

# SANBI

Biodiversity for Life



South African National Biodiversity Institute

**PART A  
INVITATION TO BID**

|                                                                                                                                                                                                                                                           |                                                                                                                                                                            |               |                                                |                                                                        |         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|------------------------------------------------|------------------------------------------------------------------------|---------|
| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE</b> <i>(South African National Biodiversity Institute)</i>                                                                                                                                       |                                                                                                                                                                            |               |                                                |                                                                        |         |
| BID NUMBER:                                                                                                                                                                                                                                               | SANBI: G586/2026                                                                                                                                                           | CLOSING DATE: | 15 SEPTEMBER 2026                              | CLOSING TIME:                                                          | 11:00AM |
| DESCRIPTION                                                                                                                                                                                                                                               | THE APPOINTMENT OF A SERVICE PROVIDER FOR THE RENTAL OF A CONCERT STAGE TUNNEL CANOPY FOR A PERIOD OF THREE YEARS AT THE KIRSTENBOSCH NATIONAL BOTANICAL GARDEN, CAPE TOWN |               |                                                |                                                                        |         |
| <b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>                                                                                                                                                                |                                                                                                                                                                            |               |                                                |                                                                        |         |
| BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT:<br><br>Biodiversity Centre<br>Pretoria National Botanical Garden,<br>2 Cussonia Avenue,<br>Brummeria Pretoria                                                                         |                                                                                                                                                                            |               |                                                |                                                                        |         |
| A compulsory briefing session will be conducted at the time and date given as follows:<br>Date: 08 September 2026<br>Time: 11H00 AM<br>Venue: Old Mutual Conference Hall, Visitor Centre, Kirstenbosch National Botanical Garden, Rhodes Drive, Newlands. |                                                                                                                                                                            |               |                                                |                                                                        |         |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>                                                                                                                                                                                                     |                                                                                                                                                                            |               | <b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b> |                                                                        |         |
| CONTACT PERSON                                                                                                                                                                                                                                            |                                                                                                                                                                            |               | CONTACT PERSON                                 |                                                                        |         |
| TELEPHONE NUMBER                                                                                                                                                                                                                                          |                                                                                                                                                                            |               | TELEPHONE NUMBER                               |                                                                        |         |
| FACSIMILE NUMBER                                                                                                                                                                                                                                          |                                                                                                                                                                            |               | FACSIMILE NUMBER                               |                                                                        |         |
| E-MAIL ADDRESS                                                                                                                                                                                                                                            | <a href="mailto:sanbi.tenders@sanbi.org.za">sanbi.tenders@sanbi.org.za</a>                                                                                                 |               | E-MAIL ADDRESS                                 | <a href="mailto:A.Hendricks@sanbi.org.za">A.Hendricks@sanbi.org.za</a> |         |
| <b>SUPPLIER INFORMATION</b>                                                                                                                                                                                                                               |                                                                                                                                                                            |               |                                                |                                                                        |         |
| NAME OF BIDDER                                                                                                                                                                                                                                            |                                                                                                                                                                            |               |                                                |                                                                        |         |
| POSTAL ADDRESS                                                                                                                                                                                                                                            |                                                                                                                                                                            |               |                                                |                                                                        |         |
| STREET ADDRESS                                                                                                                                                                                                                                            |                                                                                                                                                                            |               |                                                |                                                                        |         |
| TELEPHONE NUMBER                                                                                                                                                                                                                                          | CODE                                                                                                                                                                       |               | NUMBER                                         |                                                                        |         |
| CELLPHONE NUMBER                                                                                                                                                                                                                                          |                                                                                                                                                                            |               |                                                |                                                                        |         |
| FACSIMILE NUMBER                                                                                                                                                                                                                                          | CODE                                                                                                                                                                       |               | NUMBER                                         |                                                                        |         |
| E-MAIL ADDRESS                                                                                                                                                                                                                                            |                                                                                                                                                                            |               |                                                |                                                                        |         |
| VAT REGISTRATION NUMBER                                                                                                                                                                                                                                   |                                                                                                                                                                            |               |                                                |                                                                        |         |
| SUPPLIER COMPLIANCE STATUS                                                                                                                                                                                                                                | TAX COMPLIANCE SYSTEM PIN:                                                                                                                                                 |               | OR                                             | CENTRAL SUPPLIER DATABASE No:                                          | MAAA    |

|                                                                                                                                                                                                                            |                                                                                        |                                                                                            |                                                                                                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| B-BBEE STATUS<br>LEVEL<br>VERIFICATION<br>CERTIFICATE                                                                                                                                                                      | TICK APPLICABLE BOX]<br><br><input type="checkbox"/> Yes <input type="checkbox"/> No   | B-BBEE STATUS LEVEL<br>SWORN AFFIDAVIT                                                     | [TICK APPLICABLE BOX]<br><br><input type="checkbox"/> Yes <input type="checkbox"/> No                        |
| <b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>                                                      |                                                                                        |                                                                                            |                                                                                                              |
| ARE YOU THE<br>ACCREDITED<br>REPRESENTATIVE<br>IN SOUTH AFRICA<br>FOR THE GOODS<br>/SERVICES /WORKS<br>OFFERED?                                                                                                            | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><br>[IF YES ENCLOSE PROOF] | ARE YOU A FOREIGN BASED<br>SUPPLIER FOR THE <b>GOODS<br/>/SERVICES /WORKS<br/>OFFERED?</b> | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><br>[IF YES, ANSWER THE<br>QUESTIONNAIRE BELOW ] |
| <b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>                                                                                                                                                                          |                                                                                        |                                                                                            |                                                                                                              |
| IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?                                                                                                                                                            |                                                                                        | <input type="checkbox"/> YES <input type="checkbox"/> NO                                   |                                                                                                              |
| DOES THE ENTITY HAVE A BRANCH IN THE RSA?                                                                                                                                                                                  |                                                                                        | <input type="checkbox"/> YES <input type="checkbox"/> NO                                   |                                                                                                              |
| DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?<br><input type="checkbox"/> NO                                                                                                                                  |                                                                                        | <input type="checkbox"/> YES                                                               |                                                                                                              |
| DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?                                                                                                                                                                      |                                                                                        | <input type="checkbox"/> YES <input type="checkbox"/> NO                                   |                                                                                                              |
| IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?<br>NO                                                                                                                                                            |                                                                                        | <input type="checkbox"/> YES <input type="checkbox"/>                                      |                                                                                                              |
| <b>IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b> |                                                                                        |                                                                                            |                                                                                                              |

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

**1. BID SUBMISSION:**

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

**2. TAX COMPLIANCE REQUIREMENTS**

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE [WWW.SARS.GOV.ZA](http://WWW.SARS.GOV.ZA).
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER: .....

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

DATE: .....

**PRICING SCHEDULE – FIRM PRICES****(PURCHASES)**

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

Name of bidder.....Bid number: **SANBI: G586/2026**

Closing Time 11:00

Closing date: **15 September 2026**

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

| ITEM<br>NO. | QUANTITY | DESCRIPTION | BID PRICE IN RSA CURRENCY |
|-------------|----------|-------------|---------------------------|
|-------------|----------|-------------|---------------------------|

**\*\* (ALL APPLICABLE TAXES INCLUDED)**

---

- Required by: .....
- At: .....  
.....
- Brand and model .....
- Country of origin .....
- Does the offer comply with the specification(s)? **\*YES/NO**
- If not to specification, indicate deviation(s) .....
- Period required for delivery .....  
**\*Delivery: Firm/not firm**
- Delivery basis .....

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

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

**\*Delete if not applicable**

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

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

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

### 2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

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

| Full Name | Identity Number | Name of State institution |
|-----------|-----------------|---------------------------|
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |

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

- 2.2.1 If so, furnish particulars:

.....  
 .....

- 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**

---

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

2.3.1 If so, furnish particulars:

.....  
.....

### 3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

---

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

## 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:

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

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:

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration  
Pmax = Price of highest acceptable tender

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

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

|                                                                                                                                                                                                                                                                     |  |      |  |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|------|--|--|
| Categories of persons historically disadvantaged by unfair discrimination on the basis of gender.<br><br>Information will be verified on the CSD report. Points will be allocated based on the percentage of ownership per goal<br><br>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.

|                                    |       |
|------------------------------------|-------|
| .....                              |       |
| <b>SIGNATURE(S) OF TENDERER(S)</b> |       |
| <b>SURNAME AND NAME:</b>           | ..... |
| <b>DATE:</b>                       | ..... |
| <b>ADDRESS:</b>                    | ..... |
|                                    | ..... |
|                                    | ..... |
|                                    | ..... |

## **REQUEST FOR TENDER**

**for**

**THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE REQUIRES  
A SERVICE PROVIDER FOR THE RENTAL OF A CONCERT STAGE  
TUNNEL CANOPY FOR A PERIOD OF THREE YEARS AT THE  
KIRSTENBOSCH NATIONAL BOTANICAL GARDEN, CAPE TOWN**

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

**Tender No: G586/2026**

## TABLE OF CONTENTS

|                                                                       |    |
|-----------------------------------------------------------------------|----|
| 1. Introduction and Background .....                                  | 3  |
| 2. Open Tender .....                                                  | 3  |
| 3. Briefing Session and Site Inspection .....                         | 4  |
| 4. Scope of Works .....                                               | 4  |
| 5. Concert Stage Layout.....                                          | 7  |
| 6. Requirements for Proposals .....                                   | 9  |
| 6.1. Mandatory Requirements .....                                     | 9  |
| 6.2. Other Documents Required .....                                   | 9  |
| 7. Submission .....                                                   | 10 |
| 9. Evaluation Criteria .....                                          | 11 |
| 10. Contract Period .....                                             | 13 |
| 11. General Safety, Health and Environmental (SHE) Requirements ..... | 13 |
| 12. General .....                                                     | 13 |
| ANNEXURE A .....                                                      | 15 |
| Pricing Guidelines .....                                              | 15 |

## **TENDER**

### **TERMS OF REFERENCE**

#### **1. Introduction and Background**

The South African National Biodiversity Institute (SANBI) contributes to South Africa's sustainable development by facilitating access to biodiversity data, generating information and knowledge, building capacity, providing policy advice, and showcasing and conserving biodiversity in its national botanical and zoological gardens. The Kirstenbosch National Botanical Garden (NBG) hosts the Kirstenbosch Summer Sunset Concerts and a New Year's Eve concert annually drawing visitors to the garden.

The Summer Sunset Concerts are held every year on Sunday afternoons from November until the end of March. The garden has a permanent outdoor concert stage and a 7 000m<sup>2</sup> lawn with a maximum seating capacity of 6 000 people. The concerts are attended by an average of 4 200 visitors per concert. The concerts feature top South African and international musicians performing a wide variety of music, ranging from Afro-soul to electronic, pop, jazz, rock and classical.

The Kirstenbosch concert stage canopy has been in use for over 25 years and collapsed during a storm and the steel frame cannot be repaired. The Kirstenbosch NBG needs to rent a temporary concert stage tunnel canopy for the next three years.

All potential service providers are encouraged to submit a proposal for the supply, installation, signoff and dismantling of a temporary concert stage tunnel canopy at the Kirstenbosch NBG. The temporary concert tunnel canopy must consider the current stage's footprint, comply with all health and safety regulations and temporary structure design codes, look aesthetically appealing, and have an approved engineering certificate, issued by the supplier, for local municipality permit approvals. The scope of work includes the inspection and signing off, by the structural engineer/technologist, of the various speaker towers, screen towers, crowd safety barriers, front of house platform and desk, and a seating stand. It is anticipated that the temporary concert tunnel canopy will be erected for the full duration of each concert season, from the beginning of November to the end of March, for the next three years.

The aim of this Terms of Reference is to ensure that all professional service providers invited to tender, submit proposals based on the same understanding of the project.

#### **2. Open Tender**

Tenders are hereby invited for the appointment of a service provider for the rental of a concert stage tunnel canopy each year, from the beginning of November to the end of March, for a period of three years at the Kirstenbosch NBG, Cape Town.

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 15 September 2026 at 11:00**

### 3. Briefing Session and Site Inspection

A compulsory site briefing session will take place on site on **8 September 2026 at 11:00** in the **Old Mutual Conference Hall** at the Kirstenbosch NBG, Cape Town. Bidders are encouraged to direct all technical and bidding procedure enquiries to the email addresses below: Responses will be communicated via email.

|                             |                                   |
|-----------------------------|-----------------------------------|
| SCM queries:                | Supply Chain Management           |
| Email:                      | sanbi.tenders@sanbi.org.za        |
| Technical queries:          | Infrastructure Division           |
| Email :                     | A.Hendricks@sanbi.org.za          |
| Cut-off date for enquiries: | <b>11 September 2026 at 11:00</b> |

### 4. Scope of Works

The purpose of this Terms of Reference is to procure a service provider for the rental of a concert stage tunnel canopy at the Kirstenbosch NBG, Cape Town each year, from the beginning of November to the end of March, for a period of three years.

The scope of work is per the following but not limited to:

- Provide the design including drawings and sketches of the proposed temporary concert stage tunnel canopy, refer to Figure 3 for the expected aesthetic look and feel of the temporary concert stage tunnel canopy.
- Include the provision of standard safety barriers to be used around the base of the five speaker towers.
- Include all transportation, erection of concert stage tunnel canopy, signoff, including engineering certificates for local municipality, weekly inspections and dismantling.
- Provide a Health & Safety file for approval that must be updated for the duration of each concert season.
- Any modifications to the existing stage i.e. demolition of existing walls, must be taken into consideration by bidders and any structural modifications required on the concert stage must be included in the pricing schedule.
- The structural integrity of the concert stage tunnel canopy must be inspected on a regular basis for the duration of each concert season, and resources must be available to assist with

any issues that could arise during concerts.

- The concert stage tunnel canopy must be fully erected and signoff by the bidder's structural engineer/technologist by the beginning of November and fully dismantled by end of April for each year.
- Additional items to be checked and signed off by the bidder's structural engineer/technologist:
  - 1 off front of house platform and desk
  - 2 off speaker towers next to the stage
  - 2 off screen towers far left and right of stage
  - 3 off speaker towers on the lawn
  - 1 off VIP seating stand
  - Standards safety barriers around the base of speaker towers
- The service provider is to provide 24 crowd safety barriers (each 2 m long by 1.2 m high). See Figure 4 for an illustration of the crowd barriers required for the duration of each concert season. The crowd safety barriers will be placed around the respective speaker towers for the duration of the concert season.
- The service provider will also be tasked to provide unskilled labour to assist the Kirstenbosch maintenance team with the erection and dismantling of the various speaker towers.

Below are the minimum specifications for prospective bidders on the temporary installation of a 12 m x 10 m x 6 m high tunnel roof structure and "cowsheds" (4 m x 2 m) on either side at the Kirstenbosch Concert Stage platform.

- Roof must comply with SANS 10366 standards for temporary demountable structures.
- Roof must be designed by the manufacturer to withstand wind force 10.
- Roof must be supplied with "as-built" drawings from the manufacturer. Drawings to be submitted with proposal.
- All structural components must be specified by the manufacturer.
- Roof must be fully enclosed on the back and both sides to protect against wind and rain.
- Structure to include cowsheds on the left and right of the main structure for monitoring and side stage applications. These must also be covered to protect from the weather.
- Structure to include all required ballasts as required by the manufacturer.
- Structure must include a static calculation by a third party to verify the manufacturers calculations.
- All designs of the concert stage tunnel canopy must be provided for submission to the City of Cape Town as part of the Kirstenbosch Summer Concert event permit approval.

## **General**

The service provider must:

- Confirm all measurements on site for pricing purposes.
- Supply all necessary equipment, labour, spares and materials necessary for the proper execution of the contract.
- Take adequate precautions to prevent damage to any fixtures and fittings on site.
- Take adequate precautions to prevent damage to any of the trees, plantings, path and walkways on site.
- Provide all guarantees, warranties, certificate of compliance.

The service provider and personnel must:

- Always adhere to all security and garden rules imposed by SANBI Client on site.
- Be especially mindful of the presence of visitors and staff in the garden.
- Adhere to all SANBI's Health & Safety requirements as per the baseline H&S specifications provided.

**Note: It is the responsibility of the service provider to take onsite measurements to ensure that the correct temporary concert stage tunnel canopy is installed. The sketches below serve as a guide for prospective bidders.**

## 5. Concert Stage Layout

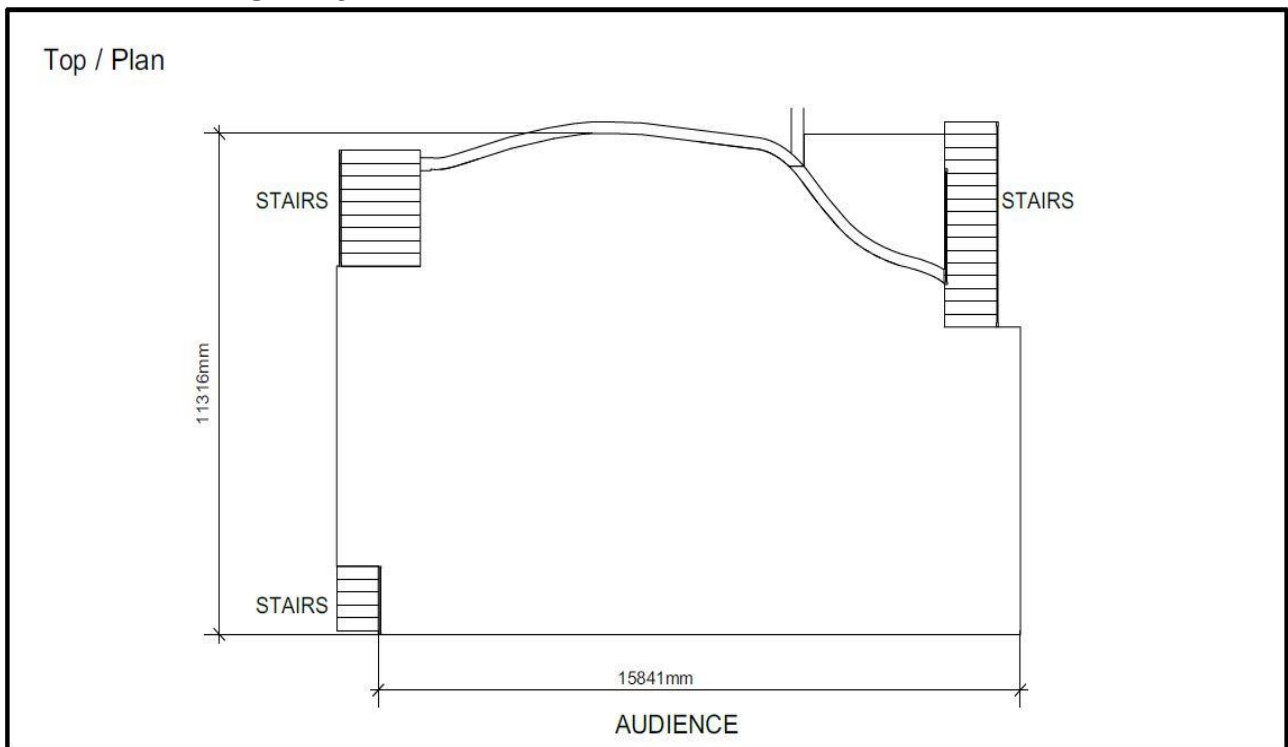


Figure 1. Plan view.

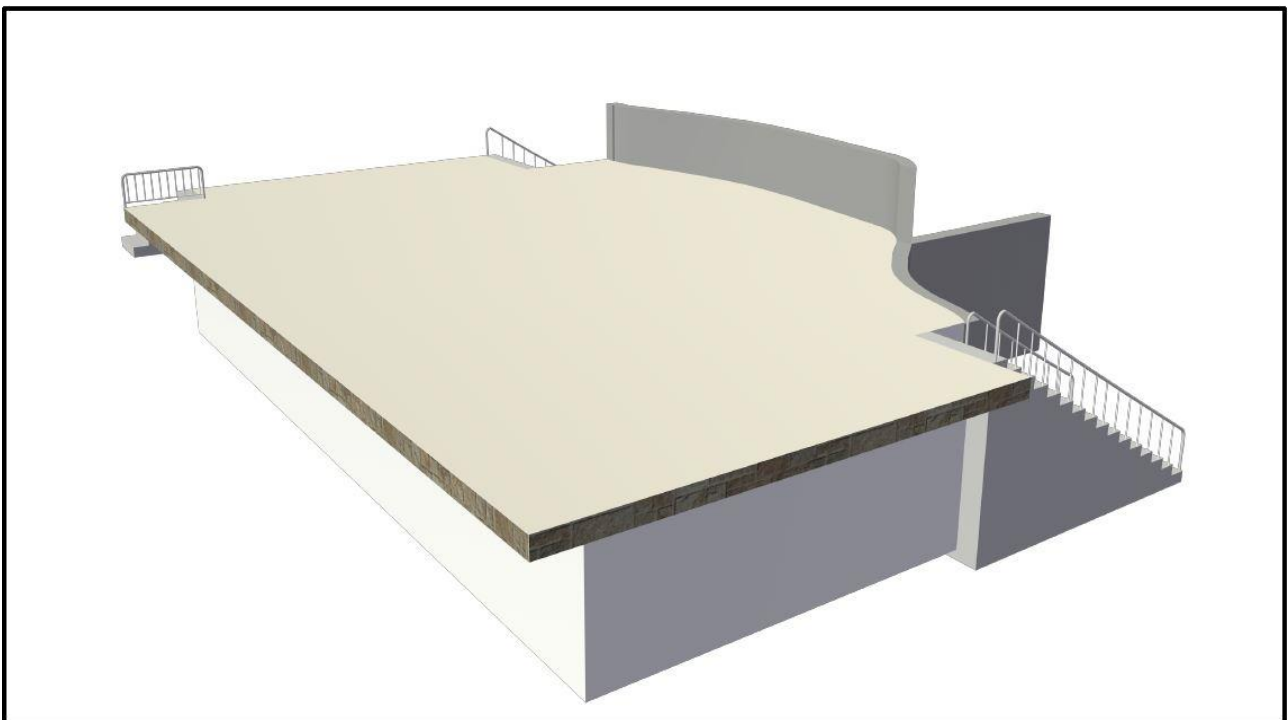
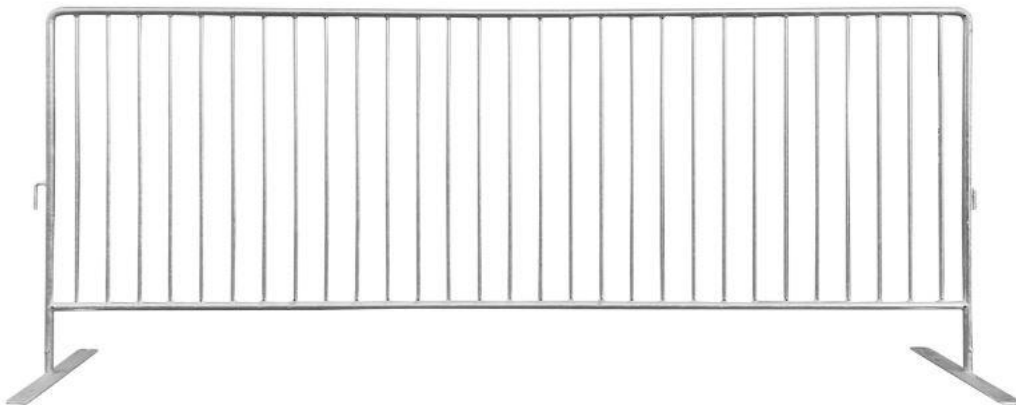


Figure 2. 3D view.



**Figure 3. Tunnel concert stage canopy with “cowsheds” on either side.**



**Figure 4. Typical 2 m wide by 1.2 m high fencing panel with support legs and clip in fixtures.**

## 6. Requirements for Proposals

### 6.1. Mandatory Requirements

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

- A copy of the CSD registration report.
- Fully completed and signed SBD forms.
- A letter of Good Standing from the office of the Compensation Commissioner as required by the Compensation for Occupational Injuries and Diseases Act (COIDA), if applicable. The letter should be issued by the Department of Labour.
- 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 (Annexure A).
- Professional **ECSA** registration for the Structural Engineer/Technologist

### 6.2. Other Documents Required

Each tender document should also include the documentation as indicated below. Failure to submit these documents will not result in disqualification, however, the information contained in them is required for evaluation purposes and failure to include these documents will be considered non-responsive.

- 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. This must include the minimum key personnel for the service required (section 9) including up-to-date CVs.
- A copy of all proposed professionals' valid and up-to-date registrations with the relevant professional councils must be provided.
- A brief description of the approach and methodology to address the objectives and specific requirements, including designs, sketches and specifications. 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.
- Proof of experience in managing similar type of works.
- Bidders must submit at least five (5) reference letters from clients for whom similar services have been successfully rendered. The reference letters must clearly indicate the nature and scope of the services provided, the amount, and the period during which the services were rendered. They must be on the clients' official letterhead, signed by an authorised representative and include contact details for verification purposes. At least three (3) of the five (5) reference letters must be from different organisations. Failure to submit reference letters from at least three different organisations will lead to disqualification during the verification process.

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.

## 7. Submission

**The closing date for submission of tenders: 15 September 2026 @ 11:00.**

This is a one-envelope tender process. Service Providers are to submit **one (1) pack of original bid documents**, in a sealed envelope, with both technical and financial proposals included, and **one (1) electronic copy on a USB**, also with both technical and financial proposals included. The envelope must be clearly marked with the Bid Number and the Bidder's Name.

**Both technical and financial proposals must be included in the original bid documents and on the USB. NB. Failure to submit in the prescribed manner WILL lead to the bid being disqualified.**

- One pack of original documents with both technical and financial proposals
- One electronic copy on USB with both technical and financial proposals

Failure to include other documents required for the functionality evaluation (see section 6.2) will not result in disqualification, however, the information contained in them is required for evaluation purposes and will lead to your proposal being considered as non-responsive.

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 tender closing date and time.

**Office hours are from 08:00 to 16:00 Monday to Friday.** E-mailed and faxed submissions will not be accepted. **Late submissions will be disqualified.**

## 8. Pricing

Bidders must quote a price in ANNEXURE A for all items requested. Failure to do so will result in disqualification. Pricing must be fully inclusive of all costs (VAT, transport, etc.).

Pricing will remain fixed for the three years of the contract, adjustments or ad hoc costs will not be

considered. Bidders to note that a 10% project contingency must be included but will only be used for additional **unforeseen** compliance, administrative or regulatory requirements as required by the City of Cape Town, and associated with the Concert Stage Tunnel Canopy. The City of Cape Town may require additional design safety factors to be considered since Cape Town's weather patterns have become unpredictable. The appointed service provider will have to present official communication from the City of Cape Town should any additional compliance, administrative or regulatory requirements be required, for SANBI approval.

## 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:

### Stage one

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

| FUNCTIONALITY CRITERIA                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                       |              |        |                               |   |                                |    |                                  |    |                                 |    |                                 |    |      |
|------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|--------|-------------------------------|---|--------------------------------|----|----------------------------------|----|---------------------------------|----|---------------------------------|----|------|
| ID                                                                                                                                                   | CRITERIA                                                                                                                                                                                                                                                                                                                                                              | POINTS       |        |                               |   |                                |    |                                  |    |                                 |    |                                 |    |      |
| 1                                                                                                                                                    | <b>Design and Programme</b>                                                                                                                                                                                                                                                                                                                                           | <b>35</b>    |        |                               |   |                                |    |                                  |    |                                 |    |                                 |    |      |
|                                                                                                                                                      | <ul style="list-style-type: none"><li>• Design</li></ul>                                                                                                                                                                                                                                                                                                              | (10)         |        |                               |   |                                |    |                                  |    |                                 |    |                                 |    |      |
|                                                                                                                                                      | <ul style="list-style-type: none"><li>• Sketches or drawings and</li></ul>                                                                                                                                                                                                                                                                                            | (10)         |        |                               |   |                                |    |                                  |    |                                 |    |                                 |    |      |
|                                                                                                                                                      | <ul style="list-style-type: none"><li>• Specifications illustrating the proposed temporary concert stage canopy to be installed</li></ul>                                                                                                                                                                                                                             | (5)          |        |                               |   |                                |    |                                  |    |                                 |    |                                 |    |      |
|                                                                                                                                                      | <ul style="list-style-type: none"><li>• Programme with timeframes and milestones for the erection and dismantling of the concert stage canopy for the duration of the contract</li></ul>                                                                                                                                                                              | (10)         |        |                               |   |                                |    |                                  |    |                                 |    |                                 |    |      |
| 2                                                                                                                                                    | <b>Track Record</b>                                                                                                                                                                                                                                                                                                                                                   | <b>65</b>    |        |                               |   |                                |    |                                  |    |                                 |    |                                 |    |      |
|                                                                                                                                                      | <ul style="list-style-type: none"><li>• Five relevant reference letters regarding work of similar scope and scale completed in the last five (5) years. Please ensure that the contact details of all referees are correct as they will be verified by SCM. At least three reference letters must be from different companies.</li></ul>                              |              |        |                               |   |                                |    |                                  |    |                                 |    |                                 |    |      |
|                                                                                                                                                      | <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></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 | (25) |
|                                                                                                                                                      | 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           |        |                               |   |                                |    |                                  |    |                                 |    |                                 |    |      |
|                                                                                                                                                      | <b>Resources</b>                                                                                                                                                                                                                                                                                                                                                      |              |        |                               |   |                                |    |                                  |    |                                 |    |                                 |    |      |
| Proposed personnel:                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                       |              |        |                               |   |                                |    |                                  |    |                                 |    |                                 |    |      |
| <ul style="list-style-type: none"><li>• CV for proposed key personnel indicating (Structural Engineer/Technologist &amp; Project Manager):</li></ul> |                                                                                                                                                                                                                                                                                                                                                                       |              |        |                               |   |                                |    |                                  |    |                                 |    |                                 |    |      |
|                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                       |              |        |                               |   |                                |    |                                  |    |                                 |    |                                 |    |      |
|                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                       |              |        |                               |   |                                |    |                                  |    |                                 |    |                                 |    |      |
|                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                       |              |        |                               |   |                                |    |                                  |    |                                 |    |                                 |    |      |
|                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                       |              |        |                               |   |                                |    |                                  |    |                                 |    |                                 |    |      |
|                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                       |              |        |                               |   |                                |    |                                  |    |                                 |    |                                 |    |      |

| <ul style="list-style-type: none"><li>• Previous individual work experience on relevant similar work in last twenty (20) years</li><li>• Valid <b><u>Compulsory</u></b> Professional Registration for the Structural Engineer/Technologist (ECSA)</li></ul>                                                                                                                                                               |                                               |        |                                    |   |                                    |   |                                     |    |                                     |    |                                     |    |      |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|--------|------------------------------------|---|------------------------------------|---|-------------------------------------|----|-------------------------------------|----|-------------------------------------|----|------|--|
| <table><tr><th>Structural Engineer/Technologist Sub-Criteria</th><th>Points</th></tr><tr><td>CV experience of less than 5 years</td><td>0</td></tr><tr><td>CV experience of more than 5 years</td><td>5</td></tr><tr><td>CV experience of more than 10 years</td><td>10</td></tr><tr><td>CV experience of more than 15 years</td><td>15</td></tr><tr><td>CV experience of more than 20 years</td><td>20</td></tr></table> | Structural Engineer/Technologist Sub-Criteria | Points | CV experience of less than 5 years | 0 | CV experience of more than 5 years | 5 | CV experience of more than 10 years | 10 | CV experience of more than 15 years | 15 | CV experience of more than 20 years | 20 | (20) |  |
| Structural Engineer/Technologist Sub-Criteria                                                                                                                                                                                                                                                                                                                                                                             | Points                                        |        |                                    |   |                                    |   |                                     |    |                                     |    |                                     |    |      |  |
| CV experience of less than 5 years                                                                                                                                                                                                                                                                                                                                                                                        | 0                                             |        |                                    |   |                                    |   |                                     |    |                                     |    |                                     |    |      |  |
| CV experience of more than 5 years                                                                                                                                                                                                                                                                                                                                                                                        | 5                                             |        |                                    |   |                                    |   |                                     |    |                                     |    |                                     |    |      |  |
| CV experience of more than 10 years                                                                                                                                                                                                                                                                                                                                                                                       | 10                                            |        |                                    |   |                                    |   |                                     |    |                                     |    |                                     |    |      |  |
| CV experience of more than 15 years                                                                                                                                                                                                                                                                                                                                                                                       | 15                                            |        |                                    |   |                                    |   |                                     |    |                                     |    |                                     |    |      |  |
| CV experience of more than 20 years                                                                                                                                                                                                                                                                                                                                                                                       | 20                                            |        |                                    |   |                                    |   |                                     |    |                                     |    |                                     |    |      |  |
| <ul style="list-style-type: none"><li>• CV for Project Manager indicating:<ul style="list-style-type: none"><li>• Previous individual work experience on relevant similar work in last twenty (20) years</li></ul></li></ul>                                                                                                                                                                                              |                                               |        |                                    |   |                                    |   |                                     |    |                                     |    |                                     |    |      |  |
| <table><tr><th>Project Manager Sub-Criteria</th><th>Points</th></tr><tr><td>CV experience of less than 5 years</td><td>0</td></tr><tr><td>CV experience of more than 5 years</td><td>5</td></tr><tr><td>CV experience of more than 10 years</td><td>10</td></tr><tr><td>CV experience of more than 15 years</td><td>15</td></tr><tr><td>CV experience of more than 20 years</td><td>20</td></tr></table>                  | Project Manager Sub-Criteria                  | Points | CV experience of less than 5 years | 0 | CV experience of more than 5 years | 5 | CV experience of more than 10 years | 10 | CV experience of more than 15 years | 15 | CV experience of more than 20 years | 20 | (20) |  |
| Project Manager Sub-Criteria                                                                                                                                                                                                                                                                                                                                                                                              | Points                                        |        |                                    |   |                                    |   |                                     |    |                                     |    |                                     |    |      |  |
| CV experience of less than 5 years                                                                                                                                                                                                                                                                                                                                                                                        | 0                                             |        |                                    |   |                                    |   |                                     |    |                                     |    |                                     |    |      |  |
| CV experience of more than 5 years                                                                                                                                                                                                                                                                                                                                                                                        | 5                                             |        |                                    |   |                                    |   |                                     |    |                                     |    |                                     |    |      |  |
| CV experience of more than 10 years                                                                                                                                                                                                                                                                                                                                                                                       | 10                                            |        |                                    |   |                                    |   |                                     |    |                                     |    |                                     |    |      |  |
| CV experience of more than 15 years                                                                                                                                                                                                                                                                                                                                                                                       | 15                                            |        |                                    |   |                                    |   |                                     |    |                                     |    |                                     |    |      |  |
| CV experience of more than 20 years                                                                                                                                                                                                                                                                                                                                                                                       | 20                                            |        |                                    |   |                                    |   |                                     |    |                                     |    |                                     |    |      |  |
| 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.                                                                                                                                   |                                               |        |                                    |   |                                    |   |                                     |    |                                     |    |                                     |    |      |  |
| TOTAL                                                                                                                                                                                                                                                                                                                                                                                                                     |                                               | 100    |                                    |   |                                    |   |                                     |    |                                     |    |                                     |    |      |  |

The minimum number of evaluation points for functionality proposal is **70 points** in order to progress to stage 3 of the evaluation.

**PLEASE NOTE:**

- Documents for evaluation must be submitted as proof and may include corresponding reference letters for services rendered. Bidders must submit all the requested documents as proof to be awarded the points.
- The submitted documents for the services provided, including reference letters, must be valid and verifiable.
- SANBI reserves the right to verify the information provided and the bidder shall be notified of such.
- Additional supporting documents might be requested and should be submitted within the stipulated timeframes.
- Reference letters must be on the referee's letterhead, dated and signed by the referee.

**Stage two**

The second stage will evaluate the price and alignment of the bid proposal with SANBI's specific goals. In accordance with the Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act (No. 5 of 2000), the 80/20-point system will be applied in evaluating proposals that qualify for further consideration, where price constitutes 80 points and a maximum of 20 points will be awarded based on the bidder's specific goals.

SANBI reserves the right, at its sole discretion 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) as per below objective criteria:

- Not to appoint any service provider that has demonstrated unsatisfactory performance in any previous or current contract with SANBI or any other organ of state.
- SANBI reserves the right to obtain and consider additional information regarding a bidder's past performance, even if such information is not included in the bid's returnable documents.

## **10. Contract Period**

The appointment will be for a period of three years and the contract will be reviewed annually, based on the performance of the service provider and availability of funds.

## **11. 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.

## **12. 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 services as per this RFT will be the **SANBI Contractor Services Agreement**.
- 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](mailto:sanbi.tenders@sanbi.org.za)
- The validity of quotations is 90 days.
- Bidders must reference the tender title when submitting their proposal.

## ANNEXURE A

### Pricing Guidelines

| <b>Year 1</b>                                                          |               |
|------------------------------------------------------------------------|---------------|
| <b>Description of item</b>                                             | <b>Amount</b> |
| Erection of structure                                                  |               |
| Certification, OHS file and snags to structure                         |               |
| November 2026 rental                                                   |               |
| December 2026 rental                                                   |               |
| January 2027 rental                                                    |               |
| February 2027 rental                                                   |               |
| March 2028 rental                                                      |               |
| Dismantling & removal of structure                                     |               |
| 24 crowd safety barriers – 2 m wide by 1.2 m high steel fencing panels |               |
| 6 unskilled labourers for 16 hours                                     |               |
| <b>Total (Incl. VAT)</b>                                               |               |

| <b>Year 2</b>                                                       |               |
|---------------------------------------------------------------------|---------------|
| <b>Description of item</b>                                          | <b>Amount</b> |
| Erection of structure                                               |               |
| Certification, OHS file and snags to structure                      |               |
| November 2027 rental                                                |               |
| December 2027 rental                                                |               |
| January 2028 rental                                                 |               |
| February 2028 rental                                                |               |
| March 2028 rental                                                   |               |
| Dismantling & removal of structure                                  |               |
| 24 crowd safety barriers- 2m wide by 1.2m high steel fencing panels |               |
| 6 unskilled labourers for 16hours                                   |               |
| <b>Total (Incl. VAT)</b>                                            |               |

| <b>Year 3</b>                                  |               |
|------------------------------------------------|---------------|
| <b>Description of item</b>                     | <b>Amount</b> |
| Erection of structure                          |               |
| Certification, OHS file and snags to structure |               |
| November 2028 rental                           |               |
| December 2028 rental                           |               |
| January 2029 rental                            |               |
| February 2029 rental                           |               |
| March 2029 rental                              |               |
| Dismantling & removal of structure             |               |

|                                                                      |  |
|----------------------------------------------------------------------|--|
| 24 crowd safety barriers - 2m wide by 1.2m high steel fencing panels |  |
| 6 unskilled labourers for 16hours                                    |  |
| <b>Total (Incl. VAT)</b>                                             |  |

|                        | <b>Amount (Incl. VAT)</b> |
|------------------------|---------------------------|
| <b>Year 1</b>          |                           |
| <b>Year 2</b>          |                           |
| <b>Year 3</b>          |                           |
| <b>Contingency 10%</b> |                           |
| <b>Total Bid Price</b> |                           |

Bidders to note that the project contingency will only be used for additional **unforeseen** compliance, administrative or regulatory requirements as required by the City of Cape Town, and associated with the Concert Stage Tunnel Canopy. The City of Cape Town may require additional design safety factors to be considered since Cape Town's weather patterns have become unpredictable. The appointed service provider will have to present official communication from the City of Cape Town should any additional compliance, administrative or regulatory requirements be required, for SANBI approval.