

# SANBI

Biodiversity for Life



South African National Biodiversity Institute

## SANBI SUPPLY CHAIN MANAGEMENT

**BID NO: SANBI: HR346/2019 APPOINTMENT OF A SERVICE PROVIDER FOR A PERIOD OF FIVE (5) MONTHS TO REVIEW, REVISE, AND ALIGN JOB PROFILES, DESCRIPTIONS AND TITLES, CARRY OUT JOB GRADING AND DEVELOP JOB FAMILIES WITH THE PURPOSE OF HAVING A SINGLE STANDARDIZED SYSTEM FOR THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI).**

	CHECK LIST FOR BID NO: SANBI: HR346/2019	ATTACHED
1	SBD 1 document completed and signed	
2	SBD 2: <b>A current copy of the Central Suppliers Database (CSD) registration report or registration number.</b>	
3	SBD3.3 Pricing ( only in the original document)	
4	SBD 4 document duly completed and signed	
5	SBD 6.1 document duly completed and signed. ( <b>Attach an original or certified copy of B-BBEE certificate or sworn affidavit with minimum B-BBEE status level of 2. . (Please note that failure to submit a valid original or certified B-BBEE; certificate/sworn affidavit mentioned above will result in the tender not being awarded points).</b> )	
6	SBD 8 documents duly completed and signed	
7	SBD 9 document duly completed and signed	
8	One set of <b>Original Tender documents/proposal</b> and three sets of copies ( <b>Very important if two envelopes system is used</b> ).	

**NB\*Very important notice: failure to submit the above documents will lead to the disqualification of your bid/tender.**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_