PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (*South African National Biodiversity Institute*)					
BID NUMBER:	SANBI: NZG451/2022	CLOSING DATE:	12 April 2023	CLOSING TIME:	11:00am
DESCRIPTION	THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER PEST CONTROL SERVICES TO THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) AT THE NATIONAL ZOOLOGICAL GARDEN (NZG) FOR A PERIOD OF THREE (3) YEARS.				

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS)*

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT:

Biodiversity Centre
Pretoria National Botanical Garden,
2 Cussonia Avenue,
Brummeria Pretoria

Compulsory briefing session date: 28 March 2023 10:00am.

The South African National Zoological Garden, Staff Centre, Service Gate, 232 Boom Street, Pretoria, Gauteng.

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**	
CONTACT PERSON		CONTACT PERSON	Ishmael Khosa
TELEPHONE NUMBER		TELEPHONE NUMBER	
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	sanbi.tenders@sanbi.org.za	E-MAIL ADDRESS	i.khosa@sanbi.org.za

SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		**OR**	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] ☐ Yes ☐ No	

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐Yes ☐No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR **THE GOODS /SERVICES /WORKS OFFERED?**	☐Yes ☐No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

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

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

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

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

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

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

PART B
TERMS AND CONDITIONS FOR BIDDING

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

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

SIGNATURE OF BIDDER: ……

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

DATE: ……...

PRICING SCHEDULE – FIRM PRICES
(PURCHASES)

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

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

Name of bidder……	Bid number: **SANBI: NZG451/2022**
Closing Time 11:00	Closing date: **12 April 2023**

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

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

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

  ***Delivery: Firm/not firm**
- **Delivery basis** **……**

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

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

***Delete if not applicable**

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

……

……

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

…….

…….

3 DECLARATION

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

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

3.1 I have read and I understand the contents of this disclosure;
3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium2 will not be construed as collusive bidding.
3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

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

……	……
Signature	Date
……	……
Position	Name of bidder

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

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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

(*delete whichever is not applicable for this tender*).

a) The applicable preference point system for this tender is the 90/10 preference point system.

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

c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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	
SPECIFIC GOALS	
Total points for Price and SPECIFIC GOALS	**100**

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

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

2. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20 **or** **90/10**

$$\boldsymbol{Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right)} \quad \text{or} \quad \boldsymbol{Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20 **or** **90/10**

$$\boldsymbol{Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right)} \quad \text{or} \quad \boldsymbol{Ps = 90\left(1 + \frac{Pt - P\,max}{Pmax}\right)}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1.Categories of persons historically disadvantaged by unfair discrimination on the basis of race	10			
2. Categories of persons historically disadvantaged by unfair discrimination on the basis of gender	5			
3. Categories of persons historically disadvantaged by unfair discrimination on the basis of disability.	5			

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm…….

4.4. Company registration number: ……...

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

i) The information furnished is true and correct;

ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering process;

(b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

(d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution, if deemed necessary.

……
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: …….
DATE: ……

ADDRESS: ……

……

……
……

REQUEST FOR TENDER

FOR

THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER PEST CONTROL SERVICES TO THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) AT THE NATIONAL ZOOLOGICAL GARDEN (NZG) FOR A PERIOD OF THREE (3) YEARS.

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

Tender No: NZG451/2022

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1. BACKGROUND

The South African National Biodiversity Institute (SANBI) would like to appoint a Service Provider with the requisite skills and experience in the area of pest control services. The Service Provider will be responsible for monitoring all the administrative buildings, animal enclosures, aquarium, reptile park, workshops, various stores, animal hospital and quarantine facilities, food and trade division facilities, and garden environment for pests such as rodents, flies and harmful insects, and for the control of these pests at the National Zoological Garden.

2. INVITATION TO TENDER

Bidders are hereby invited to submit bids to render pest control services to the South African National Biodiversity Institute (SANBI) at the National Zoological Garden (NZG) for a period of three (3) years.

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

Deputy Director: Supply Chain Management
Pretoria National Botanical Garden
2 Cussonia Avenue
Brummeria
Pretoria

3. COMPULSORY BRIEFING SESSION

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

Date: 28 March 2023

Time: 10:00

Venue: Staff Centre, Service Gate, National Zoological Garden, 232 Boom Street, Pretoria, Gauteng.

4. DOCUMENTS REQUIRED

Tenders must include the following mandatory documentation. (**Failure to submit the required documentation WILL lead to disqualification and the bidder will not be considered for technical evaluation as per section 6.**)

a) A copy of the company Central Supplier Database (CSD) registration report. The bidder must ensure that the tax status is compliant throughout the tender process.

b) Duly signed and fully completed standard bidding document (SBD) forms.

c) Compulsory briefing session certificate of attendance.

d) **Fee/cost structure Annexure B. This information must only be included in the pack marked "ORIGINAL" (see Section 10).**

e) A valid letter of good standing from the office of the Compensation Commissioner as required by the Compensation for Occupational Injuries and Diseases Act (COIDA). The letter should be issued by the Department of Labour. It must be valid and relevant to the pest control industry.

f) Certified copy of public liability insurance cover to the value of R5 million or proof of application.

g) Provide valid certification of the following:

- Registration as a Pest Controller in accordance with the Fertiliser, Farm Feed, Agricultural Remedies and Stock Remedies Act 36 of 1947.

- Pest Control Service Industries Board (PCSIB) certification.
- Membership of the South African Pest Control Association (SAPCA).
- Pest Control Officers Certification (PCO) for all pest control officers working on the project/ providing pest control service to SANBI.

Tender documents should also include the following documents or information. Failure to submit these documents or information will not result in disqualification, but they are required for evaluation purposes.

a) Company information and profile: Clear indication of the management and supervision structures, particularly where relevant to the scope of work in this Request for Tender. Company structure: Indicating total staff complement with a minimum of five (5) permanent staff and three (3) certified pest control officers.

b) Curriculum Vitae of the Project Manager and three Pest Control Officers (PCO) who will be working on this project:
The Project Manager must have at least five (5) years' experience in the Pest Control industry and relevant managerial experience. The PCOs must have a minimum of two (2) years relevant experience.
For each of the staff involved, the CVs must (indicate the type of environment where previous pest control services have been delivered.

c) A detailed list of equipment that will be used for this project.

d) A list of past and current project rendering pest control services providing information on the scope of work including thecontract duration and value and services rendered.,

e) At least three (3) reference letters from previous clients where pest control services have been rendered (see annexure C) in the last five years, indicating referees contact details, contract duration and value and the service rendered.

f) A draft pest control plan (Refer to section 5.4).

g) Contingency plan to be implemented if there is poisoning of animals, staff, visitors or an industrial strike.

5. TENDER SPECIFICATION

5.1 Initial site inspections

The appointed Service Provider will be required to complete a thorough building or site inspection. The purpose of the initial inspections is for the Service Provider to evaluate the pest control needs of all locations and to identify problem areas and any equipment, structural features, or management practices that are contributing to pest infestations. Access to building spaces shall be coordinated with the NZG's Delegated Officials. The NZG will inform the Service Provider of any restrictions or areas requiring special scheduling. The Service Provider will use the information in the inspection to draft the pest control plan.

5.2 Special requirements for application of pest control

- Aquarium and reptile park: eco-friendly technology to be used in areas that will not contaminate the fish tanks, water, preparation feeding areas, or reptiles areas.

- All administration buildings, offices, stores and workshops: ensure effective control of rodents and insects. Use bait boxes, where necessary.
- Animal kitchen: walls to be sprayed with a safe product that will effectively control the fly load that builds up when meat carcasses are being processed.
- Tip site / compost sites: Apply larvicidals at the compost sites to control *Stomoxys* flies.
- After hours fumigation of certain areas: to be conducted after hours when all staff and visitors are off the premises. Prior arrangements must be made with the delegated official of the NZG in this regard.
- Sewers and drain system: treat these areas for rodent and insect pests. Prevent contamination of water systems including the Apies River.
- Animal night quarters: spray for fleas, mites and ticks when required. Access to animal night quarters and other areas housing animals must be sanctioned by the NZG conservation department and NZG veterinarians.
- Bait boxes: all bait boxes will be placed out of the general view, in locations where they will not be disturbed by routine operations. The following are required:
    - The lids of all bait boxes shall be securely locked or fastened shut.
    - All bait boxes will be securely attached or anchored to the floor, ground, wall, or other immovable surface, so that the box cannot be picked up or moved.
    - Bait will always be secured in the feeding chamber of the box and never placed in the runway or entryways of the box.
    - All bait boxes will be labelled on the outside with the Service Provider's business name and address and dated by the Service Provider's technician at the time of installation and at each time of servicing.
- Only environmentally friendly safe pesticides are to be used that will not cause any non-target animal fatalities, contaminate the water sources, animals' enclosures, or other sites at the NZG, or present a health risk to visitors and staff. Use only pyrethroids. **No organo-phosphates, DDT or Carbamates are allowed**.
- Humane pest control methods and updated technologies are encouraged.
- Removal of bees: use mechanical control methods to remove bees off site. Pesticides will only be allowed to eliminate the bees when mechanical methods are not possible and when the lives of staff, visitors, or animals are in danger or when safety is compromised. This service will be on ad hoc basis when required.
- Chemical treatment of termites: This service will be on ad hoc basis when required.
- The Service Provider must ensure that Annexure D is completed.

5.3 Conduct of work

The contracted Service Provider will be required to provide monthly pest control services at the following areas within the NZG:

5.3.1 Conservation areas

- All animal enclosures
- All night quarters and back of house areas

- All animal kitchens including animal food stores.
- All buildings
- All offices

5.3.2 Education areas

- All offices and the educational hall
- Lapas
- Guest relations centre

5.3.3 Finance and security areas

- Main gate/ cashiers and first aid station
- Cableway top and bottom station
- Vendor stalls on zoo loop
- Service entrance and security

5.3.4 Administrative buildings

- All offices, kitchens, and toilets
- Friends of the Zoo building
- Museum
- Archives

5.3.5 Houses

- The one empty residential house on the Zoo premises

5.3.6 Facilities department

- Business Development building
- Clinic building
- Civil division workshops, stores, offices, and Credo Hall
- Staff and ablution facilities, including sundial staff centre.
- Nursery complex, tip site, compost site and all buildings
- All service areas above ground and below ground such as air ducts, sewer systems and storm water services.
- Parking facilities areas and perimeter fences

5.3.7 Food and trade area

- All the restaurants and kitchens
- Curio shop, kiosks (x 4), and wendy houses
- Waterhole complex

5.3.8 Research building and animal hospital

- Centre for Conservation Science and Biobank building
- Animal hospital complex and quarantine facilities

- Student Centre
- Forensics building
- Bioinformatics building
- Research accommodation

Additional services and call outs may be required on an ad hoc basis.

5.4 Draft pest control plan

The Service Provider will be required to submit to the NZG's Delegated Official, a draft pest control plan. Upon receipt of the draft pest control plan, the official will render a decision regarding its acceptability. If aspects of the draft pest control plan are incomplete or disapproved of, the Service Provider shall be required to revise the plan. The final pest control plan will consist of but not be limited to the following:

5.4.1 Proposed Pesticides/Materials and Equipment for Service

Details of current labels and Materials Safety Data Sheets (MSDS) for all pesticides to be used, and brand names of pesticide applications, equipment, rodent bait boxes, insect and rodent devices, pest monitoring devices or equipment that may be used to provide the service. Only animal safe products will be considered and the LD50 must be provided.

5.4.2 Proposed Methods for Monitoring and Detection

A description of the methods and procedures to be used for identifying sites of pest harbourage and access, and for making objective assessments of pest population levels throughout the term of the contract.

5.4.3 Service Schedule for each building or site

A complete service schedule that includes the frequency of the service.

5.4.4 Record keeping

A pest control logbook or file for each NZG's building or site must be maintained and kept on site. Each logbook or file shall contain but not be limited to the following items:

- **Material Safety Data Sheet (MSDS)**
  A copy of approved pest control plan, including labels and MSDS.
- **Pest Control Work and Inspection Report, or an equivalent**
  These reports will be used to advise the Service Provider of routine service requests and to document the performance of all work, including emergency work. Upon completion of a service visit to the building or site, the Service Provider's employee performing the service shall complete, sign, and date the report and return it to the logbook or file on the same or the following day of the services rendered.
- **A Pest Management Filing system with the following headings:**
  Master file:
  - Service Specification

- Company information: company registration, Pest Control Operator (PCO) registrations, public liability insurance, South Africa Pest Control Association (SAPCA) certification, and medical emergency numbers.
- Product labels and MSDS certification
- Training certificates
- Approved pesticides lists

Departments & head of horticulture:

- Pest sightings
- Service report
- Action logs
- Usage logs
- Bait station checklist
- Department checklist
- Approved pesticide list

The pest management master files will be kept by a senior veterinarian, occupational health and safety officer, and the head of the horticulture department.

5.4.5 Commercial pesticide applicator certificates or licenses:

The Service Provider will provide proof of pest control certificates or licences for every Service Provider's employee who will be performing on-site service under contract.

Certification/license required:

- Company information – Pest Control Operators (PCO) certificates
- Company registration
- Compensation for Occupational Injuries and Disease Act (COIDA) certification

5.4.6 Eradication of breeding site of pest:

Places conducive to breeding of flying, crawling and parasitic pests should be identified and effectively eradicated.

- **Access Control of Pests**
  Suitable measures must be taken to prevent access of flying and crawling insects and rodents.
- **Promote good practices.**
  Good housekeeping should be promoted during staff training to maintain hygiene and cleanliness to prevent pest infestations.
- **Monitoring of inspections**
  Monitoring inspections must be performed on a monthly basis to timeously detect pest infestations. Any abnormal incidence of pests should be reported immediately to the Health and Safety Officer.
- **Pesticides**
  Only effective pesticides should be used. Pesticides must be clearly labelled as prescribed by the industry standards. Empty poison containers must be effectively disposed of as per

the National Environmental Management: Waste Act (No: 59 of 2008). Use only environmentally friendly safe pesticides as prescribed in 5.2 above.

5.5 Equipment

Serviceable equipment should be used that will adequately perform the operations required. Pesticides must be packed and loaded for transport in such a manner that the containers will not break and will not spill. All Service Providers' vehicles shall be clearly identified.

5.6 Training

The Service Provider will be required to provide initial training to relevant NZG staff to ensure that they are familiar with pest identification and with the pesticides, equipment and methods used by the Service Provider. If any changes are made to the approach by the Service Provider or there are new NZG staff, additional training must be provided as part of the service fee. The training must enable NZG Staff to identify pests, prevent accidents and fatalities, and improve hygiene.

5.7 Safety, Health and Environmental (SHE) file

The Safety, Health and Environmental (SHE) file must be provided to the NZG Health and Safety Officer within seven (7) days after been appointed as the preferred Service Provider, to ensure compliance with the Occupational Health and Safety Act 83 of 1993.

The following must be included in the (SHE) file:

- Measures to ensure that the application of the pesticides will not affect the animals, staff and visitors.
- Contingency measures to be taken/implemented if there is poisoning of animals, staff, or visitors.
- House-keeping measures to be implemented on site by the contractor.
- Details of personal protective equipment (PPE) that the contractors' staff will be wearing.
- SABS/SANS standards that will be subscribed to.
- Environmental policies to be implemented.

Note: This file will be inspected by the NZG's Safety Officer before the signing of the contract.

The Service Provider will be required to observe all the health and safety measures prescribed by the NZG throughout the performance of this contract. All work shall conform to the statutory regulations.

5.8 Legislative requirements

The Service Provider must be responsible for supervising all of their employees and must strictly comply with all the relevant laws and regulations, including but not limited to:

- The Occupational Health and Safety Act 85 of 1993.
- The Compensation for Occupational Injuries and Diseases Act 130 of 1993.
- The National Environmental Management Act 107 of 1998.
- The Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act 36 of 1947).

- Health Act/Conservation of Agricultural Resources Act 43 of 1983.
- Water Act 36 of 1993.
- SANS/SABS for pesticides.
- Hazardous Substance Act 15 of 1973.
- Waste Act 59 of 2008.

5.9 Logistical support

The Service Provider is expected to at all times have adequate resources available to perform all functions required. Resources will include labour, specialist expertise, tools and consumable materials to achieve the contract performance guarantee.

6. EVALUATION CRITERIA

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

a) The first stage will evaluate past experience and functionality according to the criteria listed in the table below.

Past Experience:

This refers to the experience of the Tenderer to undertake the scope of work involved in this tender. The Tenderer is required to provide details of previously undertaken work related to pest control services. Indicate the following: **30**

1. A brief description of the scope and scale of current and past projects undertaken. (15)

Sub-Criteria	Points
Three or more current or past projects	15
Two current or past projects	10
One current or past project	5

2. Three traceable references (see Annexure C) (Each reference must indicate the following: Contract duration, services rendered, referee contacts, value of contract and whether the service recipient is satisfied with the service rendered). (15)

Sub-Criteria	Points
Three or more positive reference letters	15
Two reference positive letters	10
One reference positive letter	5

Team Capacity: The Tenderer should demonstrate the capacity of his/her team to carry out the work required in this tender. Each CV submitted should not be longer than three (3) pages in total and should be structured as follows: 1. Educational qualification, previous work experience and total number of years' working experience in the pest control services (Project Manager and Pest Control Officers)	**20** (20)

Sub-Criteria	**Points**
Combined CV experience of more than 15 years	20
Combined CV experience of more than 10 years	15
Combined CV experience of more than 5 years	10
Combined CV experience of less than 5 years	5

Capability of the Company 1. Company risk management plan showing due consideration for compliance with relevant legislation. **Sub-Criteria** — **Points** Contingency Plan — 10 Training plan — 10	**20** (20)
Methodology and approach Completeness/level of detail provided as well as the fit to the specified requirements will be assessed (Refer 5.4). Please supply details of the following: **Sub-Criteria** — **Points** Proposed pesticides to be used (Include MSDS and brand names) — 10 Proposed equipment to be used — 10 Proposed Methods for Monitoring and Detection — 5 A complete service schedule that includes the frequency of the service — 5	**30**

Bids that fail to score a minimum of 70 points out of a possible 100 points for functionality will not be eligible for price and equity consideration.

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

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

Specific Goal	**Total Points**
Categories of persons historically disadvantaged by unfair discrimination on the basis of race. **The information will be verified on the CSD report. CSD report must be attached as proof.**	**(10)**
Categories of persons historically disadvantaged by unfair discrimination on the basis of gender. **The information will be verified on the CSD report. CSD report must be attached as proof.**	**(5)**
Categories of persons historically disadvantaged by unfair discrimination on the basis of disability. **The information will be verified on the CSD report. CSD report must be attached as proof.**	**(5)**
Total	

7. PREPARATION OF PROPOSAL

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

8. TENDER DOCUMENTATION AVAILABILITY

The tender documents are available from the SANBI website – www.sanbi.org.

9. CONTRACT & CONTRACT PERIOD

This is a three (3) year contract for rendering pest control service to the South African National Biodiversity Institute (SANBI) at the National Zoological Garden (NZG). Both the Service Provider and SANBI will enter into a Service Level Agreement (SLA) for monitoring and compliance purposes which will be signed by both parties during contracting.

The performance of the successful bidder will be monitored through compliance meetings which will take place on a quarterly basis.

The contract will be subjected to annual performance review which will be performed on the anniversary of the contract.

10. SUBMISSION OF TENDER

Tenderers shall note the specific requirements for packaging their tender documents and include only the following:

- Original: one (1) original document marked “Original” including Form of Offer and Acceptance, Estimated monthly expenditure and Priced Bills of Quantity; and
- Memory Stick: one (1) document pack without any pricing on a memory stick.

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

NB: Failure to submit one printed document pack with pricing in the envelope and a document pack without pricing on a memory stick will lead to your bid being disqualified. (Please put them in one envelope.)

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

The Deputy Director: SCM
The South African National Biodiversity Institute (SANBI)
Private Bag X101
Silverton
0184
Tender Number: SANBI: NZG451/2022

NB: All documents must be clearly labelled.

Closing date for submissions is: 12 April 2023.

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

11. GENERAL TERMS

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

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

Any enquiries in connection with this RFT shall be submitted in writing to the following e-mail address: **Sanbi.tenders@sanbi.org.za**

For any technical information the following person may be contacted:

Mr. Ishmael Khosa, Environmental services: National Zoological Garden, at the following e-mail address: I.Khoza@Sanbi.org.za

The following must be included on the subject line:

"Tender number: SANBI:NZG451/2022 'Appointment of a Service Provider to render pest control services to the South African National Biodiversity Institute (SANBI) at the National Zoological Garden (NZG) for a period of three (3) years'**.**

Deadline for enquiries is **05 April 2023 at 12:00 pm**. No feedback will be provided after the deadline.

The appointment of a successful Service Provider shall be subject to all parties agreeing to mutually acceptable contractual Terms and Conditions. In the event of all parties failing to reach an agreement, SANBI reserves the right and shall be entitled to re-advertise the tender should the second tender not be acceptable**.**

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1. SPECIAL CONDITIONS OF CONTRACT

Any award made to a bidder(s) under this bid is conditional, amongst others, upon –

a. The bidder(s) accepting the terms and conditions contained in the Special Conditions of Contract as the minimum terms and conditions upon which SANBI is prepared to enter into a contract with the successful Bidder(s).

b. The bidder submitting the General Conditions of Contract to SANBI together with its bid, duly signed by an authorised representative of the bidder.

2. SERVICE LEVEL AGREEMENT

2.1. Upon award SANBI and the successful bidder will conclude a Service Level Agreement or Standard Independent Contractor Agreement regulating the specific terms and conditions applicable to the services being procured by SANBI, more or less in the format of the draft Service Level Indicators included in this tender pack.

2.2. SANBI reserves the right to vary the proposed draft Service Level Indicators and/or Milestones during the course of negotiations with a bidder by amending or adding thereto.

2.3. Bidder(s) are requested to:

a. Comment on draft Service Level Indicators and/or Milestones and where necessary, make proposals to these;

b. Explain each comment and/or amendment; and

c. Use an easily identifiable colour font or “track changes” for all changes and/or amendments to the Service Level Indicators and/or Milestones for ease of reference.

2.4. SANBI reserves the right to accept or reject any or all amendments or additions proposed by a bidder if such amendments or additions are unacceptable to SANBI or pose a risk to the organisation.

3. SPECIAL CONDITIONS OF THIS BID

SANBI reserves the right:

3.1. To award this tender to a bidder that did not score the highest total number of points, only in accordance with section 2(1)(f) of the PPPFA (Act 5 of 2000)

3.2. To negotiate with one or more preferred bidder(s) identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other bidder(s) who have not been awarded the status of the preferred bidder(s).

3.3. To accept part of a tender rather than the whole tender.

3.4. To carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the services offered by the bidder(s), whether before or after adjudication of the Bid.

3.5. To correct any mistakes at any stage of the tender that may have been in the Bid documents or occurred at any stage of the tender process.

3.6. To cancel and/or terminate the tender process at any stage, including after the Closing Date and/or after presentations have been made, and/or after tenders have been evaluated and/or after the preferred bidder(s) have been notified of their status as such.

3.7. Award to multiple bidders based either on size or geographic considerations.

4. SANBI REQUIRES BIDDER(S) TO DECLARE

In the Bidder's Technical response, bidder(s) are required to declare the following:

4.1. Confirm that the bidder(s) is to: –

a. Act honestly, fairly, and with due skill, care and diligence, in the interests of SANBI;

b. Have and employ effectively the resources, procedures and appropriate technological systems for the proper performance of the services;

c. Act with circumspection and treat SANBI fairly in a situation of conflicting interests;

d. Comply with all applicable statutory or common law requirements applicable to the conduct of business;

e. Make adequate disclosures of relevant material information including disclosures of actual or potential own interests, in relation to dealings with SANBI;

f. Avoidance of fraudulent and misleading advertising, canvassing and marketing;

g. To conduct their business activities with transparency and consistently uphold the interests and needs of SANBI as a client before any other consideration; and

h. To ensure that any information acquired by the bidder(s) from SANBI will not be used or disclosed unless the written consent from SANBI has been obtained to do so.

5. CONFLICT OF INTEREST, CORRUPTION AND FRAUD

5.1. SANBI reserves its right to disqualify any bidder who either itself or any of whose members (save for such members who hold a minority interest in the bidder through shares listed on any recognised stock exchange), indirect members (being any person or entity who indirectly holds at least a 15% interest in the bidder other than in the context of shares listed on a recognised stock exchange), directors or members of senior management, whether in respect of SANBI or any other government organ or entity and whether from the Republic of South Africa or otherwise ("Government Entity"), —

a. engages in any collusive tendering, anti-competitive conduct, or any other similar conduct, including but not limited to any collusion with any other bidder in respect of the subject matter of this bid;

b. seeks any assistance, other than assistance officially provided by a Government Entity, from any employee, advisor or other representative of a Government Entity in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity;

c. makes or offers any gift, gratuity, anything of value or other inducement, whether lawful or unlawful, to any of SANBI's officers, directors, employees, advisors or other representatives;

d. makes or offers any gift, gratuity, anything of any value or other inducement, to any Government Entity's officers, directors, employees, advisors or other representatives in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity;

e. accepts anything of value or an inducement that would or may provide financial gain, advantage or benefit in relation to procurement or services provided or to be provided to a Government Entity;

f. pays or agrees to pay to any person any fee, commission, percentage, brokerage fee, gift or any other consideration, that is contingent upon or results from the award of any tender, contract, right or entitlement which is in any way related to procurement or the rendering of any services to a Government Entity;

g. has in the past engaged in any matter referred to above; or

h. has been found guilty in a court of law on charges of fraud and/or forgery, regardless of whether or not a prison term was imposed and despite such bidder, member or director's name not specifically appearing on the List of Tender Defaulters kept at National Treasury.

6. MISREPRESENTATION DURING THE LIFECYCLE OF THE CONTRACT

6.1. The bidder should note that the terms of its Tender will be incorporated in the proposed contract by reference and that SANBI relies upon the bidder's Tender as a material representation in making an award to a successful bidder and in concluding an agreement with the bidder.

6.2. It follows therefore that misrepresentations in a Tender may give rise to service termination and a claim by SANBI against the bidder notwithstanding the conclusion of the Service Level Agreement between SANBI and the bidder for the provision of the Service in question. In the event of a conflict between the bidder's proposal and the Service Level Agreement concluded between the parties, the Service Level Agreement will prevail.

7. PREPARATION COSTS

The Bidder will bear all its costs in preparing, submitting and presenting any response or Tender to this bid and all other costs incurred by it throughout the bid process. Furthermore, no statement in this bid will be construed as placing SANBI, its employees or agents under any obligation whatsoever, including in respect of costs, expenses or losses incurred by the bidder(s) in the preparation of their response to this bid.

8. INDEMNITY

If a bidder breaches the conditions of this bid and, as a result of that breach, SANBI incurs costs or damages (including, without limitation, the cost of any investigations, procedural impairment, repetition of all or part of the bid process and/or enforcement of intellectual property rights or confidentiality obligations), then the bidder indemnifies and holds SANBI harmless from any and all such costs which SANBI may incur and for any damages or losses SANBI may suffer.

9. PRECEDENCE

This document will prevail over any information provided during any briefing session whether oral or written, unless such written information provided, expressly amends this document by reference.

10. LIMITATION OF LIABILITY

A bidder participates in this bid process entirely at its own risk and cost. SANBI shall not be liable to compensate a bidder on any grounds whatsoever for any costs incurred or any damages suffered as a result of the Bidder's participation in this Bid process.

11. TAX COMPLIANCE

No tender shall be awarded to a bidder who is not tax compliant. SANBI reserves the right to withdraw an award made, or cancel a contract concluded with a successful bidder in the event that it is established that such bidder was in fact not tax compliant at the time of the award, or has submitted a fraudulent Tax Clearance Certificate to SANBI or whose verification against the Central Supplier Database (CSD) proves non-compliant. SANBI further reserves the right to cancel a contract with a successful bidder in the event that such bidder does not remain tax compliant for the full term of the contract.

12. TENDER DEFAULTERS AND RESTRICTED SUPPLIERS

No tender shall be awarded to a bidder whose name (or any of its members, directors, partners or trustees) appear on the Register of Tender Defaulters kept by National Treasury, or who have been placed on National Treasury's List of Restricted Suppliers. SANBI reserves the right to withdraw an award, or cancel a contract concluded with a Bidder should it be established, at any time, that a bidder has been blacklisted with National Treasury by another government institution.

13. GOVERNING LAW

South African law governs this bid and the bid response process. The bidder agrees to submit to the exclusive jurisdiction of the South African courts in any dispute of any kind that may arise out of or in connection with the subject matter of this bid, the bid itself and all processes associated with the bid.

14. RESPONSIBILITY FOR SUB-CONTRACTORS AND BIDDER'S PERSONNEL

A bidder is responsible for ensuring that its personnel (including agents, officers, directors, employees, advisors and other representatives), its sub-contractors (if any) and personnel of its sub-contractors comply with all terms and conditions of this bid. In the event that SANBI allows a bidder to make use of sub-contractors, such sub-contractors will at all times remain the responsibility of the bidder and SANBI will not under any circumstances be liable for any losses or damages incurred by or caused by such sub-contractors.

15. CONFIDENTIALITY

Except as may be required by operation of law, by a court or by a regulatory authority having appropriate jurisdiction, no information contained in or relating to this bid or a bidder's tender(s) will be disclosed by any bidder or other person not officially involved with SANBI's examination and evaluation of a Tender.

No part of the bid may be distributed, reproduced, stored or transmitted, in any form or by any means, electronic, photocopying, recording or otherwise, in whole or in part except for the purpose of preparing a Tender. This bid and any other documents supplied by SANBI remain proprietary to SANBI and must be promptly returned to SANBI upon request together with all copies, electronic versions, excerpts or summaries thereof or work derived there from.

Throughout this bid process and thereafter, bidder(s) must secure SANBI's written approval prior to the release of any information that pertains to (i) the potential work or activities to which this bid relates; or (ii) the process which follows this bid. Failure to adhere to this requirement may result in disqualification from the bid process and civil action.

16. SANBI PROPRIETARY INFORMATION

Bidder will on their bid cover letter (SBD1) make declaration that they did not have access to any SANBI proprietary information or any other matter that may have unfairly placed that bidder in a preferential position in relation to any of the other bidder(s).

17. AVAILABILITY OF FUNDS

Should funds no longer be available to pay for the execution of the responsibilities of this bid (SANBI:G451/202), SANBI may terminate the Agreement at its own discretion or temporarily suspend all or part of the services by notice to the successful bidder. The successful bidder shall immediately make arrangements to stop the performance of the services and minimize further expenditure; provided that the successful bidder shall thereupon be entitled to payment in full for the services delivered, up to the date of cancellation or suspension.

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FEE/COST STRUCTURE

NAME OF BIDDER: ……			SIGNATURE OF BIDDER: ……
A. Monthly Service	**Monthly costs Year 1**	**Months**	**Annual cost Year 1 (Annual increases will be allowed for at CPI rates)**
Monthly service fee must include staff costs, travel, insecticides, chemical, baits, staff PPE and other incidentals.	**R**	**X 12**	**R (A)**
B. Rental equipment (estimated for quoting purposes only)	**Monthly cost for rental per unit**	**Total monthly cost**	**Annual cost Year 1 (Annual increases will be allowed for at CPI rates.)**
Rodent Bait Box x 210	**R**	**R**	**R**
Cockroach Detectors x 6	**R**	**R**	**R**

Redtop Fly traps x 50	**R**	**R**	**R**
Electrical Fly Killer x 6	**R**	**R**	**R**
Insect Light Trap x 6	**R**	**R**	**R**
Live rat trap x 2	**R**	**R**	**R**
Total Rental	**-**	**-**	**R** **(B)**

Total contract value			
1	1st (First) Year (A+B)	**Total Price**	**R**
2	2nd (Second) Year (Annual increase at CPI rates)	**Total Price**	**R**
3	3rd (Third) Year (Annual increase at CPI rates)	**Total Price**	**R**
	OVERALL TOTAL BID PRICE FOR THREE (3) YEARS (Inclusive of VAT)		**R**
	TOTAL PROPOSED CONTRACT AMOUNT COSTS MUST BE INCLUSIVE OF VAT		

AD HOC SERVICES

The below services are for as and when required.

ITEM	YEAR 1	YEAR 2	YEAR 3
Termites treatment (NB. Price per square meter)			
Bait box / per treatment (Including services)			
Fly Units/ per treatment (Including services)			

ANNEXURE C:

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REFERENCE LETTERS

The signed reference letter must be on a letterhead of a service recipient and it must include the following:

- Contract duration,
- Services rendered,
- Reference contact details,
- Value of contract and,
- Whether the service recipient is satisfied with the services rendered

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Pest control requirements for the conservation department.

Scope of work. Table for service specifications. State active ingredient. State type of pesticide and LD^{50}.

A Section - Reptile and Aquarium Park	Areas to be serviced	Targeted Pests: These are some of the pests identified	Recommended methods	Proposed pesticides to be used	Equipment to be used
All buildings, show cases, stores, dragon and monster enclosures and lapa. Quarantine 1, 2 & 3	Along perimeter and around buildings.	Flies and Mosquitos Rodents, Ants, Cockroaches			
Backyard areas		Flies, rodents, cockroaches			
Spider Room		Ants / cockroaches			
Reptile park animal kitchen building	Walls, floors, fridges and freezers and stores	Flies, Rodents, Ants, Cockroaches			
Aquarium	Off display and food prep area	Cockroaches, ants			
African penguin	Nest boxes, surface areas	Mosquitos, flies			

Stormy Bay	Office and kitchen	Cockroaches, ants			
B Section.	**Areas to be serviced**	**Targeted Pests: These are some of the pests identified**	**Recommended methods**	**Proposed pesticides to be used**	**Equipment to be used**
Gorilla	Gorilla building / enclosure and kitchen (Only powder or liquid)	Flies , rodents, cockroach			
Koalas	Building including storeroom and kitchen (Only powder or liquid)	Cockroach, rodents, flies			
Australian section camps	(Only powder or liquid)	Flies, rodents			
Marmoset row	Passageways, ceilings (Only powder or liquid)	Flies, rodents, cockroaches			
Small baboon row	Passageways, ceilings (Only powder or liquid)	Flies, rodents, cockroaches			
Lemur island	Enclosure, night rooms (Only powder or liquid)	Flies, rodents, cockroaches			
Baboon row	Passageway out of reach of animals (Only powder or liquid)	Flies, rodents, cockroaches			
Anteaters	Enclosure and night room (Only powder or liquid)	Flies, rodents, cockroaches			
Ring tail lemur	Enclosure, Storerooms and kitchen	Flies, rodents, cockroaches			

	(Only powder or liquid)				
New section camps	Enclosures and night rooms. Out of reach of animals. Elevate boxes (Only powder or liquid)	Flies, rodents, cockroaches			
Chimp house	Kitchen, storeroom, office (Only powder or liquid)	Flies, rodents, cockroaches			
Suricates		Flies, Rats			

C Section – Birds	**Areas to be serviced**	**Targeted pest These are some of the pests identified**	**Recommended Methods**	**Proposed Pesticides to be used**	**Equipment to be used**
Backyard	Service passage and outside facility along walls, enclosures and night rooms	Mice/rats/Ants/fruit flies			
Parrot row Parrot row	Service passage and outside facility along walls	Mice/rats			
Parrot row	Inside ibis enclosures	Flies/bees/wasps			
Parrot row	2 x storerooms and office	Mice/ants/cockroaches			
Bird rearing complex	Brooder room, rearing room, kitchen, storeroom	Ants/houseflies/ cockroaches/mice			

Old aviary	Service passage and outside facility along walls	Mice/rats			
Old aviary	Inside enclosure/night room	Ants/house flies/cockroaches/mice			
Wattled crane	Service passage and outside facility along walls, inside enclosure/night room	Mice/rats/ants			
Wader camp	Service passage and outside facility along walls	Mice/rats			
Wader camp	Inside enclosure/night room	Ants/house flies/cockroaches/mice			
Ibis Row	Service passage and outside facility along walls	Mice/rats			
Ibis Row	Inside enclosure/night room	Ants/house flies/cockroaches/mice			
Owl aviary	Service passage and outside facility along walls	Mice/rats			
Raptor row	Service passage and outside facility along walls	Mice/rats			
Australian section	Service passage and outside facility along walls	Ants/house flies/cockroaches /mice			
Walkthrough aviary	Inside enclosure	Mice/rats/ants/fruit flies/bees/wasps			
Flamingo camps	Inside enclosure	Flies			
Vulture Aviary	Inside enclosure	Flies, fleas			

D Section – Large mammals	Areas to be serviced	Targeted pest: These are some of the pests identified	Recommended method	Proposed pesticides to be used	Equipment to be used
Pygmy hippo	Enclosure, night room, office	Rodents			
Black rhino	Enclosure, night room	Flies			
Arabian oryx	Enclosure, night room	Flies			
Camel	Enclosure, night room	Flies			
Sable antelope	Enclosure, night room	Flies			
Okapi	Enclosure, night room	Rodents/flies			
White rhino	Enclosure, night room, office	Mice/rats/cockroaches			
White rhino / zebra	Enclosure, night room	Flies, wasps			
Warthog	Enclosure, night room	Flies, wasps			
Urials	Enclosure, night room	Flies, wasps			
Nubian Ibex	Enclosure, night room	Flies, wasps			
Eland	Enclosure	Flies			
Alpaca	Enclosure, night room	Flies, wasps			
E Section	**Area to be services**	**Targeted Pests: These are some of the Pest identified.**	**Recommended methods**	**Proposed pesticides to be used**	**Equipment to be used**
Scimitars	Enclosure, night room	Flies/rodents/termites			
Hog deer	Enclosure, night room	Mice/rats/termites			
Axis deer	Enclosure, night room	Mice/rats/flies			
Farm Yard Nguni cows/ Donkeys	Enclosure, stables	Biting flies/flies			

Farm Yard Chickens	Enclosure	Fleas/lice			
Farm Yard Goats	Enclosure	Fleas/lice			
Farm Yard Pigs	Enclosure	Flies/ mice			
Farm Yard Ducks	Enclosure	Fleas/lice			
Farm Yard Kitchen	Room	Mice/ rats/ cockroaches, ants			
Waterhole Mixed exhibit	Enclosure, nightrooms, office	Mice/rats/cockroaches/ bees/biting flies/Stomoxis flies			
Servals	Enclosure, night room	Mice/rats/cockroaches/ fleas			
Maned wolves	Enclosure, night room	Mice/rats/cockroaches/ fleas			
Striped Hyena	Enclosure, night room	Mice/rats/cockroaches/wasps /fleas			
Leopard	Enclosure, night room	Mice/rats/cockroaches/ fleas			
Wild Dogs	Enclosure, night room	Mice/rats/cockroaches/wasps /bees/fleas			
Tiger	Enclosure, night room	Wasps/bees/fleas			
Lions	Enclosure, night room	Wasps/bees/fleas			
Lion/tiger office	Office	Cockroaches/ants			

Giraffe	Enclosure, night room	Mice/rats wasps/bees/fleas			
African elephants/Kitchen	Enclosure, night rooms, kitchen	Mice/rats/cockroaches/wasps, fruit flies			