

**PART A
 INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE *(South African National Biodiversity Institute)*

BID NUMBER:	SANBI: NZG484/2023	CLOSING DATE:	14 November 2023	CLOSING TIME:	11:00am
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DESCRIPTION	THE APPOINTMENT OF TWO (2) SERVICE PROVIDERS TO SUPPLY AND DELIVER GRASS FEED AND STRAW, AS AND WHEN REQUIRED, FOR THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) TO THE NATIONAL ZOOLOGICAL GARDEN (NZG) FOR THREE (3) YEARS.
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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

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

Date: 25 October 2023

Time: 10:00

Venue: Staff Centre, National Zoological Garden, Corner Boom and Paul Kruger Streets, 232 Boom Street, Pretoria Central, 0183

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO	TECHNICAL ENQUIRIES MAY BE DIRECTED TO:
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CONTACT PERSON		CONTACT PERSON	
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TELEPHONE NUMBER		TELEPHONE NUMBER	
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FACSIMILE NUMBER		FACSIMILE NUMBER	
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E-MAIL ADDRESS	sanbi.tenders@sanbi.org.za	E-MAIL ADDRESS	L.Mangena@sanbi.org.za
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SUPPLIER INFORMATION

NAME OF BIDDER			
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POSTAL ADDRESS			
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STREET ADDRESS			
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TELEPHONE NUMBER	CODE		NUMBER	
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CELLPHONE NUMBER			
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FACSIMILE NUMBER	CODE		NUMBER	
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E-MAIL ADDRESS			
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VAT REGISTRATION NUMBER			
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SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
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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
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[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?
NO ☐ YES ☐

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: NZG484/2023**

Closing Time 11:00

Closing date: **14 November 2023**

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

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

- Required by:

- At:

- Brand and model

- Country of origin

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

- If not to specification, indicate deviation(s)

- Period required for delivery

*Delivery: Firm/not firm

- **Delivery basis**

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

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

***Delete if not applicable**

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

- 2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

- 2.2.1 If so, furnish particulars:

.....

- 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:

.....

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.

.....

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

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.

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

a) The applicable preference point system for this tender is the 80/20 preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

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

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes

all applicable taxes;

- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20	or	90/10
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	or	$Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$

Where

Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20	or	90/10
$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$	or	$Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$

Where

Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

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

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

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

.....
SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

REQUEST FOR TENDER

FOR

THE APPOINTMENT OF TWO (2) SERVICE PROVIDERS TO SUPPLY AND DELIVER GRASS FEED AND STRAW, AS AND WHEN REQUIRED, FOR THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) TO THE NATIONAL ZOOLOGICAL GARDEN (NZG) FOR THREE (3) YEARS.

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

Tender No: SANBI : NZG484/2023

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1. Introduction and background

The South African National Biodiversity Institute (SANBI) is a public entity established under the National Environmental Management: Biodiversity Act (NEMBA), Act No. 10 of 2004. 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 manages the National Zoological Gardens (NZG) and would like to appoint two (2) service providers to supply and deliver grass feed and straw, as outlined in the tender specification, to the National Zoological Garden (NZG) in Pretoria to feed the diverse captive animal collection under its care. It is the responsibility of the NZG to care for the welfare needs of these animals daily, by feeding them good quality food. The captive animals are fed by the NZG using scientifically formulated diets and they receive supplements when necessary. The diet sheet is prescribed by a qualified animal nutritionist and/or wildlife veterinarian.

Two (2) service providers will be appointed and used on a rotational basis, as and when required and subject to availability, to supply grass feed and straw.

2. Invitation to tender

Bidders are hereby invited to submit bids to supply and deliver grass feed and straw as and when required to the SANBI NZG Pretoria campus over a period of three (3) years. SANBI intends to enter a negotiation process with the two successful service providers to negotiate the rates and prices offered. Successful service providers will be used on a rotational basis, but the contract will be managed to ensure equal distribution of expenditure across the two service providers.

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

Deputy Director: Supply Chain Management
South African National Biodiversity Institute
2 Cussonia Avenue
Brummeria
Silverton
Pretoria
0184

The closing date for submissions is 14 November 2023 at 11h00.

3. Compulsory briefing session

A compulsory briefing session will be conducted at the date, time, and venue indicated below:

Date: 25 October 2023

Time: 10:00

Venue: Staff Centre, National Zoological Garden, Corner Boom and Paul Kruger Streets, 232 Boom Street, Pretoria Central, 0183

Bidders may direct technical and bidding procedure inquiries to the email addresses below. All responses will be communicated via this tender's advertisement webpage on the SANBI website at: www.sanbi.org

- For bidding procedure enquires: sanbi.tenders@sanbi.org.za
- For technical enquires L.mangena@sanbi.org.za

SANBI will not respond to any questions or requests for clarification received after 09 November 2023.

4. Tender specification

Table 1 provides detailed specifications and estimated quantities of grass feed and straw required over the contract period. It should be noted that the estimated quantities below might differ from the actual consumption, and this will be dependent on operational needs.

Table 1. Annual estimated quantities of grass feed and straw

Item description	Unit of measure	Preferred packaging	Minimum weight	Estimated annual consumption year 1	Estimated annual consumption year 2	Estimated annual consumption year 3
Lucerne	Each Bale	Rectangular bales	18kg	10 000	10 000	10 000
Eragrostis tef.	Each Bale	Rectangular bales	15kg	12 000	12 000	12 000
Straw	Each Bale	Rectangular bales	12kg	300	300	300

5. Other conditions of contract

- 5.1. All fodder bales/fodder are to be first grade.
- 5.2. Bales provided must be from the current season.
- 5.3. Bales are to be delivered in rectangular form.
- 5.4. Bales must not be contaminated with weeds toxic plants, or any other species of plants/grasses not ordered.
- 5.5. Straw may mean stalks/stems of certain species of grain e.g., wheat, rye, oats, and barley.
- 5.6. Orders are normally placed monthly and should be delivered within 72 hours of an official order being received. The supplier must notify the SANBI NZG immediately if delivery does not happen within 72 hours.
- 5.7. Bales must be transported and delivered to the SANBI NZG premises, protected from water (e.g. rain), bird droppings, dust, and direct exhaust fumes using a tarpaulin without tears or holes secured over the load or in enclosed transportation. This is to ensure the quality of the bales does not deteriorate during transportation.
- 5.8. Delivered goods will be inspected by the SANBI NZG staff for freshness and quality.
- 5.9. The service provider is responsible for the labour arrangements at the time of delivery to offload and pack the goods in the SANBI NZG designated stores.
- 5.10. The team offloading the items must have the necessary experience in bale handling and must wear appropriate and clean PPE for hygiene purposes.
- 5.11. The instructions appearing on the official purchase order must be strictly adhered to and under no circumstances should the service provider deviate from such.
- 5.12. SANBI NZG will be under no obligation to accept any quantity more than the ordered quantity.
- 5.13. All deliveries or dispatches must be accompanied by a delivery note stating the official order number against which the delivery has been affected. The person receiving the delivery and the person delivering must both sign on the delivery note.
- 5.14. Deliveries not complying with the purchase order will be returned to the service provider at the service provider's expense. The returned order must be corrected within 24 hours from the date of rejection.
- 5.15. Estimated quantities are reflected in **Table 1. Annual estimated quantities of grass feed and straw** are a possible consumption estimate. Orders will be placed as and when required and no guarantee is given or implied as to the actual quantity which will be procured during the contract period.
- 5.16. All bales must be not less than the minimum weight given in **Table 1** and must not be more than 30 kg.

5.16.1. Lucerne

- a) Bales must be rich green in colour.
- b) Bales have a sweet smell and contain ample leafy material and fewer stalks.
- c) Bales must be firmly fastened with wireline/wire to a length of approximately 1 meter.
- d) Bales must not be contaminated with weeds or toxic plants.
- e) Bales must be adequately dry for storage.
- f) Bales must not contain any mold.

5.16.2.Eragrostis tef

- a) Bales must be dry and green to light brown in colour (not appear old or turning grey in colour).
- b) Bales must not contain coarse stalks.
- c) Bales must be firmly fastened with wire twine/wire to a length of approximately 1 meter.
- d) Bales must not be contaminated with weeds or toxic plants.
- e) Bales must be adequately dry for storage.
- f) Bales must not contain any mold.

5.16.3.Straw

- a) Bales must be firmly fastened with wire-wireline/wire to a length of approximately 1 meter.
- b) Bales must be dry and golden-brown in colour.
- c) Bales must not contain coarse grasses, weeds, or toxic plants or seeds.
- d) Bales must be adequately dry for storage.
- e) Bales must not contain any mold.

6. Requirements of the service provider

6.1. Mandatory documents required

Tenders must include the following documentation:

- Copy of the company Central Supplier Database (CSD) registration report. The bidder must ensure that the tax status is compliant throughout the tender process.
- Duly signed and fully completed standard bidding document (SBD) forms.
- Compulsory briefing session certificate of attendance.
- 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.
- Original or certified copy of public liability insurance cover to the value of R500 000 per claim or proof of application.
- Signed supply agreement or an intent to supply agreement with growers / third-party suppliers for the constant supply of grass feed and straw.
- **Pricing details (see Annexure B). The fee/cost structure must only be included in the 'original' document as per the section on submission below. Inclusion of pricing in any 'copy' (in the PDF file(s) of the document(s) on the memory stick) will result in the tender being rejected.**

Failure to submit the above documentation will lead to disqualification. Misrepresentations will lead to disqualification from the bidding process.

6.2. Other documents required

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:

- A comprehensive list with appointment letters of previous supply and delivery contracts over the past 8 years indicating the value and nature of goods supplied and delivered.
- At least four (4) reference letters from previous clients where grass feed and straw have been supplied and delivered, within the last five years. A reference letter format is provided in Annexure C.
- Bank rating code letter valid for three (3) months showing the conduct of the account.
- Contingency plan on how the bidder will deal with industrial strikes, sick leave, and normal absence of core staff when providing the service.
- Contingency plan on how the bidder will ensure consistent quality of grass feed and straw.
- Documented plan on how the bidder will ensure a consistent supply of grass feed and straw and how shortages will be avoided.

7. Pricing

The pricing and fee structure must be provided using the table in Annexure B. This must only be included in the 'original' document as per the section on submission below. Inclusion of pricing in any 'copy' (in the PDF file(s) of the document(s) on the memory stick) will result in the tender being rejected.

8. Submission of tender

As described in 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), the two-envelope system will be used for this bid. **Service providers are to submit (1) printed document with pricing included in an envelope, marked 'ORIGINAL', including a copy of the document without pricing as a PDF file on a memory stick.**

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

Above Tenders must be submitted in the Tender Box located at SANBI, Pretoria National Botanical Garden, Biodiversity Building, 2 Cussonia Avenue, Brummeria, Pretoria, 0184, Monday to Friday during office hours (08:00 – 16:00).

Tenders may be submitted in person or through courier.

NB: All documents must be clearly labelled. Tender Number: SANBI :NZG484/2023

The closing date for submissions is 14 November 2023 at 11:00

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

9. Evaluation criteria

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. The first stage will evaluate functionality according to the criteria listed in Table 2 below.

Table 2. Functionality - Evaluation criteria

Heading	Description	Weight/po ints
A. Previous experience of the company, scale of current and past projects undertaken	Appointment letters for supply and delivery contracts of animal feed conducted in the past eight (8) years <ul style="list-style-type: none">• 10 or more appointment letters = 20• 7 - 9 appointment letters = 16• 5 - 6 appointment letters = 12• 3 - 4 appointment letters = 8• 1 - 2 appointment letters = 4• No appointment letters provided = 0	20
	Four (4) contactable reference letters for animal grass feed and/or straw delivery contracts rendered in the past five (5) years indicating the contract value and the quality of service as per the attached reference letter template (Annexure C). If the reference letter is in a different format, the letter shall reflect the major aspects contained in the template provided. <ul style="list-style-type: none">• 4 contactable references indicating good quality service = 20 points• 3 contactable references indicating good quality service = 15 points• 2 contactable references indicating good quality service = 10 points• 1 contactable reference indicating good quality service = 5 points• 0 contactable reference indicating good quality service = 0 points	20
B. Company capacity	Financial capacity - Bank ratings code	30

	<p>Bidders must submit a bank rating code letter valid for three (3) months showing the conduct of the account.</p> <ul style="list-style-type: none"> • Undoubted for the amount of enquiry inquiry or Good for the amount of enquiry. (Bank code: A) = 30 points • 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) = 24 points • The subject has a good record, the amount may appear high to normal transactions on the account. (Bank code: C) = 18 points • The financial position of the subject is modest or unknown, but the account is satisfactorily conducted, and the subject is considered a business commitment. (Bank code: D) = 12 points • The amount of the enquiry is too high for the subject and terms are given. (Bank code: E) = 6 points • This code is given when there is insufficient information to assess the position of the subject. (Bank code: F) = 0 points • Occasional / Frequent dishonors (Bank code: G and H) = 0 points • Non-submission-letter = 0 points 	
C. Contingency plan regarding the project	A plan on how the bidder will deal with industrial strikes, sick leave, and normal absence of core staff when providing the service.	10
	A plan on how the bidder will ensure consistent quality of grass feed and straw.	10
	A plan on how the bidder will ensure a consistent supply of grass feed and straw and how shortages will be avoided.	10
Total		100

Bids that fail to score a minimum of 70 points out of a possible 100 points for functionality will not be eligible for the second stage of evaluation.

Sufficient information must be provided to allow the Bid Evaluation Committee to score bids against all these criteria.

The second stage will evaluate the price and Specific goals of those bids that meet the minimum threshold for functionality. By Preferential Procurement

Regulations, 2022 about the Preferential Procurement Policy Framework Act (No. 5 of 2000), the 80/20-point system will be applied in evaluating proposals that qualify for further consideration, where price constitutes 80 points and a maximum of 20 points will be awarded based on the bidder's specific goals

SANBI reserves the right:

- a) To verify any information supplied in the tender documents.
- b) Not to appoint any Bidder.
- c) To cancel or withdraw this RFT at any time without attracting any penalties or liabilities.
- d) To have the final say in the appointment and that this will be binding.
- e) To disqualify a service provider or cancel any subsequent contracts should it be found that information disclosed was factually inaccurate and/or that a misrepresentation of facts may have occurred.

10. General terms

All documents submitted in response to this Request for Tender (RFT) must be written in English. Service providers shall not assume that information and/or documents supplied to SANBI NZG at any time before this RFT are still available or that they will be considered and shall not make any reference to such information and/or documentation in their response to the RFT.

This tender shall be valid for a period of two months (120 days) calculated from the closing date of this tender.

The appointment of successful service providers shall be subject to all parties agreeing to mutually acceptable contractual Terms and Conditions. In the event of all parties failing to reach an agreement, SANBI reserves the right and shall be entitled to re-advertise the tender.

11. Confidentiality

Any or all information made available to the service provider by SANBI shall be regarded as confidential and shall not be made available to third parties without the prior written consent of SANBI.

12. Preparation of proposal

SANBI shall not be held liable for any cost that has been incurred by the service provider in the preparation of the proposal, the obtaining of certificates, or any other cost that might be incurred in submitting the proposal.

13. Tender documentation availability

The tender documents are available from the SANBI website – www.sanbi.org and from the e-Tender Publication Portal.

14. Contract and contract period

This is a three (3) year contract where grass feed and straw must be delivered as and when required. Both the service provider and SANBI will enter into a Service Level Agreement (SLA) for monitoring and compliance purposes which will be signed by both parties during contracting.

SANBI intends to enter a negotiation process with the successful service providers to negotiate the rates and prices offered. The successful service providers will be used on a rotational basis, with the contract managed to ensure equal distribution of expenditure across the two service providers.

The performance of the successful bidder will be monitored through compliance meetings which will take place when necessary.

15. ANNEXURE B: FEE/COST STRUCTURE

YEAR 1 – FEE/COST STRUCTURE						
		NAME OF BIDDER:			SIGNATURE OF BIDDER:	
NO	DESCRIPTION	Minimum Weight	EST. ANNUAL QTY	UNIT OF MEASURE	UNIT PRICE PER BALE IN SEASON (OCTOBER TO APRIL) (Inclusive of transport and labour)	UNIT PRICE PER BALE OUT OF SEASON (MAY TO SEPTEMBER) (Inclusive of transport and labour)
1.	Lucerne	18kg	10 000	Each Bale	R	R
2.	Eragrostis tef	15kg	12 000	Each Bale	R	R
3.	Straw	12kg	300	Each Bale	R	R
Subtotals						
VAT Inclusive						

YEAR 2 – FEE/COST STRUCTURE						
		NAME OF BIDDER:			SIGNATURE OF BIDDER:	
NO	DESCRIPTION	Minimum Weight	EST. ANNUAL QTY	UNIT OF MEASURE	UNIT PRICE PER BALE IN SEASON (OCTOBER TO APRIL) (Inclusive of transport and labour)	UNIT PRICE PER BALE OUT OF SEASON (MAY TO SEPTEMBER) (Inclusive of transport and labour)
1.	Lucerne	18 kg	10 000	Each Bale	R	R
2.	Eragrostis tef	15 kg	12 000	Each Bale	R	R
3.	Straw	12 kg	300	Each Bale	R	R
Subtotals						

	VAT Inclusive	
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YEAR 3 – FEE/COST STRUCTURE						
		NAME OF BIDDER:			SIGNATURE OF BIDDER:	
NO	DESCRIPTION	Minimum Weight	EST. ANNUAL QTY	UNIT OF MEASURE	UNIT PRICE PER BALE IN SEASON (OCTOBER TO APRIL) (Inclusive of transport and labour)	UNIT PRICE PER BALE OUT OF SEASON (MAY TO SEPTEMBER) (Inclusive of transport and labour)
1.	Lucerne	18kg	10 000	Each Bale	R	R
2.	Eragrostis tef	15kg	12 000	Each Bale	R	R
3.	Straw	12kg	300	Each Bale	R	R
Subtotals						
VAT Inclusive						
Total proposed contract amount (all subtotals combined) (costs must be inclusive of VAT if applicable)					R	

16. ANNEXURE C: REFERENCE LETTERS

REFERENCE LETTER FORMAT

Bidder's Letterhead

Referee Letterhead

Referee Legal Name

REFERENCE ON COMPANY:

Briefly describe the service/work the above bidder provided to you:

Contract amount:

Contract duration:

Criteria (Quality of service)

Meets requirements

*Exceeds requirements
(Please provide details)*

Professionalism

Customer centricity

Adherence to delivery times

Adherence to delivery of agreed quantities

Adherence to required delivery standards
e.g., transport

Quality of packaging

Hygiene standards and procedures

Quality of grass feed and straw

Ability to supply in case of
shortage/emergency

Overall Impression		
Would you use the provider again? If, No please provide reasons:		YES/NO
Completed by:		
Signature:		
Company Name:		
Contact Telephone Number:		
Date:		
Company Stamp:		