch road advert-signs	vinyl cut lettering applied both sides	supplied as per artwork, sign not folded, eyelets not required	
2500 x 800 mm	SUPPLIED correx board, 2 mm thick	Kirstenbosch road advert-signs BOARD SUPPLIED BY KIRSTENBOSCH	vinyl cut lettering applied both sides	supplied as per artwork, sign not folded, eyelets not required	
850 x 2300 mm	Correx board, 2mm thick	Hantam landscape photo	high resolution digital printing, full colour, one side	high resolution, photo quality print	
850 x 2300 mm	Correx board, 2mm thick	Hantam landscape photo	high resolution digital printing, full colour, one side	high resolution, photo quality print	
800 x 2300 mm	Correx board, 2mm thick	Hantam landscape photo	high resolution digital printing, full colour, one side	high resolution, photo quality print	
2000 x 800 mm	Correx board, 2mm thick	Hantam banner	high resolution digital printing, full colour, one side	high resolution, photo quality print	

Vinyl signs, maps, pictograms, logos, and lettering etc.

Dimensions	Material/Medium	Purpose/name	Printing/instructions	Expected Standard	Price per unit
250 x 412 mm	long life, self-adhesive vinyl, white	NBG SANBI vehicle stickers	high resolution digital printing, one colour, one side	weather resistant, UV resistant, non-shrinking, non-cracking outside in sunlight for reasonable period	
123 x 412 mm	long life, self-adhesive vinyl, white	SANBI vehicle stickers	high resolution digital printing, full colour, one side	weather resistant, UV resistant, non-shrinking, non-cracking outside in sunlight for reasonable period	
297 x 594 mm	long life, self-adhesive vinyl, white	Kirstenbosch estate maps	high resolution digital printing, full colour, one side	weather resistant, UV resistant, non-shrinking, non-cracking outside in sunlight for reasonable period	
345 x 480 mm	long life, self-adhesive vinyl, white	Kirstenbosch garden map	high resolution digital printing, full colour, one side	weather resistant, UV resistant, non-shrinking, non-cracking outside in	

Dimensions	Material/Medium	Purpose/name	Printing/instructions	Expected Standard	Price per unit
				sunlight for reasonable period	
95 x 95 mm	long life, self-adhesive vinyl, white	Pictogram regulatory icons for directional signage	vinyl cut pictogram applied to supplied plate as per artwork	weather resistant, UV resistant, non-shrinking, non-cracking outside in sunlight for reasonable period	
75 x 75 mm	long life, self-adhesive vinyl, white	Pictogram icons (Do's and Don'ts)	high resolution digital printing, two colours, one side	weather resistant, UV resistant, non-shrinking, non-cracking outside in sunlight for reasonable period	
110 x 110 mm	long life, self-adhesive vinyl, white	Misc. signage, e.g., no entry, no dogs.	high resolution digital printing, two colours, one side	weather resistant, UV resistant, non-shrinking, non-cracking outside in sunlight for reasonable period	
150 x 150 mm	long life, self-adhesive vinyl, white	MTB route and misc. signage, e.g., toilet door signs	high resolution digital printing, two colours, one side	weather resistant, UV resistant, non-shrinking, non-cracking outside in sunlight for reasonable	

Dimensions	Material/Medium	Purpose/name	Printing/instructions	Expected Standard	Price per unit
				period	
300 x 130 mm	long life, self-adhesive vinyl, white	Recycling bin stickers	high resolution digital printing, one colour, one side	weather resistant, UV resistant, non-shrinking, non-cracking outside in sunlight for reasonable period	
590 x 1180 mm	long life, self-adhesive vinyl, white	Ticket Office window advert poster	high resolution digital printing, two colours, one side	weather resistant, UV resistant, non-shrinking, non-cracking outside in sunlight for reasonable period	
30 mm high	long life, self-adhesive vinyl, white	Lettering for directional signage	vinyl cut lettering applied to supplied plate as per artwork	weather resistant, UV resistant, non-shrinking, non-cracking outside in sunlight for reasonable period	
26 mm high	long life, self-adhesive vinyl, white	lettering for place name signs	vinyl cut lettering applied to supplied plate as per artwork	weather resistant, UV resistant, non-shrinking, non-cracking outside in sunlight for reasonable	

Dimensions	Material/Medium	Purpose/name	Printing/instructions	Expected Standard	Price per unit
				period	
6 mm wide x 670 x 260 mm	long life, self-adhesive vinyl, white	Border for place name signs	vinyl cut border graphic applied to supplied plate as per artwork	weather resistant, UV resistant, non-shrinking, non-cracking outside in sunlight for reasonable period	

PVC Banners

Dimensions	Material/Medium	Purpose/name	Printing/instructions	Expected Standard	Price per unit
1000 x 3000 mm	370 gsm PVC, white, with eyelets every 500 mm, supplied with ski-rope ties	WSNBG large advertising banner for entrance fence	High resolution digital printing, full colour, one side	UV resistant vinyl, UV resistant inks, supplied without scratch or blemish	
250 x 1200 mm	450 gsm vinyl, white, with eyelets every 500 mm	WSNBG visitors center theme banner	High resolution digital printing, full colour, one side	UV resistant vinyl, UV resistant inks, supplied without scratch or blemish	
500 x 1200 mm	450 gsm vinyl, white, with eyelets every 500 mm	WSNBG general banner without rope	High resolution digital printing, full colour, one side	UV resistant vinyl, UV resistant inks, supplied without scratch or blemish	

Dimensions	Material/Medium	Purpose/name	Printing/instructions	Expected Standard	Price per unit
500 x 1200 mm	450 gsm vinyl, white, eyelets in each corner, supplied with ski-rope ties	WSN BG general banner with rope	High resolution digital printing, full colour, one side	UV resistant vinyl, UV resistant inks, supplied without scratch or blemish	

Label pegs

Dimensions	Material/Medium	Purpose/name	Printing	Finishing	Price per UNIT
450 mm peg	galvanised steel	Large label peg for 100 x 150 mm labels	N/A	galvanised steel as per supplied sample	
450 mm peg	Aluminium rod, 5 mm diameter, top 25 mm flattened and bent at 30-degree angle and drilled with hole to take rivet. Painted black.	WSN BG display label peg for large and medium plant labels	N/A	Painted aluminium, as per supplied sample	
350 mm peg	Aluminium rod, 5 mm diameter, top 25 mm	WSN BG display label peg for small labels.	N/A	Painted aluminium, as per supplied sample	

Dimensions	Material/Medium	Purpose/name	Printing	Finishing	Price per UNIT
	flattened and bent at 30-degree angle and drilled with hole to take rivet. Painted black.				

ANNEXURE C

REFERENCES & CURRENT CLIENTS

Please provide details of the five references as follows:

Client reference 1:

Name of client/company:

Contact person:

Telephone numbers:

Length of contract/trading period:

Client reference 2:

Name of client/company:

Contact person:

Telephone numbers:

Length of contract/trading period:

Client reference 3:

Name of client/company:

Contact person:

Telephone numbers:

Length of contract/trading period:

Client reference 4:

Name of client/company:

Contact person:

Telephone numbers:

Length of contract/trading period:

Client reference 5:

Name of client/company:

Contact person:

Telephone numbers:

Length of contract/trading period:

ANNEXURE D

SPECIFICATIONS FOR DIBOND

Dibond® the industry's leading aluminum composite material (ACM):

Technical Information

- Two pre-painted sheets of .012" aluminum with a solid polyethylene core.
- Thickness of aluminium layers 0.30mm.
- Core polyethylene, type LDPE.
- Surface: lacquering - modified polyester lacquer system.
- Temperature resistance from -50 degrees C to +80 degrees C.
- Aluminium grade premium A1Mg aluminium alloy.
- Paint finish up to 7 years.