

**SBD1**

**PART A  
INVITATION TO BID**

|                                                                                                                                                                                                                                                                                                                                   |                                                                                      |               |                                                                          |                                                                  |                                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|---------------|--------------------------------------------------------------------------|------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)</b>                                                                                                                                                                                                                      |                                                                                      |               |                                                                          |                                                                  |                                                                                                       |
| BID NUMBER:                                                                                                                                                                                                                                                                                                                       | <b>SANBI: Q6368/2019</b>                                                             | CLOSING DATE: | <b>13 March 2019</b>                                                     | CLOSING TIME:                                                    | <b>11:00 AM</b>                                                                                       |
| <b>THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) WISHES TO APPOINT A SERVICE PROVIDER FOR SUPPLY, INSTALLATION AND COMMISSIONING OF ASSET MANAGEMENT SYSTEMS TO SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI)</b>                                                                                             |                                                                                      |               |                                                                          |                                                                  |                                                                                                       |
| <b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>                                                                                                                                                                                                                                        |                                                                                      |               |                                                                          |                                                                  |                                                                                                       |
| Submission of proposals: proposals must be emailed to <a href="mailto:S.SCM-Tender@sanbi.org.za">S.SCM-Tender@sanbi.org.za</a> , with a copy Mr. L. Madayi at <a href="mailto:L.Madayi@sanbi.org.za">L.Madayi@sanbi.org.za</a> and Mr. Prince Hlongwane at <a href="mailto:p.hlongwane@sanbi.org.za">p.hlongwane@sanbi.org.za</a> |                                                                                      |               |                                                                          |                                                                  |                                                                                                       |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>                                                                                                                                                                                                                                                                             |                                                                                      |               | <b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>                           |                                                                  |                                                                                                       |
| CONTACT PERSON                                                                                                                                                                                                                                                                                                                    | <b>Mr. Ludwe Madayi</b>                                                              |               | CONTACT PERSON                                                           | Mangaka Selowa                                                   |                                                                                                       |
| TELEPHONE NUMBER                                                                                                                                                                                                                                                                                                                  | <b>(012) 843 5130</b>                                                                |               | TELEPHONE NUMBER                                                         | 012 843 5180                                                     |                                                                                                       |
| FACSIMILE NUMBER                                                                                                                                                                                                                                                                                                                  | <b>N/A</b>                                                                           |               | FACSIMILE NUMBER                                                         | n/a                                                              |                                                                                                       |
| E-MAIL ADDRESS                                                                                                                                                                                                                                                                                                                    | <a href="mailto:l.madayi@sanbi.org.za">l.madayi@sanbi.org.za</a>                     |               | E-MAIL ADDRESS                                                           | <a href="mailto:M.Selowa@sanbi.org.za">M.Selowa@sanbi.org.za</a> |                                                                                                       |
| <b>SUPPLIER INFORMATION</b>                                                                                                                                                                                                                                                                                                       |                                                                                      |               |                                                                          |                                                                  |                                                                                                       |
| NAME OF BIDDER                                                                                                                                                                                                                                                                                                                    |                                                                                      |               |                                                                          |                                                                  |                                                                                                       |
| POSTAL ADDRESS                                                                                                                                                                                                                                                                                                                    |                                                                                      |               |                                                                          |                                                                  |                                                                                                       |
| STREET ADDRESS                                                                                                                                                                                                                                                                                                                    |                                                                                      |               |                                                                          |                                                                  |                                                                                                       |
| TELEPHONE NUMBER                                                                                                                                                                                                                                                                                                                  | CODE                                                                                 |               | NUMBER                                                                   |                                                                  |                                                                                                       |
| CELLPHONE NUMBER                                                                                                                                                                                                                                                                                                                  |                                                                                      |               |                                                                          |                                                                  |                                                                                                       |
| FACSIMILE NUMBER                                                                                                                                                                                                                                                                                                                  | CODE                                                                                 |               | NUMBER                                                                   |                                                                  |                                                                                                       |
| E-MAIL ADDRESS                                                                                                                                                                                                                                                                                                                    |                                                                                      |               |                                                                          |                                                                  |                                                                                                       |
| VAT REGISTRATION NUMBER                                                                                                                                                                                                                                                                                                           |                                                                                      |               |                                                                          |                                                                  |                                                                                                       |
| SUPPLIER COMPLIANCE STATUS                                                                                                                                                                                                                                                                                                        | TAX COMPLIANCE SYSTEM PIN:                                                           |               | OR                                                                       | CENTRAL SUPPLIER DATABASE No:                                    | MAAA                                                                                                  |
| B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE                                                                                                                                                                                                                                                                                      | TICK APPLICABLE BOX]<br><br><input type="checkbox"/> Yes <input type="checkbox"/> No |               | B-BBEE STATUS LEVEL SWORN AFFIDAVIT                                      |                                                                  | [TICK APPLICABLE BOX]<br><br><input type="checkbox"/> Yes <input type="checkbox"/> No                 |
| <b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>                                                                                                                                                             |                                                                                      |               |                                                                          |                                                                  |                                                                                                       |
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?                                                                                                                                                                                                                                     | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES ENCLOSE PROOF]   |               | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? |                                                                  | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES, ANSWER THE QUESTIONNAIRE BELOW ] |
| <b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>                                                                                                                                                                                                                                                                                 |                                                                                      |               |                                                                          |                                                                  |                                                                                                       |

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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

|                                       |                                                                                                                                                                                                                                           |
|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. BID SUBMISSION:</b>             |                                                                                                                                                                                                                                           |
| 1.1.                                  | BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.                                                                                                                   |
| 1.2.                                  | <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>                                                                                                    |
| 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.                                  | <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>                                                                                                                                         |
| <b>2. TAX COMPLIANCE REQUIREMENTS</b> |                                                                                                                                                                                                                                           |
| 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 <a href="http://WWW.SARS.GOV.ZA">WWW.SARS.GOV.ZA</a> .                                                                                  |
| 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: .....

**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 state<sup>1</sup>, 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, shareholder<sup>2</sup>, 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.

<sup>1</sup>"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);

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- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

<sup>2</sup>"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 Number / Employee Persal Number |
|-----------|-----------------|--------------------------------------|---------------------------------------|
|           |                 |                                      |                                       |
|           |                 |                                      |                                       |

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|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |

#### 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

**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

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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   |
| 2) | A sworn affidavit as  |
| 3) | Any other requirement |
- (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)

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(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<br>√ | QSE<br>√ |
|-------------------------------------------------------------------|----------|----------|
| 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                            |          |          |
| <b>OR</b>                                                         |          |          |
| 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 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

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- 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?<br><br>(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<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 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)?<br><b>As this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, 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.</b> | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |

|       |                                                                                                                                                                                    |                                 |                                |
|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------------------|
| 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<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 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<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 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**  
 Js365bW

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## **CERTIFICATE OF INDEPENDENT QUOTATION DETERMINATION**

- 1 This Standard Bidding Document (SBD) must form part of all quotations<sup>1</sup> 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).<sup>2</sup> Collusive bidding is a *pe 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:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> 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: Q6368/2019 THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) WISHES TO APPOINT A SERVICE PROVIDER FOR SUPPLY, INSTALLATION AND COMMISSIONING OF ASSET MANAGEMENT SYSTEMS TO SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI)**

\_\_\_\_\_  
(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 consortium<sup>3</sup> 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.
- <sup>3</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.
- 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.

**SANBI**

Biodiversity for Life

South African National Biodiversity Institute



.....

Signature

.....

Date

.....

Position

.....

Name of Bidder

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## **TERMS OF REFERENCE FOR SUPPLY, INSTALLATION AND COMMISSIONING OF ASSET MANAGEMENT SYSTEMS TO SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI)**

### **PURPOSE**

SANBI intends to appoint a competent and professional service provider to supply, install and commission asset management system including physical asset verification tool or system.

### **BACKGROUND AND MOTIVATION**

Asset management has consistently proved to be one of the major contributors to disclaimers, adverse opinions and qualified audits for most of the Public entities.

Asset management is a broad function that includes a structured process of decision making, planning and control over the acquisition, use, safeguarding and disposal of assets to maximize their service delivery potential and benefits, and to minimize their related risks and costs over their entire life.

To enable SANBI to compile and maintain its fixed asset register and financial records (annual financial statement) accurately, a reliable asset management system must be in place. The current asset management system has shown weaknesses in some areas and that has adversely affected SANBI when compiling or maintaining its GRAP compliant fixed asset register.

SANBI seeks to appoint a service provider that will provide an asset management system that is user-friendly and can accurately produce a customizable fixed asset register to ensure full compliance with GRAP directives.

Additionally, the service provider should provide physical asset verification system or tool that will fully integrate with the proposed asset management system or software.

### **REQUIREMENTS**

A service provider must be a company with reputable track record in providing asset management systems or software.

The proposed software package should be able to continue functioning during the operational phase regardless if the institution for some reason does not renew the annual license or upgrade the software.

The software provided should also be customisable without any additional charges.

The service provider is required to provide **reference letters** with contactable and verifiable references for provision of the asset management system that was successfully utilized by that institution for a period of over five (5) years.

## **SCOPE OF WORK AND DELIVERABLES**

The successful service provider will be responsible for the supply, installation and commissioning of the asset management system or software including asset verification tool.

Upload or take-on the current SANBI fixed asset register(s) into the proposed asset management system.

The service provider will be required to provide training on operation, application and maintenance of the software/hardware to be provided for a certain number of staff using the system and enable them to independently do data maintenance and day to day changes in the system.

The service provider shall be expected to have both technical and financial capacity to provide post installation technical support services during and after warranty period. The institution shall expect quality support that guarantee reliability, dependability, efficient and consistent service delivery.

## **DESCRIPTION OF ASSET MANAGEMENT SYSTEM REQUIREMENT**

### **A. Mandatory fields in the Asset Register**

The proposed system **MUST** be able to capture the following mandatory fields when adding new assets into the asset register or when generating report:

1. Asset barcode
2. Asset description
3. Serial number
4. Asset location
5. Asset user (custodian)
6. Cost center where the asset will be used
7. Purchase order number
8. The date on which the asset was acquired or available for use.
9. The original cost price,
10. Accumulated depreciation to date.
11. The depreciation charge for the current financial year.
12. The carrying value of the asset.
13. The method of depreciation
14. Useful life in years or months of the asset.

15. The residual value of the asset
16. Asset condition

## **B. System capability requirement**

The proposed system **MUST** have the capability to undertake the following:

1. Ease of capturing new assets
2. Ability to be upgraded to new versions
3. Calculate depreciation of assets per category
4. Ability to track depreciation per asset
5. Accurate tracking of asset movement, transfers and disposals
6. Customizable assets reports
7. Ability to filter reports per asset category, locations, useful lives, divisions, asset user etc.
8. Ability to accurately import and export data to excel spreadsheet.
9. Ability to integrate to existing SANBI systems
10. Activity logs
11. The system must have role-based security.

## **C System output**

The proposed system **MUST** be able to provide the following reports:

1. A detailed asset register report
2. Acquisition report
3. Disposal report
4. Depreciation report
5. Fully depreciated assets report
6. Asset list by category report
7. Asset list by building report
8. Asset list by asset custodian report
9. Asset movement report

## **ASSET VERIFICATION SYSTEM OR TOOL REQUIREMENT**

The service provider should supply SANBI with four (4) barcode readers or scanners.

The asset verification system or tool should be able to perform the following minimum requirements:

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- indicate the asset verification discrepancies on the scanner as they occur, e.g. assets not verified in a certain office
- Consolidated dashboard reports that shows all assets verified and also assets not verified.
- automatically update the asset location and user in the main asset register (asset management system) or indicate assets that their details have changed when integrated with the asset management system
- provide accurate asset condition for fair value or useful life assessment
- Ability to instantly generate asset inventory lists to be signed electronically by the asset custodian.

## **REQUIRED DOCUMENTS**

Tenders must include the following documentation (Failure to submit this required documentation WILL lead to disqualification):

- A copy of the Central Suppliers Database (CSD) report.
- Provide an authorization to resale letter if not the developer of the software. If the developer, a guarantee letter that the system(s) has been highly tested and found to be working with evidence.
- The bidders are required to submit a detailed price quotation together with the proposal.

Each tender document should also include the following documentation, although failure to submit these documents will not result in disqualification. However, the information contained in them is required for evaluation purposes.

- Methodology and Implementation strategies for the project
- Detailed Company Profile
- Proof of Company Registration
- Curriculum Vitae of with certified copies of certificates all staff to be deployed for this project
- Proof of expertise and reference letters on similar projects completed by the company.
- Certified copy of BBBEE Certificate.

## **EVALUATION CRITERIA**

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All proposals will be evaluated by an evaluation team for functionality, price and B-BBEE. The 80/20 point system will be applied in evaluating quotes.

Functionality evaluation of proposals will be done according to the following criteria:

| Criteria                                                                                                                                                                    | Points                                                                                                                                   | Points |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|--------|
| <i>Present a Methodology project plan to include time frames, deliverables, milestones, manpower requirements etc.</i>                                                      | <i>Good-20<br/>Poor-10</i>                                                                                                               | 20     |
| <i>Asset management system requirement</i>                                                                                                                                  | <i>Proposed system with more than the minimum requirement=30, with the requirement=25, with some requirement missing=0 marks</i>         | 30     |
| <i>Physical asset verification system or tool requirement</i>                                                                                                               | <i>Proposed system with more than the minimum requirement=15, with the requirement=10, with some requirement missing=0 marks</i>         | 15     |
| <i>Capacity to deliver (CVs of staff to be deployed must be submitted) and company's experience in providing asset management systems or software.</i>                      | <i>Over 10 years' experience.....20<br/>5-10 years' experience.....15<br/>3-5 years' experience .....10<br/>3 years and below.....05</i> | 20     |
| <i>List of similar institutions where the system is implemented and working</i><br><br><i>Provide Evidence through reference letters with contactable telephone numbers</i> | <i>Reference letters and being interviewed:<br/>5 or more – 15 points<br/>3 or 4 – 10 points<br/>2 or less – 05 points</i>               | 15     |
| <b>TOTAL</b>                                                                                                                                                                |                                                                                                                                          | 100    |

*Pricing Proposals will only be considered after functionality phase has been adjudicated and*

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

## **PRICING PROPOSAL**

Separate pricing must be provided if different options are offered to ensure that pricing comparisons are clear and unambiguous

Price needs to be provided in South African Rand (Inclusive of VAT), with details on price elements that are subject to escalation and exchange rate fluctuations clearly indicated.

Price should include additional cost such as travel costs etc.

Only firm prices\* will be accepted during the tender validity period. Non-firm prices\*\* (including prices subject to rates of exchange variations) will not be considered.

*Firm price is the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax which, in terms of a law or regulation is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;*

*\*\*Non-firm price is all prices other than “firm” prices.*

## **Closing Date and time to submit proposals; 13 March 2019 at 11:00AM**

Submission of proposals: proposals must be emailed to [S.SCM-Tender@sanbi.org.za](mailto:S.SCM-Tender@sanbi.org.za), with a copy Mr. L Madayi at [L.Madayi@sanbi.org.za](mailto:L.Madayi@sanbi.org.za) and Mr. Prince Hlongwane at [p.hlongwane@sanbi.org.za](mailto:p.hlongwane@sanbi.org.za)

Any further enquiries in this regard should be directed to Mr Mangaka Selowa, on 012 843 5180 or at [M.Selowa@sanbi.org.za](mailto:M.Selowa@sanbi.org.za)

Emailed applications must not be more than 5MB in size.