

SBD1

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)

BID NUMBER: **SANBI: Q6585/2019** CLOSING DATE: **11 November 2019** CLOSING TIME: **11:00 AM**

THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) REQUIRES THE SERVICE PROVIDERS TO SUPPORT EXPANDING THE EVIDENCE BASE OF WETLAND REHABILITATION OUTCOMES THROUGH EVALUATION OF SELECTED CASE STUDIES.

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

Submission of proposals: Proposals must be emailed to S.SCM-Quotations@sanbi.org.za and copy Ms. Portia Mantjane at P.Mantjane@sanbi.org.za & Mr. Prince Hlongwane at P.Hlongwane@sanbi.org.za

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	Ms. Portia Mantjane	CONTACT PERSON	Ms. Nancy Job
TELEPHONE NUMBER	(012) 843 5075	TELEPHONE NUMBER	(021)799 8474
FACSIMILE NUMBER	N/A	FACSIMILE NUMBER	n/a
E-MAIL ADDRESS	p.mantjane@sanbi.org.za	E-MAIL ADDRESS	n.job@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."
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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.

DECLARATION OF INTEREST

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

¹"State" means –

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

²"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, **YES/NO**

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?

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 Number

4 DECLARATION

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

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS
DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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

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

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

1. GENERAL CONDITIONS

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

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

1.2

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

b) The 80/20 preference point system will be applicable to this tender.

1.3 Points for this bid shall be awarded for:

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

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

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

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

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

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
- | | |
|---|----------------------|
| 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:

or

80/20

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

Where

Ps = Points scored for price of bid under consideration

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

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people	☐	☐

Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

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

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

8.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

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

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to

the satisfaction of the purchaser that the claims are correct;

- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
- (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

WITNESSES

1.
2.

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

DATE:

ADDRESS

.....

.....

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? As this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 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 *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. disregards the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

Q6585/2019 THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) REQUIRES THE SERVICE PROVIDERS TO SUPPORT EXPANDING THE EVIDENCE BASE OF WETLAND REHABILITATION OUTCOMES THROUGH EVALUATION OF SELECTED CASE STUDIES.

(Quotation Number and Description)

In response to the invitation for the quote made by:

SANBI

(Name of Institution)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
- ³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
 Signature

.....
 Date

.....
 Position

.....
 Name of Bidder

Request for Quotation

Tender No: Q6585/2019 THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) REQUIRES THE SERVICE PROVIDERS TO SUPPORT EXPANDING THE EVIDENCE BASE OF WETLAND REHABILITATION OUTCOMES THROUGH EVALUATION OF SELECTED CASE STUDIES.

1. Background

The South African National Biodiversity Institute (SANBI) is mandated to monitor and report on the status of biodiversity in South Africa (Section 49: NEM: Biodiversity Act - No. 10 of 2010). SANBI meets this mandate through the work of various units at SANBI in the Biodiversity Research, Assessment and Monitoring Division – including the threatened species unit, the marine unit, the biological invasions unit, the NBA unit and the freshwater biodiversity unit. SANBI is currently growing its freshwater expertise and portfolio of related projects. SANBI's needs regarding freshwater priorities for research, assessment and monitoring and the Department of Environmental Affairs (DEA) research needs relating to their Working for Wetlands Programme are aligned, and DEA has committed funding to SANBI for 2018/19 and 2019/20 for wetlands research.

At the 2018 meeting of the Freshwater Ecosystem Network (FEN) convened by SANBI, there was a strong call for sharing lessons and wetland rehabilitation best practices, to support the growing number of wetland rehabilitation projects being privately implemented. At the same time, an opportunity exists to capture the lessons being learnt through this body of work. Working for Wetlands is currently implementing rehabilitation-related monitoring at multiple wetland rehabilitation sites, and a Water Research Commission project on monitoring and evaluation of wetland rehabilitation has recently concluded. The current Terms of Reference intend to further increase available evidence of rehabilitation outcomes and their impact, through independent case studies across a diversity of wetland types, issues and management contexts across South Africa, and from outside of the auspices of the Working for Wetlands programme.

SANBI intends to appoint at least four Service Providers on separate Independent Contractor Agreements. Each would prepare a case study evaluation against a set of criteria for an already completed wetland rehabilitation project, for which the Independent Contractor was lead ecological planner. This will allow the Independent Contractor to make use of the baseline and other information already compiled in their original project and to develop this into a case study evaluation of the rehabilitation outcomes for a wetland system or hydrogeomorphic unit. The rehabilitation project itself must ideally have been completed at least 5 years previously in order to best evaluate outcomes (Kotze *et al.*, 2018). However, more recent projects which provide the opportunity to evaluate new or innovative techniques may also be considered if it is evident that there is sufficient baseline information to evaluate and draw conclusions.

2. Duration of the contract

Each Independent Contractor Agreement will span a 3-month period from late November 2019 to mid-March 2020, including attendance at a project inception meeting, as well as a situational analysis and peer review workshop in early 2020. The work is expected require an approximate time allocation of 15 days, spread throughout this period.

3. Scope of work of Service Provider

The service provider will follow the evaluation approach described by the Monitoring and Evaluation Framework to Assess Wetland Rehabilitation in South Africa (Walters *et al.*, 2018). See Appendix 1 for an abbreviated version. Each Service Provider will be expected to undertake an evaluation of the rehabilitation of a wetland system or hydrogeomorphic unit for which they were the lead ecological planner, and to consolidate the findings into a case study report to satisfy the criteria listed in Table 1. It is expected that the majority of baseline and other supporting information will be drawn from the original project, but the Service Provider may allocate some of the estimated 15 days to gather specific additional data in order to evaluate the project against the eight criteria listed in Table 1.

Table 1. Success Criteria for evaluating rehabilitation projects

Criteria	Additional notes
1. Appropriateness: The degree to which the project, and how it was planned and implemented, responded to the socio-ecological context of the site.	In evaluating the interventions, it is generally important not to see the site context in narrow biophysical terms alone but more broadly as part of a dynamic socio-ecological system.
2. Relevance: To what extent did the rehabilitation project address the priorities of the targeted beneficiaries, and the priorities of the funding agent, mandated departments and other stakeholders.	It may be challenging to identify who exactly the targeted beneficiaries are, particularly those benefiting from the indirect ecological benefits supplied by the rehabilitated system (e.g. downstream beneficiaries of enhanced water quality).
3. Efficiency: The cost effectiveness of transferring inputs into outputs (the interventions) and outcomes (i.e. is it good value for money), taking into consideration alternative approaches/strategies.	When assessing efficiency, it is important to distinguish between output-efficiency and outcomes-efficiency, and to note that high efficiency in terms of outputs does not necessarily translate into high efficiency in terms of outcomes.
4. Effectiveness: The extent to which the project has achieved its stated objectives.	The scope and subject of the objectives may vary considerably from one site to the next.
5. Impact: The outcomes of the project interventions viewed from a long-term and/or broader-scale perspective, which may produce positive or negative, intended or unintended changes.	This is closely related to effectiveness, but is generally considered over broad spatial- and long temporal-scales, and from a point “a step back” from the specific objectives of the project, in a sense allowing the objectives themselves to be scrutinized.
6. Adaptive capacity: The degree to which the rehabilitation process served to strengthen the adaptive capacity of the stakeholders with which to manage the rehabilitating wetland for resilience. Adaptive capacity refers to the ability of the people and institutions within the system to manage resilience	Adaptive capacity is often an important focus for those who have the responsibility of managing the rehabilitating wetland. Important aspects can be their perception of the rehabilitation, their understanding of the aims and objectives are the rehabilitation as well the how the various intervention functions to achieve the desired results.
7. Sustainability: The benefits derived from the rehabilitated wetland will continue in the long term after their completion.	Sustainability is strongly affected by several of the above, including appropriateness, relevance, and adaptability.
8. Resilience: The degree to which the project supports the resilience (or not) of the socio-ecological system, while considering key drivers of system change. Resilience refers to the ability of a system to absorb disturbances, while retaining its structure and function while providing a similar quantum of ecosystem services.	This is closely related to sustainability, and may be considered as the unifying criteria used to assess sustainability. The question is whether or not the rehabilitation changed the resilience of the rehabilitating system and what implications of this (the answer) may be?

The expected deliverables of this TOR will be:

- a case study report,
- contribution of baseline and monitoring data to a case studies database,
- electronic files of relevant literature or project reports supporting the findings of the case study report.

Attendance will be required at two workshops, namely, a project inception meeting in late March, as well as a situational analysis and project review workshop midway or later within the project time-frame (date to be determined at the inception meeting).

4. Requirements for proposals and quotations

The final reporting format and content requirements will be discussed and finalised at an inception workshop on appointment, but Service Providers interested in contributing towards this project should submit a concise written proposal that addresses the scope of work and the above requirements and outputs. The proposal must include:

- a) An overview of past work to date at the case study site, including context, landowner and stakeholders, and relevant ecological baseline information;
- b) Description of current ecological monitoring or maintenance of rehabilitation interventions at the case study site (if applicable);
- c) A work plan providing details of the activities anticipated in evaluation of the rehabilitation project (guided by the principles and assessment criteria provided in Table 1). These may include various techniques,

such as additional field investigation and data collection, literature reviews (including journal papers and grey literature such as past project reports), meetings and discussions with key stakeholders including the landowner, and any other techniques proposed by the Service Provider that will yield appropriate information. Provide details, for example, on how the Service Provider plans to obtain relevant literature or documents; who the Service Provider plans to engage with as part of the stakeholder engagement; the output for each activity associated with additional ecological investigations anticipated, an estimate of the time allocation to each activity and how activities may follow on from each other, and the responsible person in the Service Provider's team to undertake each activity. All work, including any additional ecological investigations or data analysis should not exceed a total budget equivalent to approximately 20 days of time.

- d) A list of stakeholders that will be consulted as part of the evaluation.
- e) A document describing how the Service Provider's skills and experience suit the scope of work, including relevant skills, experience and track record – short CV(s) must be included.
- f) Other supporting documents: the Service Provider(s) must be registered on the Central Suppliers Database (CSD) of National Treasury, and as such all tax clearance and other requirements must be met. The Service Provider is welcome to provide other supporting documents not available on the CSD (e.g. BBBEE scorecard), if relevant. Evidence of professional registration should be provided in support of any claims (e.g. SACNASP).
- g) Budget: quotations must state the daily and/or hourly rates of the Service Provider per item, with VAT listed separately if applicable (the table format below may be used).

ITEM	RATE	VAT	TOTAL
Professional Time	R /day	R	R

*Notes for the budget:

- The budget should only cover the Service Provider's time.
- Travel should NOT be included in the budget and may be arranged separately, in line with SANBI's policies and rates, if travel is required.
- Cell phone and computer expenses are for the Service Provider's own account.

5. Evaluation criteria

PHASE 1: EVALUATION

The service provider is expected to attach the following documents and is compulsory:

(a) SBD 1, 4, 8, 9 and 6.1.

(b) A valid certified copy of BBBEE certificate or sworn affidavit. (Please note that failure to submit a valid certified B-BBEE certificate/sworn affidavit mentioned above will not necessarily result in a bid being disqualified, but no points will be awarded for B-BBEE status).

(c) Failure to attach the above documents will lead to your bid being disqualified.

Phase 2

Four separate Independent Contractor Agreements are anticipated to be awarded, but all proposals will be considered during one evaluation process to ensure that the best possible case studies are chosen that will supplement current available evidence of wetland rehabilitation outcomes and impact.

The Preferential Procurement Policy Framework Action (No. 5 of 2000) and SANBI procurement processes applies to these Terms of Reference. Proposals will be evaluated in two stages:

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

Criteria for measuring functionality	Weight
1. Technical merit of the proposal: - Approach to interpretation of proposed project against the scope of work and how to engage relevant stakeholders - Activities, time allocation and overall merit of the work plan proposed	25 total (15) (10)
2. Qualifications and/or relevant past experience	15 total
3. Merit of the proposal with respect to expanding the current rehabilitation evaluation evidence base: - Wetland type that has been rehabilitated - Rehabilitation intervention type - Rehabilitation objectives - Beneficiary stakeholders	35 total (10) (10) (5) (10)
4. Project feasibility: - Sufficient documented wetland ecological and wetland rehabilitation information to contribute to a comprehensive evaluation case study - Ongoing monitoring of ecological aspects and/or intervention structures (if applicable) - Location and accessibility of rehabilitation site (in context of possible follow-up field visits)	25 total (15) (5) (5)
TOTAL	100

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

5.2 The second stage will evaluate the price and preference points of those bids that meet the minimum threshold for functionality. The 80/20-point system will be applied in evaluating proposals that qualify for further consideration, where price constitutes 80 points and the B-BBEE Status Level Certificate scores constitutes 20 points.

6. Contractual arrangements

- Accountability and reporting will be to the Lead: Freshwater Biodiversity Unit.
- A contract will be drawn up between SANBI and the Service Provider.
- All data collected must be submitted to SANBI.
- Invoices will be paid for deliverables received as agreed in the contract.
- Invoices must indicate the deliverables produced. No upfront payments will be made.
- SANBI will pay for the satisfactory completion of work within 30 days of date of invoice (addressed to the South African National Biodiversity Institute).
- Service Providers must make sure that their status on the Central Supplier Database (CSD) remain compliant. If Service Providers become uncompliant, payment will be delayed until the Service Provider has reached compliance.

8.2 Submission of quotations:

Submission of proposals: Proposals should be emailed to S.SCM-Quotations@sanbi.org.za with a copy to Ms. Portia Mantjane P.Mantjane@sanbi.org.za and Mr. P Hlongwane p.hlongwane@sanbi.org.za

Closing date for submissions: 11 November 2019 @ 11H00

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

Request for further information to these specifications must be emailed to: n.job@sanbi.org.za and Farai Tererai (FTererai@environment.gov.za).

Appendix 1

The following principles guide the application of M&E for wetland rehabilitation.

Utility: M&E should be planned and conducted with a view to serve the information and decision-making needs of its intended users. Evaluations must be evidence led, and recommendations should flow logically from findings, be actionable, and be presented in a clear and timely manner with the intention of incorporating results into learning and decision-making processes.

Accuracy and credibility: M&E should be conducted with the necessary expertise, and be based on the principle of impartiality. Evaluation should use appropriate data collection and analysis, and be supported by evidence that can be appraised as to its accuracy, validity and reliability. Findings should be open to reporting strengths and weaknesses, as well as what worked well and what did not.

Feasibility: M&E should be as practical and cost effective as possible, take into consideration time, financial and human resource requirements, and have the support of the relevant governing bodies.

Participation, access to information and transparency: M&E should be conducted in a transparent manner with stakeholder participation, and access to relevant information. To the extent feasible, stakeholders should be engaged and contribute to the evaluation process by providing views, and such views should be reflected in evaluation findings in an impartial and balanced way. Consultants and others undertaking independent evaluation should have unrestricted access to information of the concerned programme, project or undertaking subject to evaluation; including project documents; terms of reference; training material; beneficiary views; results of existing evaluations; and financial statements and reports, unless such information is considered to be sensitive or confidential.

Learning: Following on from participation, M&E should not only encourage learning, but should encourage learning which brings together people from different backgrounds/disciplines in a 'safe space', to share knowledge and experience and develop new knowledge, ways of thinking and possibilities (i.e. social learning).

Propriety: M&E should be undertaken in a legal and ethical manner with regard to the rights and welfare of those involved in, and affected by, the assessments. Stakeholders contributing to evaluation processes should be made aware of the purposes for, and potential consequences of evaluation, and their consent should be sought prior to them taking part in any evaluation exercise.