

SBD1

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI)					
BID NUMBER:	Q5856/2018	CLOSING DATE:	20 February 2018	CLOSING TIME:	11:00am
DESCRIPTION	SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) REQUIRES THE SERVICES OF A CONFERENCE ORGANISER TO ASSIST WITH THE ORGANISATION OF THE GLOBAL PARTNERSHIP FOR PLANT CONSERVATION CONFERENCE AT KIRSTENBOSCH NATIONAL BOTANICAL GARDEN				
THERE WILL BE NO COMPULSORY BRIEFING SESSION, BUT BIDDERS WANTING TO VIEW THE MAIN VENUE(S) CAN CONTACT Mr John Masilo at j.masilo@sanbi.org.za for a voluntary site inspection on the following date and time: Wednesday 14 February 2018 @11:00, VENUE: Reception, Visitors Centre (lower entrance), Kirstenbosch National Botanical Garden, Cape Town, Western Cape Province.					
BID RESPONSE DOCUMENTS MAY BE EMAILED TO:					
Naphtally Kgola at n.kgola@sanbi.org.za and copy Prince Hlongwane at p.hlongwane@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					
	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		☐ Yes ☐ No
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	☐	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)			
	☐	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)			
	☐	A REGISTERED AUDITOR			
		NAME:			
[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 PART B:3 BELOW]
SIGNATURE OF BIDDER		DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE (ALL INCLUSIVE)	
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT/ PUBLIC ENTITY	SANBI	CONTACT PERSON	Mr Christopher Willis
CONTACT PERSON	Naphtally Kgola	TELEPHONE NUMBER	012 843 5200
TELEPHONE NUMBER	012 843 5163	FACSIMILE NUMBER	N/A
FACSIMILE NUMBER	N/A	E-MAIL ADDRESS	c.willis@sanbi.org.za
E-MAIL ADDRESS	n.kgola@sanbi.org.za		

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 ONLINE 1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION. 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION. 1.5. 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 LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.								
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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS. 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA. 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID. 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER. 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.								
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS								
<table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?</td> <td style="text-align: right;"> ☐ YES ☐ NO </td> </tr> <tr> <td>3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?</td> <td style="text-align: right;"> ☐ YES ☐ NO </td> </tr> <tr> <td>3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?</td> <td style="text-align: right;"> ☐ YES ☐ NO </td> </tr> <tr> <td>3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?</td> <td style="text-align: right;"> ☐ YES ☐ NO </td> </tr> </table> IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.	3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO	3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO	3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO	3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO							
3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO							
3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO							
3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO							

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

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DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
 - the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
 - 2.1 Full Name of bidder or his or her representative:
 - 2.2 Identity Number:.....
 - 2.3 Position occupied in the Company (director, trustee, shareholder², member):
 - 2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:
 - 2.5 Tax Reference Number:
 - 2.6 VAT Registration Number:
 - 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

¹"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:
 Name of state institution at which you or the person connected to the bidder is employed :
 Position occupied in the state institution:

Any other particulars:

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attach proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

2.10.1 If so, furnish particulars.

.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**

2.11.1 If so, furnish particulars:

.....

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Income Tax Reference Number	State Employee Number / Persal Number

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS
 DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT
 REGULATIONS 2017**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

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

1.2

- a) The value of this bid is estimated to not exceed R500 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or
- b) The 80/20 preference point system will be applicable to this tender.

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by

the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - B-BBEE Status Level Certificate issued by an authorized body or person;
 - A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

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

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

80/20

or

90/10

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of bid under consideration

Pt = Price of bid under consideration
 Pmin = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	☐	NO	☐
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

i) What percentage of the contract will be subcontracted.....%

- ii) The name of the sub-contractor.....
 iii) The B-BBEE status level of the sub-contractor.....
 iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES		NO	
-----	--	----	--

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
☐ One person business/sole propriety
☐ Close corporation
☐ Company
☐ (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

8.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
☐ Supplier

- ☐ Professional service provider
☐ Other service providers, e.g. transporter, etc.
 [TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

WITNESSES

1.
 2.

.....
 SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 326 5445.	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		

4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.4.1	If so, furnish particulars:		

SBD 8

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME).....
 CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

CERTIFICATE OF INDEPENDENT QUOTATION DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all quotations¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

Q5856/2018 - SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) REQUIRES THE SERVICES OF A CONFERENCE ORGANISER TO ASSIST WITH THE ORGANISATION OF THE GLOBAL PARTNERSHIP FOR PLANT CONSERVATION CONFERENCE AT KIRSTENBOSCH NATIONAL BOTANICAL GARDEN

(Quotation Number and Description)

in response to the invitation for the quote made by:

SANBI (Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

- (a) has been requested to submit a bid in response to this bid invitation;
- (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and

- (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
 - 6. 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 consortium³ will not be construed as collusive bidding.
 - 7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
 - 8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
- ³ 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.
- 9. 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.
 - 10. 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.

.....

Signature

.....

Position

.....

Date

.....

Name of Bidder

TERMS OF REFERENCE

Quotation number: Q5856/2018

SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) REQUIRES THE SERVICES OF A CONFERENCE ORGANISER TO ASSIST WITH THE ORGANISATION OF THE GLOBAL PARTNERSHIP FOR PLANT CONSERVATION CONFERENCE AT KIRSTENBOSCH NATIONAL BOTANICAL GARDEN

Service Provider to respond with quotation by: 11h00 on 20 February 2018 to Mr Naphtally Kgola n.kgola@sanbi.org.za and copy Mr Prince Hlongwane p.hlongwane@sanbi.org.za

Background

SANBI will be hosting two international meetings back-to-back during the week of 26 August and 1 September 2018 in the world-renowned Kirstenbosch National Botanical Garden. A Service Provider is required by SANBI to coordinate and arrange these two international events. These include the:

- **BGCI International Advisory Council**

Botanic Gardens Conservation International (BGCI) will be hosting its International Advisory Council as part of an annual meeting of international partners from around the world. This will involve a 1-day meeting to be held at a dedicated meeting venue in Kirstenbosch on Monday 27 August 2018, and will involve 30-35 delegates in a single venue for a full day meeting.

- **Global Partnership for Plant Conservation Conference**

The Conference of the Global Partnership for Plant Conservation will take place at the Old Mutual Conference Centre (OMCC) in Kirstenbosch from 28-30 August 2018, and involve up to 150 delegates (both national and international delegates). The goal of this conference is to bring together plant conservation scientists, policy makers and practitioners from throughout the world to consider the future of plant conservation, and in particular to develop ideas for a global plant conservation strategy for the post-2020 period. It is expected that the conference will attract a wide range of delegates to share their experiences and further the development of plant conservation policy, practice and actions during and beyond this the U.N. Decade of Biological Diversity.

The results of the conference and the strategic workshops will be provided to the Convention on Biological Diversity as a contribution from the GPPC and the plant conservation community in general towards future plans for the Convention in the achievement of the 2050 Vision for Biodiversity and the 2030 Agenda on Sustainable Development. The conference aims to help guide future plant conservation priorities.

The objectives of the conference will include to:

- Showcase examples and share experience from around the world on implementation of the Global Strategy for Plant Conservation (GSPC) implementation.
- Help build leadership amongst the participating organisations for monitoring and delivery of the GSPC targets.

- Develop and consider scenarios and priorities for the Global Strategy for Plant Conservation in the period beyond 2020 and the ways in which it will contribute to the 2050 Vision for Biodiversity and the 2030 Agenda on Sustainable Development.

The conference will provide an opportunity for delegates to consider the ways in which they can contribute to national CBD reporting processes and inclusion of plant conservation more in reviews of National Biodiversity Strategies and Action Plans (NBSAPs). It will also help efforts made to build on and evaluate progress in implementing the GSPC and how these experiences can support enhanced implementation over the coming decade. Sharing experiences will assist those that are working to achieve national programmes and targets for plant conservation or using the GSPC and CBD Strategic Plan.

The development of the Global Strategy for Plant Conservation (GSPC) up to and beyond 2020 will be reviewed during a series of expert workshops.

SANBI requires the services of a Conference Organiser, based in Cape Town, to assist with the co-ordination and organisation of the 2018 BGCI/IAC and GPPC Conference to be held at Kirstenbosch from 27 to 31 August as well as to assist with the organisation of pre- and post-conference fieldtrips.

Scope of services required

The Service Provider will be required to perform the following functions:

Announcements and invitations

- The Service Provider will be responsible for managing the invitation process including sending out invitations; follow up on invitations sent; keeping track of RSVPs including special requirements e.g. dietary; collating registration forms from delegates through the online registration system and receiving abstracts.
- The Service Provider will be the main point of contact for delegates attending the event and required to handle communication and liaison with delegates before and after the event.
- The Service Provider will be provided with the list of potential delegates and their contact details and be responsible for sending out all announcements electronically.

Registration

- Delegates will be required to register for the GPPC Conference on-line. The Service Provider will need to set up an on-line registration process in consultation with SANBI staff. The registration deadline for the GPPC Conference is 1 July 2018.
- The Service Provider will be responsible for managing the registration process and providing a conference secretariat for the entire week of events. The Service Provider must provide a full attendance register prior to the conference, during the conference and after the event.
- The Service Provider is responsible for the invoicing, receiving and receipting of conference payments from the delegates. A full payment of the registration fees will be made to SANBI by the Service Provider to cover the costs of the conference.
- The Service Provider must, in close liaison with SANBI, provide letters of invitation to help facilitate visa applications for conference delegates.
- The Service Provider must follow up with both registered delegates as well as with those who received the invitation but have not yet registered.
- Registration for the BGCI International Advisory Council will take place at Kirstenbosch on Monday morning 27 August prior to the start of the meeting.

- Registration for the conference will take place at Kirstenbosch on Monday afternoon 27 August (4.00pm-6.00pm) and on Tuesday morning 28 August (8.00am-9.00am) before the conference opens.

Venue and room setup

All meetings and conference sessions will be held at various venues at the Kirstenbosch National Botanical Garden. The GPPC conference will be hosted at the Old Mutual Conference Centre (OMCC) but other smaller venues on the Kirstenbosch Campus will be used for additional meetings and sessions. The Service Provider will be responsible for venue liaison, room setup and design, hiring of any additional equipment, flowers and other display arrangements if required, and clear up and break-down of venue(s) following the conference: They are required to:

- Liaise and work closely with SANBI staff responsible for venue hire and coordination, that are based in Kirstenbosch, to ensure all venues are arranged and set up timeously and as required by the programme of events and Local Organizing Committee (LOC). This includes ensuring that adequate chairs and tables are available for delegates, water is provided in the venues and lighting is suitable for the use of data projectors etc.
- Coordinate the process of sub-dividing the OMCC (venue is designed for this) for parallel workshops after the plenary session.
- Hire tables for the OMCC to seat 150 conference delegates (chairs will be provided by the OMCC) as well as an additional 10 tables for registration and display purposes.
- Ensure that an area is available for posters, exhibitions and displays.
- Coordinate security and parking arrangements, together with SANBI staff at Kirstenbosch, and develop directional and parking signage as required.
- Coordinate VIPs attending the conference.
- Arrange venue(s) at Kirstenbosch for an additional day before or after the BGCI IAC/ GPPC Conference as some delegates might be required/want to attend an add-on meeting before the official meetings start. SANBI will provide details to the Service Provider regarding these potential add-on meeting(s).

Audio-visual logistics

- The Service Provider will be required to work with SANBI staff at Kirstenbosch to ensure that the conference venue has sufficient functional audio visual equipment for the plenary session and the parallel sessions as required, including data projectors, screens, flip charts (with paper and pens), pointers, microphones, presentation laptops (SANBI can potentially provide some presentation laptops), extension cords and multiplugs.
- The Service Provider will be responsible for collecting presentations in powerpoint format from speakers and ensuring these are loaded before the presentation time, ensuring speakers are willing for presentations to be loaded onto a website, and PDF'ing presentations for loading onto a website after the event.
- Delegates often require the use of personal laptops during the sessions and therefore extension cords and multiplugs would be required (within reason). SANBI IT will be available to assist delegates set up wi-fi access if required.

Catering

- The Service Provider will work with SANBI to appoint caterers for lunches and teas at specified venues during the week of 27-30 August 2018 as well as the formal reception function on the 27 August. They will be required to coordinate suitable menu options with input from SANBI staff. They will be responsible for liaison with caterers in terms of times for lunches and teas to

ensure these align with the programme of events as well as menu options for delegates' requirements e.g. vegetarians etc.

- The Service Provider will coordinate the formal reception function at Moyo Restaurant at Kirstenbosch on the evening of Monday 27 August 2018.
- **PLEASE NOTE:** Catering costs will be for SANBI's account and should not be included in the proposal.

Conference packs

- The Service Provider will be required to assemble conference packs for all delegates, including the programme, note pads and pens (to be provided by SANBI), and any additional material to be included.
- The Service Provider will be required to assist with the production of the name tags including providing an up-to-date list of registered delegates and sourcing lanyards.
- The Service Provider may be required to assist with printing of programmes and other conference documents.
- **PLEASE NOTE:** The cost of printing the programmes, name tags and other documents to be included in the packs will be for SANBI's account and should not be included in the proposal.

Programme

- SANBI, its international partners (BGCI and the Missouri Botanical Garden, US) and Local Organising Committee (LOC) will be responsible for the development of the programme. SANBI will ensure that the Service Provider is provided with an electronic copy of the programme 10 days before the event for circulation to delegates and inclusion in the conference packs.

Accommodation

- Delegates will be expected to make their own accommodation bookings. SANBI will not be responsible for arranging accommodation for delegates (except for selected VIP guests), but the Service Provider will work with SANBI to ensure one or two suitable hotels are selected where discounted conference rates will be negotiated as well as transport options between the hotels and the venue.
- The Service Provider will be the point of contact for delegates on specific details concerning the negotiated hotel accommodation as well as providing advice and information on other accommodation options if required e.g. if delegates need lower cost accommodation options.

Pre- and post-conference tours

- The Service Provider will be responsible for organizing, in consultation with SANBI, pre- and post-conference field visits on 26 August 2018 and 31 August–1 September 2018. Those participating in these field trip(s) will pay a supplement to the registration fee. Coaches will need to be arranged for delegates during the field trips (see *Transport* section below).

Transport

- The Service Provider will need to assist SANBI with arranging transport for the conference and field trips.
- **PLEASE NOTE:** Transport costs, where required, will be for SANBI's account and should not be included in the proposal.

Conference website

- The Service Provider will be responsible for managing a conference-specific website linked to SANBI's website. In consultation with SANBI, the Service Provider will be responsible for

uploading and managing conference information on the conference website. This will include information on how to reach the conference venue; field trip options, and any other information related to the events.

Liaison with SANBI

- The Service Provider must be in regular contact with Christopher Willis (SANBI) and attend scheduled meetings with the SANBI-appointed LOC to report on progress and discuss relevant issues.
- The Service Provider must discuss the use of logos on all material, the content of announcements and the design of printing options with Christopher Willis (SANBI) and SANBI's Marketing and Communications Directorate.

Debriefing

- The Service Provider will be required to participate in a debriefing with SANBI staff after the conference.

Responsibilities of SANBI

SANBI and its international partners (BGCI and Missouri Botanical Garden) will be responsible for the following:

- Visits to the preferred hotels, with the Service Provider, to ensure that the venues are suitable.
- Working with the Service Provider to determine a reasonable registration fee.
- The development and printing of the programme for the 2018 Global Partnership for Plant Conservation Conference.
- The identification of suitable note takers amongst the delegates and briefing of these note takers.
- The preparation of GPPC Conference summary.
- SANBI will cover the costs of the catering, transport and printing of programmes as stipulated above and these costs *do not have to be included* in the proposal.

Voluntary site inspection

Interested Service Providers are welcome to attend a voluntary site inspection to view the main venue(s) as follows:

Date: Wednesday 14 February 2018

Time: 11:00

Venue: Lower Visitors Centre Reception desk, Kirstenbosch National Botanical Garden, Cape Town, Western Cape.

Contact person: Mr John Masilo (j.masilo@sanbi.org.za).

Requirements for proposals

Service Providers interested should submit a concise written proposal that addresses the scope of work and the above requirements and outputs.

The proposal must include:

- Profile of the Service Provider outlining the relevant skills, experience and track record in support of the required competencies.

- A brief description of the approach and key steps to addressing the objectives and specific requirements. This should demonstrate an understanding of the scope of services required. An event plan should be developed highlighting the activities and key steps and indicating the relative level of effort (time and phasing) towards activities and services required. A clear allocation of roles, responsibilities and resources towards these activities and services must be provided.
- A budget proposal indicating the applicable hourly or daily rate that will be charged for the work as well as costing for specific requirements in this terms of reference e.g. hiring of tables for the OMCC. It is expected that the hourly rate includes all regular consulting overheads (e.g. local travel, telephone expenses, etc.). Fees, disbursements and VAT should be shown separately.
- Service Providers are encouraged to demonstrate a contribution to empowerment of historically disadvantaged individuals and/or transformation of the sector. Details should be provided in the proposal.
- Hiring of tables to seat 150 delegates in the OMCC. Chairs are available in the venue.
- Contact details and reference letters from at least three current or recent clients where the Service Provider has organized similar conferences in the past five years.

Skills and competency required

In order to fulfil this role the **Service Provider must be based in Cape Town** and should have demonstrable skills and experience in the following:

- Project management
- Conference coordination for similar conferences, showing phenomenal organisational ability
- Budget management and an ability to work within tight budgets
- Coordination of computer-based conferences.

In addition, the Service Provider must:

- Have excellent interpersonal skills and work well with a team
- Be self-motivated and results-driven with a strong ability to problem solve and trouble-shoot
- Have the ability to work independently and deliver efficiently on high quality deliverables within tight timeframes
- Have computer skills and be proficiency with MS Office.

The response to the terms of reference should indicate the extent to which the Service Provider fulfills these requirements. **Preference is to appoint an individual or a small team.** Proposals should include the CV and references for the individuals who will do the work.

Evaluation process

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:

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

Criteria	Points**
1. Experience of the Service Provider in organising similar conferences • Evidence of previous conferences organised, duration and project value (30) • Relevant experience of individual and/or team members supported by three page CVs for individual team members (30)	60
2. Technical merit of proposal • Technical merit of proposal (approach and event plan, highlighting key steps, timeframes)(20) • Service providers are encouraged to demonstrate a contribution to empowerment of young historically disadvantaged individuals and/or transformation of the sector (5).	25
3. Three traceable reference letters from clients where Service Provider has organised similar conferences in the past five years.	15
TOTAL	100

*****Bids that fail to score a minimum of 65 out of a possible 100 points for functionality will not be eligible for further consideration. Bidders whose offices are located more than 50km from the Kirstenbosch National Botanical Garden will not be eligible to tender. Proof of office residence within 50km of Kirstenbosch to be provided (water and lights bill).***

The second stage will evaluate the price and preference points of those bids that meet the minimum threshold for functionality. In accordance with the Preferential Procurement Regulations, 2017 pertaining to Preferential Procurement Policy Framework Act (No. 5 of 2000), the 80/20 point system will be applied in evaluating proposals that qualify for further consideration, where price constitutes 80 points and 20 points will be awarded as per Points allocated to a bidder on the B-BBEE Status Level Certificate.

Failure to submit the B-BBEE certificate/sworn affidavit mentioned above will not necessarily result in a bid being disqualified, but no points will be awarded for B-BBEE status.

Sufficient information must be provided to allow the evaluation panel to score bids against all the set criteria. Failure to do so may result in the disqualification of bids.

Submission of required documents

- Service providers are to submit a full CSD report with a Tax Compliant Status;
- A company profile including qualifications of the team assigned to the project;
- Three traceable reference letters and contact details from clients where a similar service was provided in the past five years;
- Proof of office residence within a 50km radius of Kirstenbosch National Botanical Garden;
- SBD 1, 4, 6.1, 8 and 9 duly completed and signed
- A valid original or certified B-BBEE certificate or sworn affidavit. (Please note that failure to submit a valid original or certified B-BBEE certificate/sworn affidavit mentioned above will not necessarily result in a bid being disqualified, but no points will be awarded for B-BBEE status.)
- Contractors must be compliant with the Occupational Health & Safety Act No: 85 of 1993 (as amended), in particular section 37 (2) c, and be registered under Compensation for Occupational Injuries and Diseases Act. (Provide a valid letter of good Standing with COIDA) issued by the Department of Labour or Public Liability insurance (provide proof)
- Service Providers must be registered on the Central Supplier Database (CSD) for proposal to be considered. Service providers must ensure that their bank details have been successfully verified and Tax compliant.
- Submit a proposal and quotation that address the scope of work as per the above specifications and outputs;
- Quotation must include cost break down of all the specifications and **price must be VAT inclusive.**

Closing date for submission of responses: 11h00 on 20 February 2018

NB: Late submissions will be disqualified.

Quotations must be submitted no later than **20 February 2018** at **11:00** and must be emailed to Mr Naphtally Kgola (n.kgola@sanbi.org.za) and copy Mr Prince Hlongwane (p.hlongwane@sanbi.org.za). For technical enquiries please contact Mr Christopher Willis on (012) 843 5200 or c.willis@sanbi.org.za

PLEASE NOTE: Emailed applications must not be more than 8MB.

Quotations can also 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 or on **20 February 2018 by 11:00.**