

**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:G507/2023	CLOSING DATE:	6 MARCH 2024	CLOSING TIME:	11:00am
DESCRIPTION	THE APPOINTMENT OF A MULTIDISCIPLINARY TEAM WITH A CONSULTING ENGINEER AS THE PRINCIPAL AGENT FOR THE ASSESSMENT, DESIGN AND PROJECT MANAGEMENT OF A NEW ADMINISTRATION BLOCK AND VARIOUS INFRASTRUCTURE AT FREE STATE NBG.				
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: 20 February 2024 Time: 10:00 to 11:00 Venue: Free State National Botanical Garden					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON			CONTACT PERSON		
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	sanbi.tenders@sanbi.org.za		E-MAIL ADDRESS	t.mupudzi@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] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		TICK APPLICABLE BOX] ☐ Yes ☐ 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?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
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:G507/2023**

Closing Time 11:00

Closing date: **06 March 2024**

OFFER TO BE VALID FOR 90 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**

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

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
 I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
 Signature

.....
 Date

.....
 Position

.....
 Name of bidder

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
$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$	or	$Ps = 90 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$

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 = 10 Points		(10)		
Total		20		

DECLARATION WITH REGARD TO COMPANY/FIRM

- 4.3. Name of company/firm.....
- 4.4. Company registration number:
- 4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

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

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

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

REQUEST FOR TENDER

for

**THE APPOINTMENT OF A MULTIDISCIPLINARY TEAM WITH A CONSULTING ENGINEER
AS THE PRINCIPAL AGENT FOR THE ASSESSMENT, DESIGN AND PROJECT
MANAGEMENT OF A NEW ADMINISTRATION BLOCK AND VARIOUS INFRASTRUCTURE
AT FREE STATE NBG.**

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

Tender No:SANBI: G507/2023

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TENDER

TERMS OF REFERENCE

1. Introductions and Background

The Department of Forestry, Fisheries and the Environment (DFFE) has allocated funds over the 2022/23 to 2024/25 Medium Term Expenditure Framework (MTEF) towards a national infrastructure programme at the various campuses and sites of the South African National Biodiversity Institute (SANBI). The programme includes infrastructural maintenance, refurbishments, upgrades, replacements and/or new infrastructure at all sites. Projects have been identified for implementation over the MTEF at each of SANBI's existing campuses and sites across the country.

The staff complement at the FSNBG has been increasing over the years and there is a need for additional office space. A professional service provider needs to be appointed for the design and construction monitoring of the new administration block and various infrastructure at FSNBG. The new infrastructure and upgrades are of fundamental operational infrastructure which will allow the garden to operate more efficiently, resulting in the garden becoming more attractive to visitors.

2. Open Tender

Tenders are hereby invited for a multidisciplinary team with a Consulting Engineer as the Principal Agent for the assessment, design and project management of the new administration block and various infrastructure at FSNBG. The tender process is an open tender.

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

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

The tender closes on 6 March 2024 at 11:00

3. Briefing Session and Site Inspection

This is compulsory and will be conducted at the time and date given as follows:

Date: **20 February 2024**
Time: 10:00
Venue: Free State National Botanical Garden

Bidders are encouraged to direct all technical and bidding procedure enquiries to the email address below. Responses will be communicated via email to all eligible bidders who were invited to tender.

Department: Supply Chain Management
Email: t.mupudzi@sanbi.org.za and Sanbi.Tenders@sanbi.org.za
Cut-off date for enquiries: **23 February 2024 at 11:00**

4. Scope of Proposed Works

The purpose of this tender is to appoint a multidisciplinary team with a Consulting Engineer as the Principal Agent for the assessment, design and project management of the new administration block and various infrastructure at FSNBG.

The Principal Agent must produce concept designs, detailed engineering designs and to ensure compliance to all applicable conditions of statutory approvals. Furthermore, the Principal Agent must supervise, manage the project, administer the construction works and close out the project at contractually agreed scope of works. All construction processes must be done in accordance with acceptable industry standards.

The services required from the multidisciplinary team will be to design, prepare contract/tender documentation, project manage and implement, with guidance from and in consultation with SANBI for the new administration block and various infrastructure at FSNBG.

STAGE 1- INCEPTION

Standard Services:

- Facilitate the development of a clear project brief.
- Incorporate SANBI's procurement policy for the project.
- Assist SANBI in the procurement of the necessary and appropriate consultants including the clear definition of their roles, responsibilities, and liabilities.
- Establish in conjunction with SANBI, consultants, and all relevant authorities the site characteristics necessary for the proper design and approval of the intended project.
- Manage the integration of the preliminary design to form the basis for the initial viability assessment of the project.
- Prepare, co-ordinate and monitor a Project Initiation Programme.
- Facilitate the preparation of the Preliminary Viability Assessment of the project.
- Facilitate SANBI's approval of all Stage 1 documentation.

STAGE 2 - CONCEPT AND VIABILITY

Standard Services:

- Assist SANBI in the procurement of the necessary and appropriate consultants including the clear definition of their roles, responsibilities, and liabilities.
- Advise SANBI on the requirement to appoint a Health and Safety Consultant.
- Communicate the project brief to the consultants and monitor the development of the concept and feasibility within the agreed brief.
- Co-ordinate and integrate the income stream requirements of the client into the concept design and feasibility.
- Agree the format and procedures for cost control and reporting by the cost consultants on the project.
- Manage and monitor the preparation of the project costing by other consultants.

Prepare and co-ordinate an Indicative Project Documentation and Construction Programme.

- Manage and integrate the concept and feasibility documentation for presentation to the client for approval.
- Facilitate SANBI's approval of all Stage 2 documentation.

STAGE 3 - DESIGN DEVELOPMENT

Standard Services:

- Assist SANBI in the procurement of the balance of the consultants including the clear definition of their roles, responsibilities, and liabilities.
- Establish and co-ordinate the formal and informal communication structure, processes, and procedures for the design development of the project.
- Prepare, co-ordinate and agree a detailed Design and Documentation Programme, based on an updated Indicative Construction Programme, with all consultants.
- Manage, co-ordinate and integrate the design by the consultants in a sequence to suit the project design, documentation programme and quality requirements.
- Conduct and record the appropriate planning, co-ordination, and management meetings.
- Facilitate any input from the design consultants required by the Construction Manager on constructability.
- Facilitate any input from the design consultants required by the Health and Safety Consultant.
- Manage and monitor the timeous submission by the design team of all plans and documentation to obtain the necessary statutory approvals.
- Establish responsibilities and monitor the information flow between the design team, including the cost consultants.
- Monitor the preparation by the cost consultants of cost estimates, budgets, and cost reports.
- Monitor the cost control by the cost consultants to verify progressive design compliance with approved budget, including necessary design reviews to achieve budget compliance.
- Facilitate and monitor the timeous technical co-ordination of the design by the design team.
- Facilitate SANBI's approval of all Stage 3 documentation.

STAGE 4 - DOCUMENTATION AND PROCUREMENT

Standard Services:

- Select, recommend, and agree on the Procurement Strategy for contractors, subcontractors and suppliers with SANBI and the consultants.
- Prepare and agree on the Project Procurement Programme.
- Co-ordinate and monitor the preparation of the tender documentation by the consultants in accordance with the Project Procurement Programme.
- Facilitate and monitor the preparation by the Health and Safety Consultant of the Health and Safety Specification for the project.
- Manage the tender process in accordance with agreed procedures, including calling for tenders, adjudication of tenders, and recommendation of appropriate contractors for approval by the client.

- Advise SANBI, in conjunction with other consultants, on the appropriate insurances required for the implementation of the project.
- Monitor the reconciliation by the cost consultants of the tender prices with the project budget.
- Agree the format and procedures for monitoring and control by the cost consultants of the cost of the works.
- Facilitate SANBI's approval of the tender recommendations.

STAGE 5 - CONSTRUCTION

Standard Services:

- Appoint contractor(s) on behalf of SANBI including the finalisation of all agreements.
- Instruct the contractor on behalf of SANBI to appoint subcontractors.
- Receive, co-ordinate, review and obtain approval of all contract documentation provided by the contractor, subcontractors, and suppliers for compliance with all of the contract requirements.
- Monitor the ongoing projects' insurance requirements.
- Facilitate the handover of the site to the contractor.
- Establish and co-ordinate the formal and informal communication structure and procedures for the construction process.
- Regularly conduct and record the necessary site meetings.
- Monitor, review and approve the preparation of the Contract Programme by the contractor.
- Regularly monitor the performance of the contractor against the Contract Programme.
- Review and adjudicate circumstances and entitlements that may arise from any changes required to the Contract Programme.
- Monitor the preparation of the contractor's Health and Safety Plan and approval thereof by the Health and Safety Consultant.
- Monitor the auditing of the Contractors' Health and Safety Plan by the Health and Safety Consultant.
- Monitor the compliance by the contractors of the requirements of the Health and Safety Consultant.
- Monitor the production of the Health and Safety File by the Health and Safety Consultant and contractors.
- Monitor the preparation of the Environmental Management Plan by the Environmental Consultants.
- Establish the construction information distribution procedures.
- Agree and monitor the construction documentation schedule for timeous delivery of required information to the contractors.
- Expedite, review, and monitor the timeous issue of construction information to the contractors.
- Manage the review and approval of all necessary shop details and product propriety information by the design consultants.
- Establish procedures for monitoring, controlling, and agreeing all scope and cost variations.
- Agree on the quality assurance procedures and monitor the implementation thereof by the consultants and contractors.
- Monitor, review, approve and certify monthly progress payments.
- Receive, review, and adjudicate any contractual claims.

- Monitor the preparation of monthly cost reports by the cost consultants.
- Monitor long lead items and off-site production by the contractors and suppliers.
- Prepare monthly project reports including submission to the client.
- Manage, co-ordinate and monitor all necessary testing and commissioning by consultants and contractors.
- Co-ordinate, monitor and issue the Practical Completion Lists and the Certificate of Practical Completion.
- Co-ordinate and monitor the preparation and issue of the Works Completion List by the consultants to the contractors.
- Monitor the execution by the contractors of the defect items to achieve works completion.
- Facilitate and co-ordinate adequate access with the occupant for the rectification of defects by the contractors.

STAGE 6 – CLOSE-OUT

Standard Services:

- Issue the Works Completion Certificate.
- Manage, co-ordinate and expedite the preparation by the design consultants of all as-built drawings and design documentation.
- Manage and expedite the procurement of all operating and maintenance manuals as well as all warranties and guarantees.
- Manage and expedite the procurement of all statutory compliance certificates and documentation.
- Manage the finalisation of the Health and Safety File for submission to SANBI.
- Co-ordinate, monitor and manage the rectification of defects during the Defects Liability Period.
- Manage, co-ordinate and expedite the preparation and agreement of the final account by the cost consultants with the relevant contractors.
- Co-ordinate, monitor and issue the Final Completion Defects List and Certificate of Final Completion.
- Prepare and present project close-out report.

The Principal Agent will be responsible for supplying and managing the proposed multidisciplinary team that is required in respect of the appointment. The professional services that will typically be required on the project include, but are not limited to:

- Architectural services
 - All standard services as described in stages 1 to 6 of section 1.1 of Board Notice 195 of 2011: Framework for the Professional Fees Guideline – In respect of services rendered by person(s) registered in terms of the Architectural Profession Act, 2000 (Act No. 44 of 2000) as amended or amplified upon in the project brief.
- Engineering (Structural, Civil, Electrical and Mechanical)
 - All standard services as described in stages 1 to 6 in clause 3.2.6 (inclusive) of Board Notice 206 of 2011: Guideline Scope of Services and Tariff of Fees for Persons Registered in terms of the Engineering Professional Act, 2000 (Act No. 46 of 2000), as amended or amplified upon in the project brief.

- Quantity Surveying
 - All standard services for building work contracts with bills of quantities as described in stages 1 to 6 in clause 10.6 of Board Notice 163 of 2009: Amended guideline professional fees set out in the 2010 Tariff of Professional Fees determined by the South African Council for Quantity Surveying Profession in terms of the Quantity Surveying Profession Act, 2000 (Act No. 49 of 2000) and as published by the South African Council for Quantity Surveying Profession as amended or amplified upon in the project brief.
- Occupational Health & Safety
 - All standard services as described in stages 1 to 6 in clause 3.2 (inclusive) of Board Notice 167 of 2019: Guideline Scope of Services and Tariff of Fees for Construction Health & Safety Professionals Registered in terms of the Project and Construction Management Professions Act, 2000 (Act No. 48 of 2000), as amended or amplified upon in the project brief.

The broad scope of services required shall be in accordance with the relevant Professional Board Notices, in addition to the above, providing the guideline scope of services and tariff fees for persons registered in terms of the relevant Act. Services are to be implemented in accordance with the prescribed stages described under the relevant Professional Board Notices and Professional Fees Guidelines.

Additional services may be required as described in the appropriate Professional Board Notices. The Service Provider is required to provide all aspects of the services with reasonable professional care, diligence, and skill in accordance with generally accepted professional techniques and standards, and ensure that all legal requirements are met, and that all legal processes are adhered to.

Gated reviews will take place at each stage of the project and will be informed by availability of budget to proceed to the next stage. If there is any conflict between the specific requirements and the relevant guideline scope of services document referred to above, the specific requirements shall take precedence.

It should be noted that while SANBI has every intention of completing the full scope of work making full use of the budget provision for infrastructure works, SANBI's budget is subject to periodic review. Should it become necessary to vary the scope of work or even suspend or terminate the contract with the successful Service Provider, such variation, suspension, or termination shall be dealt with in accordance with the provisions of the Standard Professional Services Contract.

5. Site Plan



Fig. 1 Site Plan of the Free State National Botanical Garden

6. Information to be issued by SANBI

The existing garden information which is available to SANBI will be provided to the successfully bidder.

7. Pricing Guidelines

The appointment will be based on a **lump sum fee**, as set out in the professional fee guidelines issued in terms of the Engineering Profession Act 46 of 2000 and Construction Health & Safety Professionals in terms of the Project & Construction Management Professions Act, 2000 (Act No. 48 of 2000) as well as any other relevant professional fee guidelines that may be applicable.

Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases, including all expenses (travel expenses, accommodation, subsistence, printing etc.), inclusive of all applicable taxes (value-added tax, pay as you earn, income tax, unemployment insurance fund contributions, skills development levies etc.) for the project. The contract amount/appointment value will be capped at the bid amount. The appointed professional service provider will be required to manage their time and costs within the allocated budget.

The allocated budget for the construction costs for the project is **R12 million (VAT incl.), excluding professional fees.**

The Lead Consultant will be required to supply and manage the involvement of all resources required in the completion of the abovementioned scope of works. It is anticipated that the following key resources will be required, as a minimum. **Please complete this table with relevant information and only include this table in the ORIGINAL pack, and NOT in the copy**

(refer to Section 9).

Services Required
Lead Consultant (Professional Civil/Structural Engineer) - ECSA
Professional (Pr.) Architect - SACAP
Professional (Pr.) Quantity Surveyor - SACQSP
Professional (Pr.) Structural Engineer - ECSA
Professional (Pr.) Civil Engineer - ECSA
Professional (Pr.) Electrical Engineer - ECSA
Professional (Pr.) Mechanical Engineer - ECSA
Professional (Pr.) Geotechnical Engineer - ECSA
Professional (Pr.) Occupational Health & Safety Agent - SACPCMP
Professional (Pr.) Environmental Control Officer - EAPASA
Professional (Pr.) Land Surveyor - SAGC
Professional (Pr.) Environmental Assessment Practitioner - EAPASA

The bidding entity will act as the Principal Agent and will be responsible for entering into any contractual arrangements with the professional team members and specialists required by the scope of works for the duration of the appointment.

Should it become necessary to replace any of the key personnel at the time of tender or during this contract, they may only be replaced by individuals with similar or better qualifications and experience, who satisfy the minimum requirements and only with the approval of SANBI.

The Principal Agent is required to provide all aspects of the services in the table above with the resources proposed in their tender submission. After appointment, the Principal Agent will advise SANBI via the respective stage report of any additional services (other than listed in the table above) that may be required to complete the proposed scope of work, which may come to light during the stage report review. These additional resources will be procured by SANBI through a separate appointment.

8. Requirements for Proposals

8.1. Mandatory Requirements

Each submission must include/comply with the following (**failure to comply will result in the tender being rejected**):

- Minimum key personnel as per the services required (sections 4 & 7).
- Signed certificate of attendance from the compulsory briefing session in the name of the bidding entity.
- Proposed fee/cost structure as per the pricing guidelines (section 7). **Include ONLY in the ORIGINAL pack, and NOT in the copy (refer to Section 9).**
- Standard Bid Document forms (Fully Completed).
- A copy of the Central Suppliers Database (CSD) registration report.

- 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.

8.2. Other Requirements

Bidders interested in rendering the requested services should submit a concise written proposal that addresses the scope of work and the above requirements and outputs. The proposal must include:

- A brief description of the approach and methodology to address the objectives and specific requirements. This should demonstrate an understanding of the scope of work required specifically to this project.
- A work plan that indicates the relative timelines and level of effort towards activities and deliverables, a clear allocation of roles, responsibilities, and resources towards the deliverables, as well as the tasks that may be sub-contracted with an indication of the approximate time requirements for these tasks.
- Details of the bidder, including the bidding entity's profile that outlines relevant skills, experience, and track record in support of the required competencies, as well as the mission statement and policies of the bidding entity.
- Proof of experience in managing similar type construction works where design review, remedial work and take over from previous consultants was required.

SANBI reserves the right to: verify any information supplied in the tender submission; to not appoint any service provider; to cancel or withdraw this tender at any time without attracting any penalties or liabilities; to have the final say in the appointment of the Service Provider and that this will be binding; to disqualify a tender or cancel any subsequent contracts should it be found that: 1) Information was omitted that should have been disclosed, 2) factually inaccurate information was provided and/or 3) that a misrepresentation of facts has occurred.

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.

9. Submission

This is a two-envelope tender process. Service Providers are to submit one (1) pack of the original printed proposal, marked "ORIGINAL" in a separate envelope and one (1) marked "COPY" in a second envelope on a memory stick.

Financial and pricing details must only be included in the pack marked "ORIGINAL".

- 1 (one) printed pack of original documents with pricing included and
- 1 (one) copy without pricing data on a memory stick

NB: Failure to submit in the prescribed manner WILL lead to the bid being disqualified.

Tenders can be submitted in the tender box located in the reception area of the Biodiversity Centre Building at the Pretoria National Botanical Garden, 2 Cussonia Avenue, Brummeria, Pretoria, during office hours before the closing date and time. Normal office hours are from 08:00 – 16:00

daily. proof of posting shall not be accepted as proof of delivery. E-mailed and faxed submissions will not be accepted. Late submissions will be disqualified.

The closing date for submission of responses is **6 March 2024 at 11:00**.

10. Evaluation Criteria

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

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

FUNCTIONALITY EVALUATION CRITERIA		POINTS														
Implementation methodology Proposed methodology and approach addressing all the services identified in the scope of work as per the PMBOK knowledge areas and the project life cycle. Methodologies and approach must be specific to the project and location of works.		30														
<table><tr><th>Sub-Criteria</th><th>Points</th></tr><tr><td>No Methodology</td><td>0</td></tr><tr><td>Poor Methodology</td><td>6</td></tr><tr><td>Average Methodology</td><td>12</td></tr><tr><td>Above Average Methodology</td><td>18</td></tr><tr><td>Good Methodology</td><td>24</td></tr><tr><td>Comprehensive Methodology (Exceptional)</td><td>30</td></tr></table>			Sub-Criteria	Points	No Methodology	0	Poor Methodology	6	Average Methodology	12	Above Average Methodology	18	Good Methodology	24	Comprehensive Methodology (Exceptional)	30
Sub-Criteria	Points															
No Methodology	0															
Poor Methodology	6															
Average Methodology	12															
Above Average Methodology	18															
Good Methodology	24															
Comprehensive Methodology (Exceptional)	30															

FUNCTIONALITY EVALUATION CRITERIA		POINTS														
Proposed work plan Proposed work plan with relative timelines towards activities and deliverables, including a clear allocation of resources towards the services required. <table><tr><th>Sub-Criteria</th><th>Points</th></tr><tr><td>No Programme</td><td>0</td></tr><tr><td>Poor Programme</td><td>4</td></tr><tr><td>Average Programme</td><td>8</td></tr><tr><td>Above Average Programme</td><td>12</td></tr><tr><td>Good Programme</td><td>16</td></tr><tr><td>Comprehensive (Exceptional) Programme</td><td>20</td></tr></table>		Sub-Criteria	Points	No Programme	0	Poor Programme	4	Average Programme	8	Above Average Programme	12	Good Programme	16	Comprehensive (Exceptional) Programme	20	20
Sub-Criteria	Points															
No Programme	0															
Poor Programme	4															
Average Programme	8															
Above Average Programme	12															
Good Programme	16															
Comprehensive (Exceptional) Programme	20															
Track Record The Service Provider is expected to have more than 10 years’ experience in managing similar types of construction projects where design, and construction monitoring of new structural building and civil work were successfully undertaken and completed within parameters such as scope, cost, time and at acceptable quality standard. - List of 10 similar projects with contactable references and indicating value of works completed and role in the assignment (2 points per similar project). - Contactable reference letters regarding similar assignments completed in the last five years <table><tr><th>Sub-Criteria</th><th>Points</th></tr><tr><td>One relevant reference letter</td><td>5</td></tr><tr><td>Two relevant reference letters</td><td>10</td></tr><tr><td>Three relevant reference letters</td><td>15</td></tr><tr><td>Four relevant reference letters</td><td>20</td></tr><tr><td>Five relevant reference letters</td><td>25</td></tr><tr><td>Six relevant reference letters or more</td><td>30</td></tr></table>		Sub-Criteria	Points	One relevant reference letter	5	Two relevant reference letters	10	Three relevant reference letters	15	Four relevant reference letters	20	Five relevant reference letters	25	Six relevant reference letters or more	30	20 <
Sub-Criteria	Points															
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Two relevant reference letters	10															
Three relevant reference letters	15															
Four relevant reference letters	20															
Five relevant reference letters	25															
Six relevant reference letters or more	30															

Bidders who fail to score a minimum of 70 points out of a possible 100 points on functionality criteria will not be eligible for further consideration.

B. The second stage will evaluate the price and preference points of those bids that meet the minimum threshold for functionality.

The specific goals for this contract are as highlighted below:

Goal (a) - Categories of persons historically disadvantaged by unfair discrimination on the basis of race. Information will be verified on CSD report. Points will be allocated based on the percentage of ownership per goal - 100% black ownership = 10 points.

Goal (b) - Categories of persons historically disadvantaged by unfair discrimination on the basis of gender. Information will be verified on CSD report. Points will be allocated based on the percentage of ownership per goal - 100% female ownership = 10 points.

11. Contract Period

The appointment is anticipated to be for a period of 36 months. The contractual appointment period will be as stipulated in the contract.

12. General Safety, Health and Environmental (SHE) Requirements

All service providers entering a contract with SANBI shall, as a minimum, comply with the following requirements:

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

13. General

- All documents submitted in the response to this Request for Tender (RFT) shall be written in English.
- Potential service providers shall not assume that information and / or documents previously supplied to SANBI, at any time prior to this RFT, will be considered, and they shall not refer to such information and / or documentation in their response to the RFT.
- The appointment of a successful Service Provider shall be subject to all parties agreeing to mutually acceptable contractual Terms and Conditions. The preferred form of contract for the professional services as per this RFT will be the **Standard Professional Services Contract** July 2009 (Third Edition of CIDB document 1014).
- The contract will be drawn up between SANBI and the Service Provider.

- **Fraud and Corruption**

- Any effort by a Bidder to influence the bid evaluation, bid comparisons or bid award decisions in any matter, may result in rejection of the bid concerned. SANBI shall reject a submission if the Bidder has committed a proven corrupt or fraudulent act, or any other improper conduct in bidding for any other work.
- SANBI may disregard any submission if that Bidder, or any of its directors -
 - have abused the Supply Chain Management (SCM) system of any Government Department/ institution; have committed proven fraud, corruption or any other improper conduct in relation to such system; have failed to perform on any previous contract and the proof thereof exists; and/or
 - is restricted from doing business with the public sector if such a bidder obtained preferences fraudulently or if such bidder failed to perform on a contract based on the specific goals.
- Payment terms are 30 days from date of invoice being approved. No upfront payments will be made.
- 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.
- While the Service Provider will be working with several SANBI staff, final accountability rests with the relevant internal SANBI Project Manager.
- The tender process will be co-ordinated by SANBI's Supply Chain Management (SCM) department, contactable at the following email address: sanbi.tenders@sanbi.org.za
- The validity of quotations is 90 days.
- Bidders must reference the tender title when submitting their proposal.