

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: G445/2022	CLOSING DATE:	10 February 2023	CLOSING TIME:	11:00 am
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR RENDERING OF CLEANING, HYGIENE, DISINFECTION, AND PEST CONTROL SERVICES TO THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE AT THE HAROLD PORTER NATIONAL BOTANICAL GARDEN AND THE KAROO DESERT NATIONAL BOTANICAL GARDEN FOR A PERIOD OF FIVE (5) 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:					
Biodiversity Centre Pretoria National Botanical Garden, 2 Cussonia Avenue, Brummeria Pretoria					
Compulsory briefing session date: 27 January 2023 at 11:00 am.					
Please see Microsoft Teams link on page 18					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON			CONTACT PERSON	Ms. Berenice Carolus	
TELEPHONE NUMBER			TELEPHONE NUMBER	(028) 272-9311	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	sanbi.tenders@sanbi.org.za		E-MAIL ADDRESS	B.Carolus@sanbi.org.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No

[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]
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO

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

PART B TERMS AND CONDITIONS FOR BIDDING

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:

**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: G445/2022**

Closing Time 11:00

Closing date: **15 February 2023**

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

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

(ALL APPLICABLE TAXES INCLUDED)

- Required by:

- At:

- Brand and model

- Country of origin

- Does the offer comply with the specification(s)? ***YES/NO**

- If not to specification, indicate deviation(s)

- Period required for delivery

*Delivery: Firm/not firm

- Delivery basis

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

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

***Delete if not applicable**

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who

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.

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

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

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

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:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) 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:
 ADDRESS

**APPOINTMENT OF A SERVICE PROVIDER FOR RENDERING OF CLEANING,
HYGIENE, DISINFECTION AND PEST CONTROL SERVICES TO THE SOUTH
AFRICAN NATIONAL BIODIVERSITY INSTITUTE AT THE HAROLD PORTER
NATIONAL BOTANICAL GARDEN AND THE KAROO DESERT NATIONAL
BOTANICAL GARDEN FOR A PERIOD OF FIVE (5) YEARS**

PHYSICAL ADDRESS:

The South African National Biodiversity Institute (SANBI)
Pretoria National Botanical Garden
2 Cussonia Avenue
Brummeria
Pretoria

POSTAL ADDRESS:

The South African National Biodiversity Institute
Pretoria National Botanical Garden
Private Bag X101
Silverton
0184

TENDER NO. SANBI: G445/2022

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1. INTRODUCTION

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

SANBI intends to outsource the cleaning, hygiene, disinfection and pest control services to a service provider for two (2) of its centres i.e. the Harold Porter National Botanical Garden (HPNBG) in Betty's Bay and the Karoo Desert National Botanical Garden (KDNBG) in Worcester, both in the Western Cape for a period of sixty (60) months.

2. INVITATION TO TENDER

Tenders are hereby invited for the appointment of a service provider to provide cleaning, hygiene, disinfection and pest control services to the two offices at SANBI which are HPNBG and KDNBG for a period of sixty (60) months. The tender process will be coordinated by SANBI's Supply Chain Management (SCM) department, contactable at the following address:

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

The tender closes on 15 February 2023

3. COMPULSORY BRIEFING SESSION

An online compulsory briefing session will be held on:

Date: 27 January 2023

Time: 11:00

Venue: Online (Ms Teams)

https://teams.microsoft.com/l/meetup-join/19%3ameeting_ODA2YmQ5MGEtYWU5My00ZTZILWFjZDIItN2M2OWFjMTdIZTY3%40thread.v2/0?context=%7b%22Tid%22%3a%220b847c5e-73e2-4441-8789-9c092d2dd489%22%2c%22Oid%22%3a%220eb3154f-fa82-498c-8630-a17e41f68dcd%22%7d

Service Providers are advised to visit each garden in order to view the sites on the following dates and times:

HPNBG: 31 January 2023 at 11:00

KDNBG: 1 February 2023 at 11:00

Site inspections

The potential service providers must directly make an appointment for site inspection within the first five working days after the briefing session.

Note: Failure to attend the compulsory briefing session will disqualify any potential Service Providers proposal.

Bidders may direct technical and bidding procedure enquiries to Supply Chain Management at the email address below. All responses will be communicated via this tender's advertisement webpage on the SANBI website at sanbi.tenders@sanbi.org.za. All questions submitted by prospective bidders and responses to these questions by SANBI will be forwarded to all bidders who attended the compulsory briefing session.

4. REQUIREMENTS FOR PROPOSAL

4.1. Mandatory documents

Tenderers must include the following documentation (**Failure to submit this required documentation WILL lead to disqualification**):

- A copy of the company Central Supplier Database (CSD) registration report.
- Fee/cost structure for Annexure D, E, F and G (NB: This information must only be included in the pack marked “original”). Financial and pricing information in the copy will lead to your bid being disqualified).
- A valid letter of Good Standing from the office of the Compensation Commissioner as required by the Compensation for Occupational Injuries and Diseases Act (COIDA). The letter should be issued by the Department of Labour.
- The company’s Occupational Health and Safety Policy and Training Plan.
- Completed and signed SBD forms.
- A valid B-BBEE certificate, showing contributor Level 1. Note that for this tender, the following pre-qualification criterion for preferential procurement will be applied: Section 4(1) (a) a Tenderer having a B-BBEE status level of contributor Level 1
- A certified copy of Liability Insurance Cover of five (5) million Rand available per claim.
- A valid proof of membership of a relevant national pest control association. If the pest control service is outsourced, a valid proof of membership as above is required for the outsourced company as well as a valid service level agreement between the bidder and outsourced company.
- A valid P-registration certificate of the pest controller(s) (be it company or outsourced company employees), as issued by the Department of Agriculture, Land Reform and Rural Development in line with the Fertilizer, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act 36 of 1947) as amended.

4.2. Other documents to be submitted

Each tender document should also include the following documentation, although failure to submit these documents will not result in disqualification. However, the information contained in them is required for evaluation purposes:

- Company information and profile: mission statement and policies with an indication of the management, communication, and supervision structures.
- Document on the management of staff on the campus, see section 6.2.
- Training and Skills Development Plan see section 6.2.4 (Please attach a detailed plan/program that the personnel will receive prior to commencement of work and for the duration of the contract).
- Waste Management Plan, see section 7.4
- Risk Management Plan, see section 7.2
- Contingency Plan, see section 7.3
- Three (3) letters of reference for similar contracts carried out by the service provider within the last three years.
- Service provider must provide list of five (5) previous similar projects that has been conducted by the service provider with contactable references in the past five (5) years.
- CV for the required for the site manager for the respective centres is as follows: 1X site manager for HPNBG and KDNBG.
- Bidders must submit a bank rating code letter valid for three (3) months showing the conduct of the account.
- An audited financial statement showing the financial capacity to implement and run the contract without foreseen cashflow challenges, (liquidity).

5. SERVICE TO BE RENDERED

This is inclusive of cleaning, hygiene, disinfection, pest control services, servicing of SHE bins, and provision of cleaning material for the various facilities at the centres detailed below:

Centre	No. of Facilities	Reference Section
Harold Porter National Botanical Garden	Fourteen (14) Facilities	Section 5.1
Karoo Desert National Botanical Garden	Five (5) Facilities	Section 5.2

5.1. Below is a list of buildings for Harold Porter National Botanical Garden to be serviced:

- The admin building and ablutions (Garden offices)
- The Education Centre and ablutions
- Nivenia Hall
- Microfrog Room
- Public Ablution
- Public Ablution Disa Kloof
- Staff Tea Room
- Staff ablutions
- Entrance kiosk
- Finance office

5.2. Below is a list of buildings for Karoo Desert National Botanical Garden to be serviced:

- Administration building
- Multipurpose Education Centre
- Two visitor ablution blocks
- Staff Tea room
- Staff ablution block
- Board Room
- Herbarium
- Lithops Guest house

- Site Office
- Ticket Office/Entrance
- Kiosk
- PPN Office

6. OPERATIONAL CONDITIONS

- The service provider to be able to render services to SANBI two (2) centres i.e. the Harold Porter National Botanical Garden (HPNBG) in Betty's Bay) and the Karoo Desert National Botanical Garden (KDNBG) in Worcester, both in the Western Cape.
- The products utilized should be locally manufactured.
- Product prices as quoted in Annexure E to be fixed for the duration of the contract.
- SANBI will provide change rooms with lockers for both female and male workers.
- SANBI will provide storage space for safeguarding of cleaning equipment and detergents.

7. SCOPE OF WORK

7.1. Scope of cleaning and dimensions of areas to be cleaned

Please see the following Annexures to obtain the information required for tendering:

- Annexure B (1-2): Spaces to be cleaned with dimensions indicated for the number of offices/workspaces/ablution facilities.
- Annexures C (1-2): Scope of work.

7.2. Staff requirements, management, and training

The bidder must deploy cleaning personnel with relevant cleaning and hygiene services experience together with trained and competent management personnel. Bidders must indicate the site managers', supervisor's, cleaners' and ad hoc cleaners' wages in the pricing schedule (on a separate sheet to be part of the total bid price to be included in the pack marked "original"). Please note the table below that indicates the required staff per SANBI Centre:

SANBI centre	Staff and Quantity required	Term of contract
Harold Porter National Botanical Garden	2x Cleaners	Five (5) years
Karoo Desert National Botanical Garden	2x Cleaners	Five (5) years
Both Gardens	Site Manager x1 for both gardens	Five (5) years

- **Please see Annexure D (1–2): Salaries for staff required.**

7.3 General points relating to staff

- For security reasons, the appointed service provider must inform garden management or a delegated official when there is any removal or replacement of personnel.
- The appointed service provider's staff must all comply with SANBI's professional Code of Conduct and must abide by all Health, Safety and Environment regulations and practices.
- The staff to be employed by the appointed service provider on this contract should be South African citizens.
- The service provider to ensure that the jobs are to be created in the local community where the contract is to be executed. Priority must be given to the unemployed people from the previously disadvantaged groups, such as woman, youth, disabled people.
- Employment of existing contract staff by the appointed Service Provider, while not compulsory, is encouraged.

7.3.1. Site manager

The following requirements for supervisors must be met:

- A site manager must be on-site at least once every month to inspect all cleaning areas.
- The site manager must ensure that the Service Provider's staff are performing their duties according to the specifications.
- The site manager must inspect all areas to maintain high levels of service quality.

- The site manager must have monthly meetings with the respective garden management to ensure efficient service delivery and to discuss any problems and matters that may be at hand.
- The site manager shall furnish a monthly and quarterly report of the cleaning services, problems, etc. which transpired in the previous month to the garden management.
- A thorough inspection of the service shall be performed by SANBI officials as well as the appointed Service Provider every three (3) months or as and when required.

7.3.2. Staff training

The following requirements must be met by the service provider:

- The service provider must demonstrate/ensure that all personnel working under this contract are adequately trained prior to the commencement of the contract.
- A training programme must be submitted with the tender submission indicating the training programmes available and completed or how it will be implemented for the duration of the contract.
- The service provider's staff will be expected to attend induction training including evaluation procedures within the first week before commencing any work (signed register of such induction must be available in the Health and Safety file and available to the auditors).

7.4. Equipment and materials

All equipment and materials to be used must be provided by the Service Provider, must be of local content and must comply with the South African National Standards (SANS) and the Occupational Health and Safety Act (OHSA) and its regulations. For more information on the type of cleaning materials to be used, see Annexure E (1-3) attached.

The following requirements must be met:

- No equipment, tools or detergents that may cause damage to the environment, buildings, fittings and collections, or harm staff members and visitors may be used. SANBI has the right to reject harmful equipment, tools, and detergents.
- All cleaning, hygiene equipment and detergents should be safely and securely stored daily.

- Pest control methods used, must be done in a safe and humane manner and all pesticides must be safely and securely stored.
- All toilet roll holders and soap dispensers should be lockable to prevent theft.
- The Service Provider should install all SHE bins, automatic air freshener units, soap dispensers, toilet roll holders, automated hand drying machines and toilet seat sanitizers in all areas where required.
- All dispenser batteries must be of high quality and durability, should be inspected regularly and replaced accordingly, and be disposed offsite following the prevailing environmental regulations. The Service Provider is required to indicate their disposal in the Waste Management Plan, see section 8.4.
- The Service Provider should ensure that cleaning and hygiene services are conducted in accordance with any/all prescribed safety, health and environment regulations and guidelines and should ensure that all necessary precautions are taken.
- Upon termination of the contract, the Service Provider must remove all equipment installed by them from the premises without causing any damage to the property; if there are any damages the Service Provider will be required to fix the defects.
- The cost of repairs for any damages caused by the Service Provider may be deducted from SANBI's payment to the Service Provider.

SANBI reserves the right to conduct tests and analyses on the selected cleaning and hygiene materials and equipment provided by the Service Provider to ascertain the level of local content and the quality and compliance with the South African National Standards.

7.5. Cleaning days and times

7.5.1 Harold Porter National Botanical Garden

- Daily from 08:00 and 17:00 (including weekends and public holidays), except when there are evening functions or events where cleaners may be required to work beyond these times.

7.5.2 Karoo Desert NBG

- Daily from 08:00 and 17:00 (including weekends). Cleaning duties may also be required on an *ad hoc* basis as and when the need arises (when there are evening functions, public holidays and events where cleaners may be required to work beyond these times)

8. SAFETY, HEALTH AND ENVIRONMENTAL REQUIREMENTS

8.1. Minimum Compliance

All Service Providers entering into a contract with SANBI shall, as a minimum, comply with the following General Safety, Health and Environment (SHE) requirements:

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

It will be expected of the potential Service Providers to supply an Occupational Health, Safety and Environmental file before signing the contract. This file will be checked for compliance by SANBI's Deputy Director: Health, Safety and the Environment before the contract can be signed. The Health, Safety and Environmental File will become SANBI

property at the end of the contract. Compliance will be monitored for the duration of the contract.

8.2. Risk Management Plan

Potential Service Providers are requested to submit a Risk Management Plan as part of their proposal. The plan must describe all aspects of the management of risk in terms of identifying, monitoring, and managing potential risks related to cleaning and hygiene services to SANBI.

8.3. Contingency plan

Potential Service Providers are to submit a contingency plan to indicate what measures will be put in place should any issue arise in the carrying out of its obligation regarding the Service Level Agreement agreed upon.

The list below should only be used as a guideline of possible issues that might arise and that may have to be addressed at short notice:

- An appointed staff member not arriving on time or at all for a day or more
- Strikes or any employee action by own company staff
- An appointed staff member is ill
- Civil unrest
- Loadshedding
- Transport problems
- Shortage of supplies and equipment, etc.

8.4. Waste Management Plan

In terms of Schedule 5B of the Constitution of South Africa (Act 108 of 1996), waste management is a local government competence that must be executed to protect human and environmental health.

Potential Service Providers are requested to submit a Waste Management Plan for each respective SANBI centre as part of their proposal. The plan must describe all aspects of the

management of waste that will be generated, collected, processed, or treated as part of the services to SANBI.

The plan should emphasize the following:

- The management of waste generated through the cleaning, hygiene, disinfection, and fumigation services provided, such as used cleaning chemicals and empty containers from these and from fumigation material.
- The processes and responsibilities for the removal and disposal of sanitary waste in compliance with the current prevailing legislations.
- The legal disposal of waste collected and recyclable materials.
- An indication of how recycling will be conducted.

9. 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 two stages:

9.1. STAGE ONE

The first stage will evaluate functionality according to the criteria listed in the table below. Bids that fail to score a minimum of 70 points out of a possible 100 points for functionality will not be eligible for further consideration.

Functionality Criteria

Item	Criteria	Sub-criteria	Weight
1.	Company experience: Cleaning, Disinfection, Pest Control and Hygiene Industry related		30
1.1	Supply a list of similar projects undertaken by the Service Provider. Provide a brief description of the scope and scale of the work undertaken for each, the dates of the contract and the value of each contract.	Ten (10) or more relevant projects	10
		Six (6) to nine (9) relevant projects	8
		Three (3) to five (5) relevant projects	6
		One (1) or two (2) more relevant project	4
		Non-responsive	0
1.2	Provide reference letters from clients relating to cleaning and hygiene projects undertaken in the past five (5) years. The letters must include	More than five (5) relevant reference letters with requested supporting documents	10
		Three (3) to five (5) relevant reference letters with requested supporting	7

	information such as company name, contact person, telephone number, services provided, the total value of the contract and contract duration with dates, the performance of the Service Provider per service provided.	documents	
		One (1) or two (2) relevant reference letters with requested supporting documents	5
		No submission of evidence.	0
1.3	Submission of Waste Management Plan including an agreement letter or certificate of disposal.	Submission of the plan with all the relevant documents	10
2.	Team experience		30
2.1	Provide CVs of site managers and supervisor that will be utilized in the execution of the contract (personnel skills, qualifications, and experience). The experience should be in relation to the duties of the site manager and supervisory in the cleaning, hygiene, disinfection, and administrative support of staff in the company. Provide certified copies of qualifications and each CV submitted should not be longer than three (3) pages in total.	Combined (site manager & supervisor) relevant experience of ten (10) or more years, Matric and professional qualifications.	30
		Combined (site manager & supervisor) relevant experience of five (5) to nine (9) years, Matric and professional qualifications.	20
		Combined (site manager & supervisor) relevant experience of three (3) to four (4) years and Matric.	10
		Combined (site manager & supervisor) relevant experience of at least one (1) year and Matric.	5
		No submission of evidence	0
3.	Financial capability		30
3.1	Bank rating code: •	Undoubted for the amount of inquiry or Good for inquiry (Bank code: A)	30
		The subject has a good record of meeting their financial commitments, and the amount is well within the capacity of an ordinary business commitment. (Bank code: B)	20
		The subject has a good record, the amount may appear high in relation to normal transactions on the account. (Bank code: C)	15
		The financial position of the subject is modest or unknown, but where the account is satisfactorily conducted, and the subject is considered satisfactory for moderate business commitments. (Bank code: D)	10
		The amount of the enquiry is too high for	5

		the subject and terms given. (Bank code: E)	
		Non-submission of bank rating letter or other bank code	0
4.	Training and Skills Development Plan		10
4.1	Provide a detailed training and skills development plan that covers: <ul style="list-style-type: none"> • Code of conduct and new procedures of cleaning, hygiene, disinfection and pest control services • Schedule of work/duty sheet/work plan with clear milestones. • Health and Safety procedures 	Training and skills development plan with time frame that covers code of conduct, health and safety procedures, and a work plan with clear milestones in relation to cleaning, hygiene, disinfection and pest control services.	10
TOTAL		100	

9.2. Stage 2:

The second stage will evaluate the price and Broad-Based Black Economic Empowerment (B-BBEE) preference points of those bids which meet the minimum threshold for functionality. In accordance with the Preferential Procurement Regulations, 2011 pertaining to the Preferential Procurement Policy Framework Act (No. 5 of 2000), the 80/20-point system will be applied in evaluating proposals that qualify for further consideration, where price constitutes 80 points, and 20 points will be awarded based on the bidder's B-BBEE Status Level Certificate.

10. TENDER DOCUMENTATION AVAILABILITY

Please note: No tender documents will be issued at the briefing session. Bidders are requested to download the tender documents from the SANBI website www.sanbi.org.

11. REPORTING AND MANAGEMENT

The Service Provider will supply the relevant SANBI Project Manager with a management report on a monthly basis. The report shall be based on the different services and shall cover all work performed and completed during the month.

12. CONTRACT PERIOD

The contract is for five (5) years, is performance-based and will be reviewed every twelve (12) months from the date of commencement. The contract to be signed will have a Service Level Agreement which must be adhered to by both the Service Provider and SANBI.

13. SUBMISSION REQUIREMENTS

This is a two-envelope tender process.

Service Providers are to submit (1) printed document with pricing included in an envelope, marked 'ORIGINAL', and in a separate envelope provide a copy of the document without pricing as a PDF file on a memory stick (not a disk).

NB! Financial or pricing details (Annexure D, E, F and G) should ONLY be included in the pack marked "ORIGINAL". Financial information included in the "copy" will lead to your bid being disqualified.

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

Tenders may also be submitted by post addressed to:

The Deputy Director: Supply Chain Management

The South African National Biodiversity Institute (SANBI)

Private Bag X101

Silverton

0184

Tender Number: SANBI: G

NB: All documents must be clearly labelled.

The closing date for submissions is 10 February 2023 at 11:00.

Note: Emailed and faxed submissions will not be accepted. Late submissions will be disqualified.

Contact the following officials for technical enquiries:

Mr Thompson Mutshinyalo (Director – National Botanical Gardens), e-mail address: t.mutshinyalo@sanbi.org.za

Ms Berenice Carolus (Garden Manager – Harold Porter National Botanical Garden), e-mail address: B.Carolus@sanbi.org.za

Mr Ricardo Riddles (Garden Manager – Karoo Desert National Botanical Garden), e-mail address: R.Riddles@sanbi.org.za

Any queries in connection with the ToR must be submitted in writing to the following email address: sanbi.tenders@sanbi.org.za.

14. PRICING

NB: Bidders must price for all line items in ANNEXURES Annexure D, E, F and G. Failure to do so will result in disqualification.

The wages of the cleaners, supervisors and ad hoc cleaners should not be less than the minimum wage rates as prescribed by the Department of Labour (compliance must be in accordance with wage labour rates & the Basic Conditions of Employment Act as per the Department of Labour's regulations). The total amount of the contract must be fixed for the full period of the contract and must be VAT inclusive and must factor in annual salary increases of the employees.

Service Providers to note that pricing for disinfection should be part of the total costs for this bid though this service will only be requested when required.

15. ANNEXURES

The Annexures below are attached to this document.

Annexure A: Special conditions of contract

Annexure B: Spaces to be cleaned with associated dimensions

Annexure C: Scope of work and monitoring standards

Annexure D: Salaries

Annexure E: Cleaning materials to be supplied

Annexure F: Pricing schedule breakdown

Annexure G: Total costs of the cleaning services

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 Special 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 or Standard Independent Contractor 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 and/or Milestones 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/or Milestones and where necessary, make proposals to these;
 - 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 and/or Milestones 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 have 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 from SANBI 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 (SBD1) 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/G445/2022**), SANBI may terminate the Agreement at its own discretion or temporarily suspend all or part of the services by notice to the successful bidder. The successful bidder 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.

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ANNEXURE B:
Spaces to be cleaned with associated dimensions
Harold Porter National Botanical Garden

Building Name: Admin block			
Office number and description	Type of floor finish	Square meters	Number of upholstery chairs
Gents toilets (urinal/ toilet)	Ceramic Tile	8.96	0
Ladies toilets (3 toilets)	Ceramic Tile	8.99	0
Disabled toilet	Ceramic Tile	2.89	0
Passage floor	Vinyl Flooring	119.95	0
Office No. 1	Vinyl Flooring	10	2
Office No. 2	Vinyl Flooring	11.5	3
Office No. 3	Vinyl Flooring	9.5	3
Office No. 4	Vinyl Flooring	10	1
Office No. 5	Vinyl Flooring	15.4	2
Kitchen	Vinyl Flooring	21.75	3
Store room	Ceramic tile	1.2	0
Herbarium	Ceramic tile	14.4	1
Dirty Herbarium	Ceramic tile	9.6	0
VC meeting/Board room	Vinyl Flooring	25.2	1
Library	Vinyl Flooring	18.4	1
Library Store Room	Vinyl Flooring	23	0
Reception	Vinyl Flooring	21.6	1
Board room	Vinyl Flooring	13.2	1
Curators Office	Vinyl Flooring	20.6	2
6 x High level windows 3 -4 meters high and can be cleaned using extendable window cleaner and footstool.			

Building Name: Environmental Education Centre			
Office number and description	Type of floor finish	Square meters	Number of upholstery chairs
EE Centre Hall	Vinyl flooring	148.7	87
Office No. 1	Vinyl flooring	11.6	3
Office No. 2	Vinyl flooring	18.7	3
Passage	Vinyl flooring	30.6	0
Passage No. 2	Vinyl flooring	4.3	0
Passage No 3.	Vinyl flooring	4.3	0
Storeroom	Vinyl flooring	6	0
Kitchen	Ceramic tile	3	0
Male toilet	Ceramic tile	11.6	0
Female toilets	Ceramic tile	11.6	0
Disabled toilet	Ceramic tile	3.4	0
Reception	Vinyl flooring	4.8	1
56 X High level windows 3 -4 meters high and can be cleaned using extendable window cleaner and footstool.			

Building Name: Staff Room			
Office number and description	Type of floor finish	Square meters	Number of upholstery chairs
Kitchen	Ceramic tile	33	9
Bedroom	Ceramic tile	10.5	0
Open plan area	Ceramic tile	14.4	1
Female ablutions	Ceramic tile	17	0
Female locker room	Ceramic tile	10	0
Male ablutions	Ceramic tile	23.3	0
Male locker room	Ceramic tile	11.2	0
Disabled ablutions	Ceramic tile	3.8	0

Building Name: Public Ablutions
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Office number and description	Type of floor finish	Square meters	Number of upholstery chairs
Female toilets	Slate tile	29	0
Male toilets	Slate tile	19	0
Disabled toilet	Slate tile	5.3	0
Passage	Slate tile	42.2	0

Building Name: Entrance kiosk

Office number and description	Type of floor finish	Square meters	Number of upholstery chairs
Office	Slate tile	9	2

Building Name: Nivenia Hall and Micro Frog room

Office number and description	Type of floor finish	Square meters	Number of upholstery chairs
Nivenia Hall	Slate tile	145.5	81
Micro frog room	Slate tile	22.3	11
Passage	Slate tile	11	0
Kitchenette	Slate tile	4	0
Storeroom 1	Slate tile	9.8	5
Toilet	Slate tile	1.5	0

Building Name: Disa kloof Ablution block

Office number and description	Type of floor finish	Square meters	Number of upholstery chairs
Gents toilets (toilets/ urinals)	Tile	9.4	0
Ladies toilets (toilets)	Tile	10.5	0

Building Name: Workshop

Office number and description	Type of floor finish	Square meters	Number of upholstery chairs
Store room 1	Concrete	17.6	0
Small tools	Concrete	12.3	0

ANNEXURE B

SPACES TO BE CLEANED WITH ASSOCIATED DIMENSIONS

KAROO DESERT NATIONAL BOTANICAL GARDEN

Building Name: Admin Building			
Office number and description	Type of floor finish	Square meter	Number of upholstery chairs
Interpretation Officer Office	Ceramic Tile	21.46	1
Waiting Area & Reception	Ceramic Tile	38.87	2
Passage/Library	Ceramic Tile	12.77	0
Office 1	Ceramic Tile	7.6	1
Office 2	Ceramic Tile	8.06	1
Office 3	Ceramic Tile	7.5	1
Office 4	Ceramic Tile	12.84	1

Building Name: Board Room			
Office number and description	Type of floor finish	Square meter	Number of upholstery chairs
Board Room	Ceramic Tile	27.88	0
Kitchen	Ceramic Tile	1.94	0
Toilet	Ceramic Tile	1.45	0

Building Name: Herbarium			
Office number and description	Type of floor finish	Square meter	Number of upholstery chairs
Herbarium/Office Area	Vinyl	45.27	2
Toilet	Vinyl	2.4	0

Building Name: Visitor Ablutions (PSN)			
Office number and description	Type of floor finish	Square meter	Number of upholstery chairs
Ladies Toilet	Painted Cement	6.71	0
Gents Toilet	Painted Cement	11.93	0

Building Name: Lithops Guest Flat			
Office number and description	Type of floor finish	Square meter	Number of upholstery chairs
Bedroom 1	Wood (parquet)	7.92	0
Bedroom 2	Wood (parquet)	5.76	0
Bathroom	Ceramic Tile	4.37	0
Toilet	Ceramic Tile	6.49	0
Kitchen	Ceramic Tile	1.48	0

Building Name: Staff Tea Room (Beehive)			
Office number and description	Type of floor finish	Square meter	Number of upholstery chairs
Communal Area	Ceramic Tile	23.33	10
Kitchen	Ceramic Tile	6.93	0

Building Name: Staff Ablutions			
Office number and description	Type of floor finish	Square meter	Number of upholstery chairs
Showers x 4	Ceramic Tile	4.66	0
Toilets x 3	Ceramic Tile	4.76	0
Urinal Area	Ceramic Tile	2.24	0
Passage	Ceramic Tile	7.63	0

Building Name: Site Office			
Office number and description	Type of floor finish	Square meter	Number of upholstery chairs
Office	Ceramic Tile	19.80	2

Building Name: Visitor Ablutions (Lower Lawn)			
Office number and description	Type of floor finish	Square meter	Number of upholstery chairs
Ladies Toilets	Ceramic Tile	14.48	0
Gents Toilets	Ceramic Tile	12.37	0

Building Name: Laundry			
Office number and description	Type of floor finish	Square meter	Number of upholstery chairs
Laundry Room	Ceramic Tile	7.09	0

Building Name: Multipurpose Education Centre			
Office number and description	Type of floor finish	Square meter	Number of upholstery chairs
Curator's Office	Vinyl	15.19	1
Office 1	Vinyl	8.44	1
Office 2	Vinyl	8.16	1
Toilets	Polished Concrete	23.89	0
Reception Office	Polished Concrete	9.11	1
Foyer	Polished Concrete	66.27	0
Kitchen	Polished Concrete	12.4	0
Library	Vinyl	15.45	0
Hall	Polished Concrete	160.08	0
26 x High level windows 3 -4 meters high and can be cleaned using extendable window cleaner and footstool.			

Building Name: Ticket Office/Entrance			
Office number and description	Type of floor finish	Square meter	Number of upholstery chairs
Ticket Office	Ceramic Tile	4.2	1
Toilets	Ceramic Tile	5.92	0

Building Name: Kiosk (Upper Lawn)			
Office number and description	Type of floor finish	Square meter	Number of upholstery chairs
Kiosk	Vinyl	7.66	0

Building Name: PPN Office			
Office number and description	Type of floor finish	Square meter	Number of upholstery chairs
PPN Office	Vinyl	9.16	1

ANNEXURE C: Scope of work and monitoring of standards:

Harold Porter NBG

CLEANING SERVICE TASK DESCRIPTION	FREQUENCY
OFFICES, FOYERS, OPEN AREAS AND PASSAGES	
Vinyl Flooring & Tiles: <ul style="list-style-type: none"> Thoroughly sweep with a broom and clean with a wet mop Scrubbing of floors with power scrubber Burnishing floor with polishing machine and polish Strip and seal floors 	Daily Twice a year Weekly Quarterly
Dust/ wipe down all horizontal/ vertical surfaces with a damp cloth/feather duster e.g. walls, picture frames, glass, directory/notice boards, handrails/ bannisters, skirting etc.	Weekly
Spot clean marks from walls, doors, door handles, window handles and light switches	Daily
Steam clean upholstered furniture	Twice a year
Dust furniture, fittings and computers with a dry cloth	Weekly
Polish furniture and fittings	Weekly
Wipe all telephones with a damp cloth with a suitably diluted disinfectant	Weekly
Empty dust bins and waste paper baskets	Twice daily
Wash office dustbins if necessary and replace plastic inners	Daily
Pick up, clean all waste and dispose of all litter	Daily
Clean glass doors at all entrances and passages with window cleaner	Weekly
Spot clean all glass, glass doors	Daily
Dust all accessible landings, beams, ledges, glass with long feather duster	Weekly
Pest control	Quarterly
Fumigation	Once a year
NIVENIA HALL AND MICRO FROG ROOM	
Thoroughly sweep with a broom and clean with a wet mop	3 times a week
Polish the floor	Once a month
Cleaning of windows	Once a month
Scrubbing of floors with power scrubber	Twice a year
Strip and seal floors	Twice a year
The halls should be cleaned every time there is a function (before and after) and move the tables and chairs back to the store after the function	Bi-weekly
Clean the chairs and tables	Bi-weekly
Pest Control	Quarterly
Fumigation	Once a year
KITCHENS	
Vinyl, Tiles floors: <ul style="list-style-type: none"> Sweeping with a broom and cleaning with a wet mop Scrubbing of floors with power scrubber Burnishing floors with polishing machine Applying tile cleaners 	Daily Twice a year Weekly Quarterly
Kitchen sink and cupboards must be disinfected and cleaned with water and detergent	Daily
Microwaves, urns and fridges must be cleaned with water and detergents	Daily
Fridges must be defrosted and washed with water and detergents	Monthly

Where available, water coolers must be cleaned and disinfected	Daily
Where available, water coolers must be replenished with water	As required
Cutlery, crockery and glasses used must be washed and kept safe	Daily
Stock taking of cutlery, crockery and glasses	Monthly
Empty dust bins must be washed when necessary and plastic liners replaced	Daily
Prepare tea/coffee for all staff members in the Garden	Daily: 10
Prepare tea/coffee in the Lecture Hall and Education Centre for meetings and events	As required
Prepare tea/coffee for the Board Room for meetings and events	As required
Clean and wash kitchen utensils from the Lecture Hall after meetings	As required
Where available, replace hand paper towels in holders	As required
Ensure supply of washing liquid, dish towels in all kitchens	As required
Pest Control	Quarterly
Fumigation	Once a year
EDUCATION CENTRE	
Vinyl Flooring & Tiles: <ul style="list-style-type: none"> Thoroughly sweep with a broom and clean with a wet mop Scrubbing of floors with power scrubber Burnishing floor with polishing machine and polish Strip and seal floors Sweep and clean with hard/soft broom Clean using water and mop 	Daily Twice a year Weekly Quarterly Weekly Daily
Spot brush/clean tables and chairs	Bi-weekly
Steam clean upholstered furniture	Twice a year
Arrange seating and refreshments (Water/tea/coffee)	As required
Dust/wipe all horizontal/vertical surfaces with damp cloth/feather duster e.g. walls, picture frames, glass, directory/notice boards, skirting, etc.	Weekly
Polish furniture and fittings	Weekly
Pest control	Quarterly
Fumigation	Once a year
TOILETS	
Floors: <ul style="list-style-type: none"> Sweep with dust control mop/broom Wash with wet mop Spot clean/wipe Strip and seal 	Daily Daily As required Monthly
Wipe all horizontal/ vertical surfaces: tiles, mirrors, pipes, etc. with damp cloth	Weekly
Wash hand basins, toilet pans, wall mounted items with suitably diluted disinfectant	Twice daily
Replace toilet paper and hand towels in holders as required	As required
Pest control	Quarterly
Fumigation	Once a year
OFFICE ADJACENT TO THE BOOKSHOP	
Sweeping with a broom and cleaning with a wet mop	3 times a week
Scrubbing of floors with power scrubber	3 times a week
Applying tile cleaners	3 times a week
Window cleaning	3 times a week
Cleaning of toilet	3 times a week

Dust/wipe down all horizontal/vertical surfaces with damp cloth, e.g. walls, handrails/bannisters, directory/notice boards, skirting, etc.	Weekly
Pest control	Quarterly
Fumigation	Once a year
WINDOW CLEANING	
Clean accessible interior faces of all windows below 2 m with a window cleaner	Weekly
High level window cleaning (It must be noted that SANBI buildings do not have harness hooks. Relevant cleaning technologies to be utilized)	Twice a year
WENDY HOUSES	
Sweep and clean the floor	Weekly
Clean the window	Weekly
HYGIENE SERVICES	
Removal and disposal of sanitary towels from all SHE bins by the Service provider	Monthly
Deep cleaning of water closets and urinals including changing of p-mats	Quarterly
WORKSHOP	
Sweep and clean the floor	Bi-weekly
Clean windows	Monthly
TICKET OFFICE	
Sweep and clean the floor	Bi-Weekly
Clean the windows	Weekly
Dust/ wipe down all horizontal/ vertical surfaces with a damp cloth/feather duster e.g. walls, picture frames, glass, directory/notice boards, handrails/ bannisters, skirting etc.	Weekly
Pest Control	Quarterly
Fumigation	Once a year
HERBARIUM	
Sweeping with a broom and cleaning with a wet mop	Daily
Scrubbing of floors with power scrubber	Twice a year
Window cleaning	Weekly
Cleaning of toilet	Daily
Dust/wipe down all horizontal/vertical surfaces with damp cloth, e.g. walls, handrails/bannisters, directory/notice boards, skirting, etc.	Weekly
Pest Control	Quarterly
Fumigation	Once a year

Karoo Desert NBG

CLEANING SERVICE TASK DESCRIPTION	FREQUENCY
OFFICES (INCLUDING SITE OFFICE AND PPN OFFICE), FOYERS, OPEN AREAS AND PASSAGES	
Vinyl Flooring & Tiles: <ul style="list-style-type: none"> Thoroughly sweep with a broom and clean with a wet mop Scrubbing of floors with power scrubber Burnishing floor with polishing machine and polish 	Daily Twice a year Weekly

▪ Strip and seal floors	Quarterly
Dust/ wipe down all horizontal/ vertical surfaces with a damp cloth/feather duster e.g. walls, picture frames, glass, directory/notice boards, handrails/ bannisters, skirting etc.	Weekly
Spot clean marks from walls, doors, door handles, window handles and light switches	Daily
Steam clean upholstered furniture	Twice a year
Dust furniture, fittings and computers with a dry cloth	Weekly
Polish furniture and fittings	Weekly
Wipe all telephones with a damp cloth with a suitably diluted disinfectant	Weekly
Empty dust bins and waste paper baskets	Twice daily
Wash office dustbins if necessary and replace plastic inners	Daily
Pick up, clean all waste and dispose of all litter	Daily
Clean glass doors at all entrances and passages with window cleaner	Weekly
Spot clean all glass, glass doors	Daily
Dust all accessible landings, beams, ledges, glass with long feather duster	Weekly
Pest Control	Quarterly
Fumigation	Once a year
STAFF TEA ROOM (BEEHIVE)	
Thoroughly sweep with a broom and clean with a wet mop	3 times a week
Cleaning of windows	3 times a week
Scrubbing of floors with power scrubber	3 times a week
Clean the chairs and tables and all surfaces	Bi-Weekly
Pest Control	Quarterly
Fumigation	Once a year
KITCHENS	
Tile floors:	
▪ Sweeping with a broom and cleaning with a wet mop	Daily
▪ Scrubbing of floors with power scrubber	Twice a year
▪ Burnishing floors with polishing machine	Weekly
▪ Applying tile cleaners	Quarterly
Kitchen sink and cupboards must be disinfected and cleaned with water and detergent	Daily
Microwaves, urns and fridges must be cleaned with water and detergents	Daily
Fridges must be defrosted and washed with water and detergents	Monthly
Where available, water coolers must be cleaned and disinfected	Daily
Where available, water coolers must be replenished with water	As required
Cutlery, crockery and glasses used must be washed and kept safe	Daily
Stock taking of cutlery, crockery and glasses	Monthly
Empty dust bins must be washed when necessary and plastic inners replaced	Daily
Prepare tea/coffee for management staff members in the Garden	Daily: 10
Prepare tea/coffee in the Boardroom and Education Centre for meetings and events	As required
Clean and wash kitchen utensils from the Lecture Hall after meetings	As required
Where available, replace hand paper towels in holders	As required
Ensure supply of washing liquid, dish towels in all kitchens	As required
Pest control	Quarterly
Fumigation	Once a year
EDUCATION CENTRE	

Vinyl Flooring & Tiles: <ul style="list-style-type: none"> Thoroughly sweep with a broom and clean with a wet mop Scrubbing of floors with power scrubber Burnishing floor with polishing machine and polish Strip and seal floors Sweep and clean with hard/soft broom Clean using water and mop 	Daily Twice a year Weekly Quarterly Weekly Daily
Spot brush/clean tables and chairs	Bi-weekly
Clean glass doors at all entrances and passages with window cleaner	Weekly
Spot clean all glass, glass doors	Daily
Steam clean upholstered furniture	Twice a year
Arrange seating and refreshments (Water/tea/coffee)	As required
Dust/wipe all horizontal/vertical surfaces with damp cloth/feather duster e.g. walls, picture frames, glass, directory/notice boards, skirting, etc.	Weekly
Polish furniture and fittings	Weekly
Pest Control	Quarterly
Fumigation	Once a year
TOILETS	
Floors: <ul style="list-style-type: none"> Sweep with dust control mop/broom Wash with wet mop Spot clean/wipe Strip and seal 	Daily Daily As required Monthly
Wipe all horizontal/ vertical surfaces: tiles, mirrors, pipes, etc. with damp cloth	Weekly
Wash hand basins, toilet pans, wall mounted items with suitably diluted disinfectant	Twice daily
Replace toilet paper and hand towels in holders	As required
Pest Control	Quarterly
Fumigation	Once a year
HERBARIUM	
Sweeping with a broom and cleaning with a wet mop	Daily
Scrubbing of floors with power scrubber	Twice a year
Window cleaning	Weekly
Cleaning of toilet	Daily
Dust/wipe down all horizontal/vertical surfaces with damp cloth, e.g. walls, handrails/bannisters, directory/notice boards, skirting, etc.	Weekly
Pest Control	Quarterly
Fumigation	Once a year
WINDOW CLEANING	
Clean accessible interior faces of all windows below 2 m with a window cleaner	Weekly
High level window cleaning (It must be noted that SANBI buildings do not have harness hooks. Relevant cleaning technologies to be utilized)	Twice a year
TICKET OFFICE AND GUARD HOUSE	
Sweep and clean the floor	Bi-Weekly
Clean the windows	Weekly
Dust/ wipe down all horizontal/ vertical surfaces with a damp cloth/feather duster e.g. walls, picture frames, glass, directory/notice boards, handrails/	Weekly

bannisters, skirting etc.	
Pest Control	Quarterly
Fumigation	Once a year
HYGIENE SERVICES	
Removal and disposal of sanitary towels from all SHE bins by the Service provider	Monthly
Deep cleaning of water closets and urinals including changing of p-mats	Quarterly

ANNEXURE D

SALARIES

NB: NOT TO BE INCLUDED IN THE ENVELOPE CONTAINING THE PDF COPY, ONLY IN THE DOCUMENT MARKED 'ORIGINAL'.

SITE MANAGER FOR BOTH NATIONAL BOTANICAL GARDENS

SITE MANAGER	ANNUAL COST Excluding VAT
1 All salary-related costs + skills training levy	R

D1: HAROLD PORTER NATIONAL BOTANICAL GARDEN

BIDDERS MUST PRICE FOR ALL LINE ITEMS, IF NOT, THE BID WILL BE DISQUALIFIED

The pricing must be fixed for the duration of the contract.

Provide a breakdown for cleaning staff as detailed in the tables below.

CLEANER	ANNUAL COST
Basic salary per cleaner (in line with sectoral determination for cleaners)	R
UIF per cleaner	R
Bonus per cleaner	R
Skills training levy per cleaner	R
Workmen's Compensation per cleaner	R
Total cost per cleaner per annum excluding VAT	R

AD HOC CLEANERS PER SHIFT (TO BE APPROVED BY THE DIRECTOR)

Cleaner	R
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Total costs for cleaning staff

CLEANERS	ANNUAL COST
2 x Basic salary per cleaner (In line with sectoral determination for cleaners)	R

UIF for the total of 2 x cleaning staff	R
Bonus for the total of 2 x cleaning staff	R
Workmen's Compensation for the total of 2 x cleaning staff	R
Skills training levy for 2 x cleaning staff	R
Total for 2 x cleaners for Year 1 excluding VAT	R

D2: KAROO DESERT NATIONAL BOTANICAL GARDEN

NB: NOT TO BE INCLUDED IN THE ENVELOPE CONTAINING THE COPIES, ONLY IN THE DOCUMENT MARKED 'ORIGINAL'.

BIDDERS MUST PRICE FOR ALL LINE ITEMS, IF NOT, THE BID WILL BE DISQUALIFIED

The pricing must be fixed for the duration of the contract.

Provide a breakdown of costs for cleaning staff as detailed in the tables below.

CLEANER	ANNUAL COST
Basic salary per cleaner (in line with sectoral determination for cleaners)	R
UIF per cleaner	R
Bonus per cleaner	R
Skills training levy per cleaner	R
Workmen's Compensation per cleaner	R
Total cost per cleaner per annum excluding VAT	R

Ad hoc cleaners per shift (to be approved by the Director)

Cleaner	R
---------	---

Total costs of cleaning staff

CLEANERS	ANNUAL COST
2 x Basic salary per cleaner (in line with sectoral determination for cleaners)	R
2 x UIF for the total of cleaning staff	R
Bonus for the total of 2 x cleaning staff	R
Workmen's Compensation for the total of 2 x cleaning staff	R
Skills training levy for 2 x cleaning staff	R
Total for 2 x cleaners for Year 1 (excluding VAT)	R

ANNEXURE F

PRICING SCHEDULE BREAKDOWN

PLEASE NOTE: SERVICE PROVIDERS TO REFER TO ANNEXURES; B, C, D AND E WHEN PRICING!

SITE MANAGER FOR TWO NATIONAL BOTANICAL GARDENS

ITEM	YEAR 1	YEAR 2 (9% increase*)	YEAR 3 (9% increase*)	YEAR 4 (9% increase*)	YEAR 5 (9% increase*)
Total cost to company for SITE MANAGER's salary (Including UIF, bonus, COID and skills levy training, leave etc.)	R	R	R	R	R
TOTAL BID PRICE FOR THE FIVE-YEAR PERIOD (INCLUDING THE STATUTORY SALARY BILL INCREASES FOR YEARS 2, 3, 4 & 5)				R	

*9% increase is for bidding purposes only. Actual salary/wage increases will follow the sectoral wage determination formula.

F1: PRICING SCHEDULE BREAKDOWN FOR THE HAROLD PORTER NATIONAL BOTANICAL GARDEN

NB: NOT TO BE INCLUDED IN THE ENVELOPE CONTAINING THE COPIES, ONLY IN THE DOCUMENT MARKED 'ORIGINAL'.

BIDDERS TO PRICE FOR ALL LINE ITEMS AS OUTLINED BELOW, IF NOT, THE BID WILL BE DISQUALIFIED

LINE ITEM	YEAR 1	YEAR 2 (9% increase*)	YEAR 3 (9% increase*)	YEAR 4 (9% increase*)	YEAR 5 (9% increase*)
Total cost to company for CLEANERS' salaries (Including UIF, bonus, COID and skills levy training, leave, etc.)	R	R	R	R	R
All cleaning materials NB: Materials must be SANS/SABS approved and environmentally friendly	R	R	R	R	R
Ablution hygiene services	R	R	R	R	R

Pest Control /Fumigation	R	R	R	R	R
High level window cleaning	R	R	R	R	R
Bathroom fixed and maintained equipment	R	R	R	R	R
Steam cleaning of carpets	R	R	R	R	R
Steam cleaning of upholstery furniture	R	R	R	R	R
Overheads (items not included above)	R	R	R	R	R
Total excluding VAT	R	R	R	R	R
VAT @ 15%	R	R	R	R	R
Total including VAT	R	R	R	R	R
TOTAL BID PRICE FOR THE FIVE-YEAR PERIOD (INCLUDING THE STATUTORY SALARY BILL INCREASES FOR YEARS 2, 3, 4 & 5)				R	

*9% increase is for bidding purposes only. Actual salary/wage increases will follow the sectoral wage determination formula.

AD HOC SERVICES

The below services are for as and when required and needs to be invoiced for actual days worked. The total days are for bidding purposes only.

TOTAL BID PRICE FOR THE FIVE-YEAR PERIOD (INCLUDING THE STATUTORY SALARY BILL INCREASES FOR YEARS 2, 3, 4 & 5)			R		
	(10 days)	(15 days) (9% increase*)	(20days) (9% increase*)	(25 days) (9% increase*)	(30 days) (9% increase*)
Total cost to company for ad hoc cleaner's salary (Including UIF, bonus, COID and skills levy training, leave etc.)	R	R	R	R	R

F2: PRICING SCHEDULE BREAKDOWN FOR THE KAROO DESERT NATIONAL BOTANICAL GARDEN

NB: NOT TO BE INCLUDED IN THE ENVELOPE CONTAINING THE COPIES, ONLY IN THE DOCUMENT MARKED 'ORIGINAL'.

BIDDERS TO PRICE FOR ALL LINE ITEMS AS OUTLINED BELOW, IF NOT, THE BID WILL BE DISQUALIFIED

LINE ITEM	YEAR 1	YEAR 2 (9% increase*)	YEAR 3 (9% increase*)	YEAR 4 (9% increase*)	YEAR 5 (9% increase*)
Total cost to company for 2 CLEANERS' salaries (Including UIF, bonus, COID and skills levy training, leave etc.)	R	R	R	R	R
All cleaning material NB: Materials must be SANS/SABS approved and environmentally friendly	R	R	R	R	R

Ablution hygiene services	R	R	R	R	R
Pest control services /fumigation once per annum	R	R	R	R	R
High level window cleaning	R	R	R	R	R
Bathroom fixed and maintained equipment	R	R	R	R	R
Steam cleaning of carpets	R	R	R	R	R
Steam cleaning of upholstery furniture	R	R	R	R	R
Overheads (items not included above)	R	R	R	R	R
Total excluding VAT	R	R	R	R	R
VAT @ 15%	R	R	R	R	R
Total including VAT	R	R	R	R	R
TOTAL BID PRICE FOR THE FIVE-YEAR PERIOD (INCLUDING THE STATUTORY SALARY BILL INCREASES FOR YEARS 2,3, 4 & 5)			R		

*9% increase is for bidding purposes only. Actual salary/wage increases will follow the sectoral wage determination formula.

