SANBI
Biodiversity for Life
South African National Biodiversity Institute

SBD1

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI)					
BID NUMBER:	**Q6836/2020**	CLOSING DATE:	**21 August 2020**	CLOSING TIME:	**11:00 AM**
DESCRIPTION	**THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) REQUIRES AN EXPERIENCED SERVICE PROVIDER FOR THE PROVISION OF PROFESSIONAL ENGINEERING SERVICES FOR THE REPLACEMENT OF THE EXISTING PAVING AT THE BOOM STREET ENTRANCE PARKING AREA AT THE NATIONAL ZOOLOGICAL GARDEN, PRETORIA**				

Submission of Proposals:
proposals must be emailed to S.SCM-Quotations@sanbi.org.za
with a copy to Ms Modiba at R.modiba@sanbi.org.za

Briefing Session and Site Inspection
SANBI is committed to the health and safety of all bidders and staff members, and reducing the spread of COVID-19. As a result, with guidance from regulations published by the National Department of Health, **no briefing session or site inspection will be held**. Bidders are encouraged to direct all technical and bidding procedure enquiries to the email address above.

SUPPLIER INFORMATION						
NAME OF BIDDER						
POSTAL ADDRESS						
STREET ADDRESS						
TELEPHONE NUMBER	CODE		NUMBER			
CELLPHONE NUMBER						
FACSIMILE NUMBER	CODE		NUMBER			
E-MAIL ADDRESS						
VAT REGISTRATION NUMBER						
	TCS PIN:		**OR**	CSD No:		
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		☐ Yes ☐ No	
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?						
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	☐	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)				
	☐	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)				
	☐	A REGISTERED AUDITOR				
		NAME:				

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐Yes ☐No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐Yes ☐No [IF YES ANSWER PART B:3 BELOW]
SIGNATURE OF BIDDER		DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE (ALL INCLUSIVE)	

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		**TECHNICAL INFORMATION MAY BE DIRECTED TO:**	
DEPARTMENT/ PUBLIC ENTITY	SANBI	CONTACT PERSON	Mr Leslie Mudimeli
CONTACT PERSON	Ms Rorisang Modiba	TELEPHONE NUMBER	012 339 2700
TELEPHONE NUMBER	012 339 2746	FACSIMILE NUMBER	N/A
FACSIMILE NUMBER	N/A	E-MAIL ADDRESS	L.Mudimeli@sanbi.org.za
E-MAIL ADDRESS	R.Modiba@sanbi.org.za		

SANBI
Biodiversity for Life
South African National Biodiversity Institute

PART B
TERMS AND CONDITIONS FOR BIDDING

1.	**BID SUBMISSION:**
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	**ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	**THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**
2.	**TAX COMPLIANCE REQUIREMENTS**
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER: ……

CAPACITY UNDER WHICH THIS BID IS SIGNED: ……
(Proof of authority must be submitted e.g. company resolution)

DATE: ……

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

SANBI
Biodiversity for Life
South African National Biodiversity Institute

SBD 4

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state[1], 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[2], member): …….

2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust: ……

2.5 Tax Reference Number: ……

[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.

2.6 VAT Registration Number: ……....

SANBI
Biodiversity for Life
South African National Biodiversity Institute

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.

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

2.7.1 If so, furnish the following particulars:
Name of person / director / trustee / shareholder/ member:

……...……
Name of state institution at which you or the person connected to the bidder is employed :

……
Position occupied in the state institution:

……
Any other particulars:
……
……
……

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

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

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

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

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

2.8.1 If so, furnish particulars:
……..
……..
……...

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

2.9.1 If so, furnish particulars.
……...
……..….
……

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

2.10.1 If so, furnish particulars**.**
……...
……..….

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

2.11.1 If so, furnish particulars:
……...
……..….
……

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

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

4 DECLARATION

I, THE UNDERSIGNED (NAME)……

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

…….. ……
Signature Date

…… ……
Position Name of bidder

SANBI
Biodiversity for Life
South African National Biodiversity Institute

SBD 6.1

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

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

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

---

1. GENERAL CONDITIONS

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

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

1.2

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

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

1.3 Points for this bid shall be awarded for:

a) Price; and

b) B-BBEE Status Level of Contributor.

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

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

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

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

2. DEFINITIONS

(a) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

(b) "**B-BBEE status level of contributor"** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

(c) **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;

(d) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

(e) **"EME"** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

(f) **"functionality"** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.

(g) **"prices"** includes all applicable taxes less all unconditional discounts;

(h) **"proof of B-BBEE status level of contributor"** means:

1) B-BBEE Status level certificate issued by an authorized body or person;

2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;

3) Any other requirement prescribed in terms of the B-BBEE Act;

(i) **"QSE"** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

(j) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

SANBI
Biodiversity for Life
South African National Biodiversity Institute

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**

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

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

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

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

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

5. BID DECLARATION

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

SANBI
Biodiversity for Life
South African National Biodiversity Institute

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

6.1 B-BBEE Status Level of Contributor: . = …… (maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

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

(***Tick applicable box***)

YES		NO	

7.1.1 If yes, indicate:

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

ii) The name of the sub-contractor ……..

iii) The B-BBEE status level of the sub-contractor .....…….

iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES		NO	

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

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

8. **DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 Name of company/firm:

……

8.2 VAT registration number:

……

8.3 Company registration number:

……

8.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

……
……
……
……

8.6 COMPANY CLASSIFICATION

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

[*TICK APPLICABLE BOX*]

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

……

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

i) The information furnished is true and correct;

ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

(a) disqualify the person from the bidding process;

(b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

(d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution.

WITNESSES 1. …….. 2. ……..	…… SIGNATURE(S) OF BIDDER(S) DATE: …….. ADDRESS: …….. …….. ……..

SANBI
Biodiversity for Life
South African National Biodiversity Institute

SBD 8

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 *audi alteram partem* rule was applied).	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? **To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 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:		

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

SANBI
Biodiversity for Life
South African National Biodiversity Institute

SBD 9

CERTIFICATE OF INDEPENDENT QUOTATION DETERMINATION

1 This Standard Bidding Document (SBD) must form part of all quotations[1] 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). 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:

[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.

SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

SANBI: Q6836/2020

THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) REQUIRES AN EXPERIENCED SERVICE PROVIDER FOR THE PROVISION OF PROFESSIONAL ENGINEERING SERVICES FOR THE REPLACEMENT OF THE EXISTING PAVING AT THE BOOM STREET ENTRANCE PARKING AREA AT THE NATIONAL ZOOLOGICAL GARDEN, PRETORIA

_____

(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[3] 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

SANBI
Biodiversity for Life
South African National Biodiversity Institute

TERMS OF REFERENCE

THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) REQUIRES AN EXPERIENCED SERVICE PROVIDER FOR THE PROVISION OF PROFESSIONAL ENGINEERING SERVICES FOR THE REPLACEMENT OF THE EXISTING PAVING AT THE BOOM STREET ENTRANCE PARKING AREA AT THE NATIONAL ZOOLOGICAL GARDEN, PRETORIA

1. BACKGROUND AND DISCUSSION

The National Zoological Garden (NZG) of South Africa is the largest zoo in the country and the only one with national status. The NZG was previously a National Research Facility of the National Research Foundation. It was incorporated in SANBI on 1 April 2018 in terms of the National Environmental Management: Biodiversity Act (NEMBA). The 85-hectare campus in Pretoria houses 3,830 animals representing 470 species. Furthermore, the third largest collection of exotic trees in South Africa can be found at the NZG. More than 500,000 people visit the NZG annually.

The Department of the Environment, Forestry and Fisheries (DEFF) has allocated funds over the 2020/21 financial year towards an infrastructure programme to be implemented at the NZG in Pretoria. Specific infrastructure work packages have been identified for design and implementation at the NZG campus in Pretoria over three years, starting in 2019.

2. INVITATION TO QUOTE

Quotations are hereby invited for the services of an experienced professional service provider (PSP) for the provision of professional engineering services in line with the scope of services detailed below.

3. EXTENT OF SERVICES

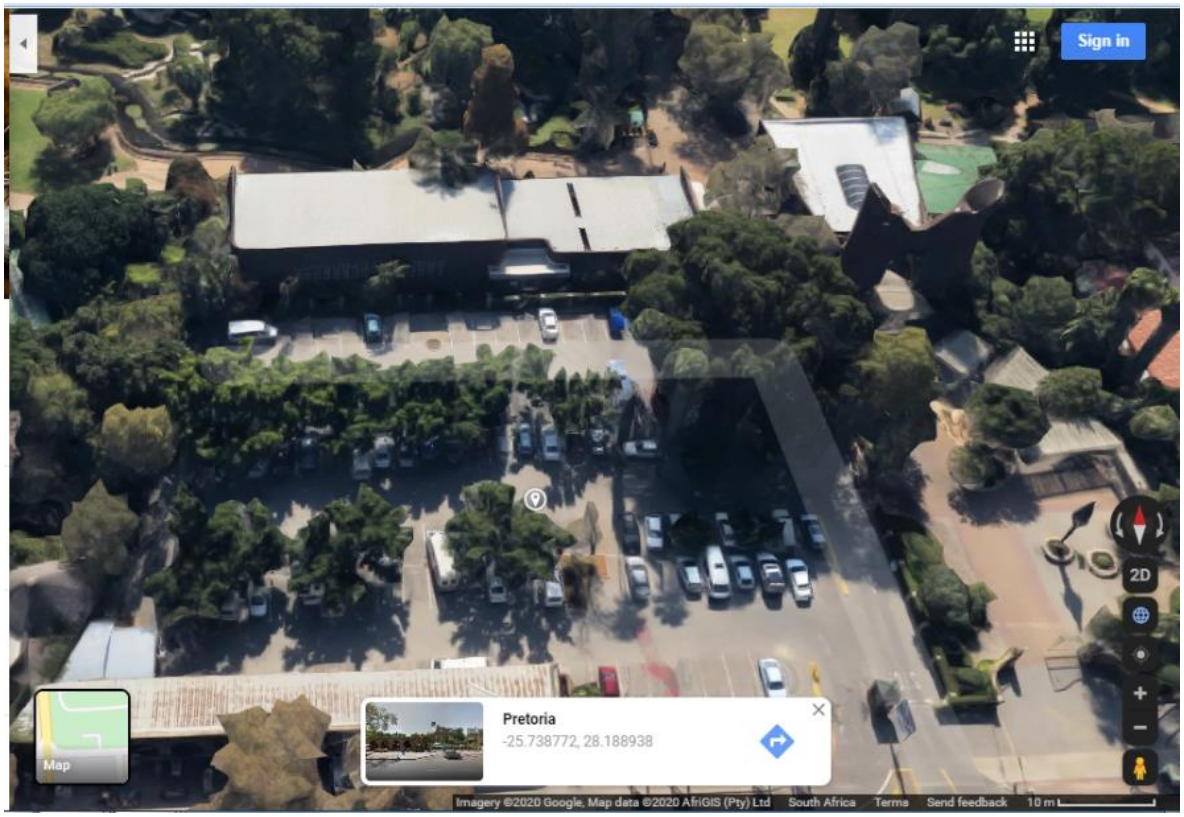
3.1 Location of Proposed Works

The location of the proposed scope of works is the National Zoological Garden in Pretoria, Gauteng. The existing visitors parking is situated on the southern parts of the NZG, off Boom Street.

3.2 Scope of Works

The parking area is approximately 3,500 m² and comprises of paving with Ficus trees planted throughout. It is unknown when these trees were planted, but over the years the trees have lifted the paving causing damage to the parking area and reducing the available parking spaces.

SANBI requires the services of an experienced engineering PSP to implement the objective of removing the exotic trees and replacing the paving at the parking area. The trees are to be removed with their root systems, which will necessitate replacing a large portion of the paving.



The parking facility is currently used by visitors and it is SANBI's intention to expedite the project in order to ensure minimal disruptions to operations. As such, any timelines provided in this document are for guidance purposes only.

The services shall be provided in accordance with the provisions of the Guideline Scope of Services and Tariff of Fees for Persons Registered in terms of the Engineering Professional Act, 2000 (Act No. 46 of 2000), as amended. The scope of proposed works of the PSP includes, but are not limited to, the following:

- Design the parking area to comply with applicable national standards and regulations and provide design report for review and approval by the Employer. The design shall consider the following, as a minimum:
    - Determine special treatment requirements of severely damaged areas due to tree-and-root removal.
    - Determine if storm-water management of area is adequate and design improvements if necessary.
- Allow for geotechnical investigation and land-survey.
- Prepare tender documentation for sourcing services of a contractor to execute the works. Tender documentation shall include drawings, detailed Bill of Quantities with cost estimates, and construction and project specifications.

- Assist SANBI in the selection process of the contractor by participating in the Bid Specification Committee (BSC), Bid Adjudication Committee (BAC), and Bid Evaluation Committee (BEC) meetings, when required.
- Construction monitoring on level 2 intensity as per ECSA Guideline scope of services and tariff of fees for persons registered in terms of the Engineering Profession Act (No. 46 of 2000).
- Manage, administer and monitor the works and processes, including preparation and coordination of quality control procedures and documentation to facilitate successful completion of the works in accordance with applicable construction standards and regulatory requirements.
- Administration of all aspects of the project, which include but are not limited to:
    - Site handover to contractor
    - Weekly site meetings with minutes
    - Issuing of site instructions
    - Sign-off of quantities and progress payments
    - Issuing of completion certificates
    - Prepare project close-out documentation including as-built drawings and close-out reports

The services to be provided in terms of this project are inextricably linked to the Employer's capital budget cycle. All services to be provided and construction works to be executed shall therefore be programmed to make full use of, but not exceed, the budget provision in any given financial year.

It should be noted that while the employer has every intention of completing the full Scope of Work making full use of the budget provision given, the Employer's budget is subject to periodic review. Should it become necessary to vary the scope of work or even suspend or terminate this contract, such variation, suspension or termination shall be dealt with in accordance with the provisions of the Standard Professional Services Contract.

The PSP is required to provide all aspects of the Service with reasonable care, diligence and skill in accordance with generally accepted professional techniques and standards, and ensure that all legal requirements are met, and that all legal processes are adhered to.

The broad scope of services required shall be in accordance with the relevant Professional Board Notices providing the guideline scope of services and tariff fees for persons registered in terms of the Engineering Profession Act (Act No. 46 of 2000), and others where applicable.

Services are to be implemented in alignment with the six stages described under the relevant Professional Board Notices and Professional Fees Guidelines. Additional services may include special studies, for example feasibility studies, as described in the same Board Notice.

Gated reviews will take place at each stage of the project and will be informed by availability of budget to proceed to the next stage. If there is any conflict between the specific requirements and the relevant guideline scope of services document referred to above, the specific requirements shall take precedence

4. KEY PERSONNEL

It is envisioned that the professional team will consist of the following key resources, as a minimum:

- Professional Civil Engineer
- Geotechnical Engineer
- Land Surveyor

This does not imply that all disciplines will be utilised over the duration of the project, from inception to close-out, but it is required that geotechnical investigations and land surveys are necessary.

The Service Provider shall maintain the involvement of the key personnel as per the requirements of this contract. Should it become necessary to replace any of the key personnel listed at the time of tender during the course of this contract, they may only be replaced by individuals with similar or better qualifications and experience, who satisfy the minimum requirements and then only with the approval of the Employer.

5. COMPETENCIES AND REQUIREMENTS

The successful PSP should possess the following skills, abilities & competencies:

- A registered professional civil engineer (Pr Eng) with at least 5 years' verifiable experience in the design, management and supervision of construction projects.
- A suitably qualified geotechnical engineer with at least 5 years' verifiable experience able to complete geotechnical investigations and reports.
- A suitably qualified land surveyor with at least 3 years' verifiable experience able to complete land-surveys and reports.
- Excellent knowledge, understanding and experience of the applicable discipline, and the materials / tools available for the discipline.
- Excellent knowledge of local and statutory authority requirements pertaining to building plan, zoning and related approvals.
- At least 5 years' experience for the team in preparing documents and sourcing construction-related service providers through the CIDB Standard for Uniformity in Engineering and Construction works contracts.

6. PRICING INSTRUCTIONS

The appointment will be based on a Lump Sum fee, as set out in the professional fee guidelines issued in terms of the Engineering Profession Act 46 of 2000, as well as any other relevant professional fee guidelines that may be applicable. The contract amount / appointment value will be capped at the bid amount. The appointed service provider will be required to manage their time and costs within the allotted budget.

Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases, including all expenses (travel expenses, accommodation, subsistence, printing etc.), inclusive of all applicable taxes (value-added tax, pay as you earn, income tax, unemployment insurance fund contributions, skills development levies etc.) for the project. Bid price must allow for any local or provincial government approvals.

The anticipated construction value of the works is estimated at **R3.0 million** (including VAT).

7. PROJECT ADMINISTRATION

A close relationship between SANBI, their programme manager, and the appointed PSP must be maintained for the duration of the project. One representative / project leader should liaise with SANBI (i.e. a single point of contact).

The leader shall ensure that the work undertaken complies with the scope of work described in this Terms of Reference. Should it become necessary to undertake additional work not described in this Terms of Reference, the work should not be undertaken until full motivation has been submitted to SANBI and approval for the work and the associated expenditure has been granted.

The project leader shall ensure that project staff regularly report back on progress made and on any findings. The project leader shall convey the information without any delay to the SANBI Project Manager or the appointed Programme Manager. If deemed necessary, a project management meeting will be arranged to discuss a way forward. SANBI reserves the right to cancel the contract if the above procedure is not adhered to.

While the consultant will be working with a number of SANBI staff, including the Chief Director: National Botanical Gardens and Programme Manager, final accountability rests with the SANBI Project Manager.

All reports shall be submitted in electronic format, in addition to any hardcopies.

8. CONTRACTUAL ARRANGEMENTS

- Contract duration will be from the project brief date until the final completion of the last project activity.
- The contract will be drawn up between SANBI and the service provider.
- Payment will be processed by SANBI on approval of deliverables by the Aurecon programme manager within 30 days of date of approval. Invoices must indicate the deliverable produced.

- No upfront payments will be made. All invoices must be addressed to SANBI but must be delivered via the Programme Manager.

9. REQUIREMENTS FOR PROPOSALS

Potential Service Providers should submit the following documentation:

- A comprehensive description of the proposed methodology and deliverables. Proposed methodology must address all the services identified in the scope of works, including, but not limited to, the normal stages of the project life cycle.
- High level monthly project programme including aspects of work to be undertaken and associated milestones and deliverables.
- At least ten projects of similar scope that have been completed in the last five years (including scope, time, budget and CIDB grading of contractors).
- At least three traceable references: provide the names and contact details of any past or present clients you have supplied similar services to over the past 5 years.
- A copy of all proposed professionals' valid and up-to-date registration with the relevant professional councils (included with CV's).
- Quotations must include pricing and a cost breakdown as stipulated in Section 6.
- An original or certified copy of B-BBEE certificate or sworn affidavit. (Please note that failure to submit a valid original or certified B-BBEE certificate/sworn affidavit mentioned above will result in the tenderer not being awarded B-BBEE preference points).
- Service providers with one or more employees are required by law to contribute to the Compensation Fund. A valid letter of good standing certificate with COIDA is required. The certificate should be issued by the Department of Labour.
- A current copy of the Central Suppliers Database (CSD) registration report or registration number must be provided.
- SBD forms (SBD 1, 4, 6.1, 8 and 9) The Standard Bidding Forms (included in the bid documentation) must be completed and submitted with this proposal.
- Proof of Public Liability Insurance.

10. EVALUATION OF PROPOSALS

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

This evaluation will be in accordance with the National Treasury Instruction Note on the Amended Guidelines in Respect of Quotations that Include Functionality as a Criterion for Evaluation (issued 3 September 2010), this quote will be evaluated in two stages.

The first stage will evaluate functionality according to the criteria listed in the table below. Bidders must submit a concise written proposal that addresses the scope of work and the below requirements and deliverables.

Criteria	Points**
1. Technical merit of proposal: a. Approach and methodology. b. High-level work plan with monthly programme and milestones.	**50** (30) (20)
2. Track record of service provider for similar assignments undertaken within the last 5 years: a. List of ten (10) similar assignments with contactable references for each. b. Provide at least three reference letters from current or previous clients from the list of projects	**30** (20) (10)
3. Qualifications and experience of key personnel: a. Provide proof of qualifications and professional registrations of the PSP's assigned key personnel with copies of CVs that outline relevant skills, experience and track record in support of the scope of works	**20** (20)
TOTAL	**100**

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

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

11. CLOSING DATE FOR QUOTATIONS

The closing date for submission of responses is **21 August 2020,** at **11:00** AM.

Proposals must be emailed to S.SCM-Quotations@sanbi.org.za with a copy to Ms Modiba at R.modiba@sanbi.org.za.

For further information, contact Mr Leslie Mudimeli on 012 339 2700 or e-mail at L.mudimeli@sanbi.org.za (SANBI).

SANBI
Biodiversity for Life
South African National Biodiversity Institute

Briefing Session and Site Inspection

SANBI is committed to the health and safety of all bidders and staff members, and reducing the spread of COVID-19. As a result, with guidance from regulations published by the National Department of Health, **no briefing session or site inspection will be held**. Bidders are encouraged to direct all technical and bidding procedure enquiries to the email address above.

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