

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
BID NUMBER:	Q6252-2018	CLOSING DATE:	30 November 2018	CLOSING TIME:	11:00
DESCRIPTION	THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) REQUIRES THE SERVICES OF A SCIENTIFIC EDITOR TO PROVIDE SPECIALISED SCIENTIFIC EDITING SUPPORT SERVICES TO SANBI GRAPHICS & EDITING FOR A PERIOD OF THREE YEARS.				
BID RESPONSE DOCUMENTS MAY BE SENT TO THE E-MAIL ADDRESS STATED BELOW OR DEPOSITED IN THE BID BOX SITUATED AT ADDRESS BELOW					
Submission of proposals: proposals must be emailed to S.SCM-Tender@sanbi.org.za , with a copy Mr. L Madayi at L.Madayi@sanbi.org.za and Mr. Prince Hlongwane at p.hlongwane@sanbi.org.za					
OR South African National Biodiversity Institute (SANBI) Pretoria National Botanical Garden - 2 Cussonia Avenue – Brummeria - Pretoria					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ludwe Madayi		CONTACT PERSON	Sandra Turck	
TELEPHONE NUMBER	012 843-5130		TELEPHONE NUMBER	(012) 843-5197	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	l.madayi@sanbi.org.za		E-MAIL ADDRESS	s.turck@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]
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ 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:

.....

SBD 4

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.

"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**

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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

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SBD 6.1

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:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) 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

P_t = Price of bid under consideration

$P_{\min}$ = 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 least 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

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- ☐ 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

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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 BIDDER(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 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) 3265445.	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:
- 6 Includes price quotations, advertised competitive bids, limited bids and proposals.
- 7 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:

SANBI: Q6252/2018 THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) REQUIRES THE SERVICES OF A SCIENTIFIC EDITOR TO PROVIDE SPECIALISED SCIENTIFIC EDITING SUPPORT SERVICES TO SANBI GRAPHICS & EDITING FOR A PERIOD OF THREE YEARS.

(Quotation Number and Description)

in response to the invitation for the quote made by:

SANBI

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.
- 9. 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.
- 10. 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.
- 11. 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

.....
Date

.....
Position

.....
Name

Call for Quotations

Terms of Reference:

To request approval for the appointment of a scientific editor to provide specialised scientific editing support services to SANBI Graphics & Editing for a period of three years.

SANBI Ref: Q6252/2018

1. BACKGROUND

SANBI leads and coordinates research; monitors and reports on the state of biodiversity in South Africa; provides knowledge and information; gives planning and policy advice; pilots best-practice management models in partnership with stakeholders; and engages in ecosystem restoration and rehabilitation, thus bridging the gap between science, knowledge, policy and implementation.

The history of the South African National Biodiversity Institute (SANBI) starts in 1903, with botanical research as the mainstream activity. During the times of several predecessor organisations up to the implementation of the National Environmental Management: Biodiversity Act No. 10 of 2004 (NEMBA), when SANBI came into existence, information generated by scientific research staff within the organisation was published through various publications. Since 2004 the mandate of SANBI expanded to cover both flora and fauna.

In-house capacity for the publishing of SANBI research information had developed since 1996, and includes scientific/technical editing support and graphic design services..

Due to an increase in demand for internal editing services (scientific and technical), the capacity of the current two in-house editors in the SANBI Graphics & Editing unit is stretched and external scientific services need to be accessed in order to meet SANBI's scientific editing demands.

Scientific editing is a specialised editing skill that requires knowledge of the particular subject matter, in addition to technical (grammar and spelling) editing skills.

2. INVITATION TO QUOTE

Quotations are hereby invited by SANBI for a specialised scientific editor as support for scientific editing services on contract for a period of 3 years (36 months).

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

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

3. TERMS OF REFERENCE

3.1 Main duties and requirements

The service provider will be expected to work as an integral part of the SANBI Graphics & Editing team.

Ideally, the service provider should have an existing grasp of the SANBI scientific editing guidelines and publishing house style; and will be required to provide specialised scientific and technical editing services in line with the following key performance areas as outlined below in 3.1.1 and 3.1.2.

3.1.1 Ensure quality publications

- Source reviewers for competent peer-review of submitted manuscripts and ensure a fair, anonymous review process.
- Collate reviewer comments before sending reviewed manuscripts back to authors.
- Check authors' corrections to make sure that all the reviewers' concerns were adequately addressed. Send manuscript out for further refereeing if necessary.
- Edit text and ensure that international scientific and English language standards and conventions, as well as the SANBI's house style are adhered to (service provider to contact in-house editors regarding any uncertainties encountered in the editing process).
- Ensure accuracy and relevance of content (ensure that manuscripts are scientifically sound).
- Prepare edited text for graphic design and layout.
- Check functionality of navigation controls for electronic publications.
- Compile basic indices and tables of content.
- Proofread designed material that was edited by one of the other editors, checking that figures match up with captions and with references to figures in the text. Check that automated line-/word breaks are correct. Final chance to correct spelling and grammar errors that have slipped through the editing process.
- Check printer's proofs and approve for printing or request corrections/changes as necessary (in liaison with graphic designer).

3.1.2 Facilitate the publication of research manuscripts

- Stay up-to-date with publications and research to develop a broad knowledge of various subjects and their subject matter experts and build up a database of potential scientific content reviewers (nationally and internationally).
- Communicate and coordinate with authors, reviewers, other editors, artists, graphic designers, the SANBI staff, printers and any other stakeholders.
- Plan own work and liaise with stakeholders at each stage of the publication process to ensure that deadlines are met.

All scientifically edited products will be aligned with SANBI's mandate and policies. These products will comprise a combination of scientific manuscripts, shorter revisions and other research material to be published in the following SANBI monograph series:

- Strelitzia (Flora research information).
- Suricata (Fauna research information)
- SANBI Biodiversity Series (biodiversity related information and reports)
- Ad hoc scientific print and electronic media.

3.2 Deliverables, duration and timeframes

The following deliverables are anticipated:

- As the duration of an editing job and editing time frames depend (and are determined) according to submissions and responses from authors (who have to register projects and need to rely on other time frames for approval), scientific editing deliverables will vary and will need to be supplied as needed by SANBI Publishing.
- The deliverables will be measured according to the required services needed for specific manuscripts as the quality of all manuscript submissions vary.

3.2.1 Current manuscripts

- Prioritised manuscript: *Flora of the Eastern Cape Flora* (C. Bredenkamp). (23 chapters)
- Revision of Iridaceae (editing in progress)
- Revision of Hypoxis (reviewed and back to author)

3.2.2 Other

- Flora of KwaZulu-Natal (details to be determined)

3.3 Management and reporting

The successful incumbent will report to the Deputy Director: SANBI Graphics & Editing.

It is anticipated that the service provider will work closely with the SANBI Graphics & Editing team and spend some time at SANBI (Pretoria campus).

The deputy director will undertake a quarterly review of progress and deliverables with the service provider, and the work plan and payment schedule will be adjusted as required.

Reports will be requested according to required deliverables which will be specified as per manuscript/scientific editing job.

Constant communication with the appointed graphic designer will be required, and post-layout editing will need to be done in coordination with the graphic designer.

3.4 Skills and competency required

Scientific editing is a specialised skill and the criteria as outlined in 3.4.1–3.4.3 are indispensable prerequisites for the successful applicant.

3.4.1 Qualifications

- Minimum: B.Sc. (Hon.) in Plant Taxonomy and/or Zoology, or related degree with an emphasis on Taxonomy.
- Additional training: copy-editing short course and other courses in editing and subject matter.

3.4.2 Minimum experience

- Experience working in a herbarium/museum/similar scientific institute.
- Experience in editing, proofreading and publication of scientific monograph manuscripts.
- Minimum 5 years working as scientist or as a specialised scientific editor (part or full-time).

3.4.3 Other requirements

- As the service provider will have to liaise closely with SANBI Graphics & Editing staff, it would be recommended that the appointee is situated in Gauteng, preferably close to the SANBI Pretoria NBG campus.
- Knowledge of research and data norms/standards (e.g. International Code of Botanical Nomenclature) as applicable to specific tasks and internationally acceptable standards.
- Intermediate to advanced (but not necessarily expert) subject knowledge of botanical and zoological science including:
 - Phytogeography, vegetation and floristics
 - Zoology and entomology
 - Genetics and biochemistry
 - Climate change biology
 - Invasive species biology
 - Threatened species and conservation planning
 - Population genetics and conservation biology
 - Biodiversity monitoring and indicators
 - African geography

- Biodiversity research trends
- Classification systems of living organisms
- Herbarium procedures and handling of specimens
- Advanced knowledge of word processing programmes (MS Office) and basic understanding of layout and design packages.
- Understanding of the use of scientific and office equipment.
- Corporate and research databases (e.g. BRAHMS, SIBIS, POSA and other international, online databases).
- A familiarity with relevant reference materials, including books and scientific journals.
- Knowledge of and a familiarity and good relations with experts/stakeholders in their specialised fields that is relevant to the manuscripts.

4. REQUIREMENTS FOR PROPOSALS

4.1 Interested specialised scientific editors should submit a concise written proposal that addresses the scope of work and the above requirements.

The proposal must include:

- Merit and approach of proposal to meeting deliverables. Supply a brief description of the approach and specific requirements as set out above. This should demonstrate an understanding of specialised scientific editing, the editing and refereeing process to be put in place, and the tasks and time frames envisaged in editing one of the manuscripts mentioned in 3.2.1 or 3.2.2 (Criterion 1).
- Relevance, quality and accuracy of examples of research and writing provided (Criterion 2).
- Demonstrate the ability to apply the SANBI house style (Criterion 3).
- Details of the potential specialised scientific editor including their profile, relevant qualifications, and skills acquired, experience and track record in support of the required skills and competencies as outlined in 3.4. List the current or past projects you have been involved with and clearly indicate your role (Criterion 4).
- Supply at least three traceable references: provide names and contact details of any past or present clients you have supplied similar services to over the past three years (Criterion 5).

4.2 Financial information

- Please note that this financial proposal will be evaluated on the basis of the rate per number of pages per manuscript and a quantity of 720 hours per year.
- For hard copy submission: financial or pricing details should only be included in the pack marked 'original'.
Financial information included in the pack marked 'copies' will lead to your bid being

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Call our Fraud Hotline 0800 434 373 (toll-free) anytime**

disqualified.

This will not be applicable when receiving quotations by e-mail.

- Failure to submit one pack of original documents in an envelope and a second pack with three copies, will lead to your bid being disqualified.

This will not be applicable when receiving quotations by e-mail.

4.3 Documentation required

- A valid B-BBEE Status Level Certificate or sworn affidavit (please see the note under the Evaluation Criteria).
- Certified copies of all qualifications acquired.

Note that should SANBI feel it necessary, prospective service providers may be required to participate in an interview at SANBI in Pretoria at their own cost.

5. EVALUATION CRITERIA

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

Stage 1

Evaluation of proposals will be done according to the following criteria (all relevant information should be provided):

Criteria for measuring functionality	Weight
1. Merit and approach of proposal to meeting deliverables	30
2. Relevance, quality and accuracy of examples of research and writing provided	30
3. Qualification, expertise and competencies of service provider	40
TOTAL	100

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

Stage 2

The Preferential Procurement Policy Framework Act (No. 5 of 2000) and SANBI procurement process applies to these Terms of Reference. Note that service providers are required to comply with the processes outlined here and failure will result in the disqualification of proposals:

- a) Service providers are required to make sure that their tax status is verified on the Treasury's Central Suppliers Database (CSD)
- b) The 80/20 point system will be applied in evaluating proposals, where price constitute 80 points and the BBBEE scorecard constitutes 20 points. Attach a certified copy of BBBEE status or an Affidavit if not applicable.
- c) The Standard Bidding Forms (included in the bid documentation) must be completed and submitted with this proposal.

6. CONTRACTUAL ARRANGEMENTS

- The contract will be drawn up between SANBI and the potential service provider.
- Invoices will be paid for deliverables received as agreed upon in the contract.
- Invoices must indicate the deliverables produced.
- SANBI will pay for the satisfactory completion of work within 30 days of submission of invoices.
- In the case of invoices to SANBI, they must be addressed to the Deputy Director: SANBI Publishing.
- Copyright for all deliverables produced is retained by SANBI.

7. PROPOSAL SUBMISSIONS

Proposals must be emailed to S.SCM-Tender@sanbi.org.za, with a copy to Ludwe Madayi at l.madai@sanbi.org.za and Prince Hlongwane at p.hlongwane@sanbi.org.za.

Refer your request to: Call for quotations for specialised scientific editing support services to SANBI GRE.

All technical information in the Terms of Reference shall be directed to: Ms Sandra Turck, e-mail s.turck@sanbi.org.za or 012 843 5197.

Please note: electronic submissions should be less than 5MB in size.