

SBD1
PART A
INVITATION TO BID

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

BID NUMBER: **SANBI: Q6989/2020** CLOSING DATE: **17 November 2020** CLOSING TIME: **11:00 AM**

APPOINTMENT OF A SERVICE PROVIDER AS AN EXPERT ADVISOR ON MAINSTREAMING, PUBLIC POLICY AND BEHAVIORAL SCIENCE TO PROVIDE TECHNICAL ADVICE TO THE COMPONENT THREE WORK FOR THE LIVING CATCHMENTS PROGRAMME.

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

Submission of proposals: proposals must be emailed to S.SCM-Quotaions@sanbi.org.za, with a copy Mr. L Madayi at L.Madayi@sanbi.org.za

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO **TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**

CONTACT PERSON	Mr. Ludwe Madayi	CONTACT PERSON	Alex Marsh
TELEPHONE NUMBER	(012) 843 5130	TELEPHONE NUMBER	082 0767 837
FACSIMILE NUMBER	N/A	FACSIMILE NUMBER	n/a
E-MAIL ADDRESS	l.madayi@sanbi.org.za	E-MAIL ADDRESS	A.Marsh@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]

Stop Fraud, Theft and Corruption without Fear or Favour - Call our Hotline 0800 434 373
Anytime

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]
---	--	---	---

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.

**Stop Fraud, Theft and Corruption without Fear or Favour - Call our Hotline 0800 434 373
 Anytime**

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.

**Stop Fraud, Theft and Corruption without Fear or Favour - Call our Hotline 0800 434 373
 Anytime**

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:

.....

**Stop Fraud, Theft and Corruption without Fear or Favour - Call our Hotline 0800 434 373
 Anytime**

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, 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 Tax Number	Income Reference Number	State Number	Employee / 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

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
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)
 (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

**Stop Fraud, Theft and Corruption without Fear or Favour - Call our Hotline 0800 434 373
 Anytime**

.....

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
 Js365bW

Stop Fraud, Theft and Corruption without Fear or Favour - Call our Hotline 0800 434 373
Anytime

CERTIFICATE OF INDEPENDENT QUOTATION DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all quotations¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

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:

SANBI: Q6989/2020 APPOINTMENT OF A SERVICE PROVIDER AS AN EXPERT ADVISOR ON MAINSTREAMING, PUBLIC POLICY AND BEHAVIORAL SCIENCE TO PROVIDE TECHNICAL ADVICE TO THE COMPONENT THREE WORK FOR THE LIVING CATCHMENTS PROGRAMME.

(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.
- 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.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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

TERMS OF REFERENCE

APPOINTMENT OF A SERVICE PROVIDER AS AN EXPERT ADVISOR ON MAINSTREAMING, PUBLIC POLICY AND BEHAVIORAL SCIENCE TO PROVIDE TECHNICAL ADVICE TO THE COMPONENT THREE WORK FOR THE LIVING CATCHMENTS PROGRAMME

Postal Address: Private Bag X101, Pretoria, 0001, RSA
**Physical Address: Aloe Lodge Pretoria National Botanical Garden,
2 Cussonia Avenue, Brummeria, Pretoria**

Quotation Number: Q6989/2020

1. BACKGROUND

The South African National Biodiversity Institute (SANBI) is currently implementing the Living Catchment project, which is funded by the Department of Science and Innovation (DSI) through the Water Research Commission (WRC). The Living Catchments project started July 2019 and ends in February 2023. The project is developed in response to the Water Research, Development and Innovation Roadmap (Water RDI Roadmap) which is a national planning intervention aimed at addressing water scarcity in South Africa over a 10-year period between 2015 and 2025. The Water RDI Roadmap is a high-level planning intervention by the WRC, DSI and the Department of Water and Sanitation (DWS) to facilitate and guides refocusing of research, reprioritisation of funds, synergising of existing initiatives and ring-fencing of new resources to facilitate a more optimal water innovation system. The Living Catchments project is a continuation of the Research, Development and Innovation (RDI) Platforms that was initiated by SANBI and the DSI in 2015 and ended in January 2020.

The project is grouped in to three components:

1. To enable collaboration and learning platforms in Strategic Water Source Areas across South Africa, informed by research, innovation and best practice
2. To consolidate a network of social process practice and Socio-Ecological Systems (SES) thinking practitioners across South Africa
3. To work towards ensuring that policy advice and mainstreaming (operating at the nexus of water and ecosystems) is articulated and worked with in a way that's responsive to current needs, co-owned by key stakeholders & implementable.

The focus of the work in this Terms of Reference is in support of Component 3.

Component 3: Policy advice and mainstreaming (operating at the nexus of water and ecosystems) is articulated and worked with in a way that's responsive to current needs, co-owned by key stakeholders & implementable.

South Africa has developed a robust suite of policies that the water sector uses to ensure water resource protection and provide a basis for sustainable water resource development. However there remains a significant challenges in ensuring implementation and promoting uptake. SANBI, through its Policy Advice and Information Management Division, plays a significant role in enabling the consideration of ecological infrastructure and associated ecosystem services in the water policy space. Through this project, the approach of engaging with policy and strategic planning documents –from drafting, to rendering policy advice, through to facilitating uptake and measuring impact – will be interrogated and improved upon through a process of testing and applying the best available science to our practice.

The initial focus will aim at assessing and documenting our policy practice within the water sector in partnership with the EI4WS project. The second area of focus will be a technical review of public policy processes and behavioral science approaches that can be applied to our policy advice and mainstreaming work. This stream of work will work closely with policy practitioners in South Africa and international institutions and experts. Action research and learning lessons from mainstreaming efforts in particular from the water sector will be surfaced, and will increasingly influence how we work into policy development, engagement and advice processes, measuring impact, and will ensure that more space is made for both international best practice and localised expertise to influence policy design. Through learning lessons from the assessment, it will be possible to begin to address the failings of mainstreaming to date.

This cluster culminates in the development of a good practice framework delivering guidance on how to activate institutions and people in a way that realizes the intended impact of the policy and centralizes the importance of meaningful implementation. This framework will recognize the ways in which improved decision making is contingent on factors beyond policies – including relational dynamics and institutional culture.

2. OBJECTIVES OF THE WORK

SANBI wishes to appoint a service provider with the necessary skill set to be an expert on biodiversity mainstreaming and public policy processes to the Component 3 team lead implementing the mainstreaming and policy advice activities in The Living Catchments Project over the next 2 years. The service provider will deliver key outputs of the Living Catchments Component 3 piece of work, working closely with the Policy Advisor: Biodiversity Finance and Ecological Infrastructure to co create these products.

3. REQUIREMENTS OF THE SERVICE PROVIDER

The successful service provider will be responsible for the following activities in line with the above objective:

- a) The writing of key technical components of all Component 3 deliverables and the packaging of lessons into products that can be used by the sector
- b) Provide support, coordination, and guidance with synthesizing technical aspects of South Africa's lessons on mainstreaming, public policy and behavioral sciences to feed into:
 - a. reports and knowledge products developed for Component 3 (particularly the horizon scan and the good practice framework and guideline); and
 - b. the integration of Component 3 outputs in to other products
- c) Providing technical input into:
 - a. the development of annual plans of work and reports for the project; and
 - b. the development of proposals for further mainstreaming and behavioral science / public policy funding should opportunities for this arise.
- d) Provide expert advice in:
 - a. The behavioral / social sciences as they relate to public policy
 - b. International and national trends with regard to mainstreaming, improved decision making, implementation and measuring impact
- e) Contributing to building capacity within the project team in SANBI:
 - a. Providing technical guidance to the biodiversity finance policy advisor
 - b. Assisting with identifying training and capacity needs for taking forward lesson sharing around policy advice and biodiversity mainstreaming
 - c. Participating in training or capacity building events where necessary.
- f) Identifying and assistance in liaising with relevant technical experts in other institutions with whom the project may wish to partner, and assisting with establishing such partnerships.
- g) Participating in technical task teams or reference groups, other relevant workshops and meetings where agreed necessary.

4. DELIVERABLES

The service provider will be appointed for a period of approximately 65 days over 24 months, commencing in December 2020 or as close to this date as possible. The service provider will be required to submit:

- An inception report and brief work plan indicating how the requirements of this ToR will be delivered, to be agreed with the TLC Component 3 Lead, Biodiversity Finance Policy Advisor.
- Quarterly progress reports showing progress in relation to the agreed work plan.
- Technical inputs into the Living Catchments annual report, as well as technical inputs into progress reports where required.
- A technical review report that takes stock of mainstreaming, policy and behavioral science best practice, and what this means for improving mainstreaming of water related ecological infrastructure and the measurement of the impact of these efforts. The review is to include both a thorough national and international literature review, and an engagement with national and international experts in the space.

- An analysis of the opportunities for change of the mainstreaming and behavioral science related public policy work in SA.
- A good practice framework and guideline on policy advice and mainstreaming that supports policy practitioners working at the nexus of water and ecosystems to support them to reimagine their practice of policy advice
- A short assessment on technical capacity needs to support the project and proposal of training workshops or work sessions that might support the capacity needs identified
- To carry out workshops based on the technical capacity needs identified
- A co-produced paper for submission to identified journal based on findings from Component 3
- Technical inputs and support on drafting at least one funding proposal focused on the Component 3 area of work
- A close out report

5. REQUIRED COMPETENCIES, SKILLS AND EXPERIENCE

The service provider will have a multidisciplinary background, with direct experience in working with public policy products and processes.

The service provider will also have:

- Academic and non academic writing expertise in the social sciences
- Knowledge of approaches for mainstreaming and policy implementation
- Experience in evaluation and knowledge of approaches for measuring impact
- Experience in capacity development processes
- Experience in working within the biodiversity or water sector
- Familiarity with the concept of ecological infrastructure

In order to fulfil this role the service provider should have the following demonstrable skills and competencies:

- A good research network across multiple institutions, and experience in building working relationships with other experts in partner organisations;
- Proven report writing experience;
- Proven ability to deliver on time;
- Proven ability to work collaboratively in a team;
- Proven ability to share skills and build technical capacity among a team;
- Willingness to source necessary expertise in areas to be determined as the project progresses.

Other requirements:

- Availability for regular meetings with the project team (some of these may be virtual rather than face-to-face);
- Willingness to travel nationally for meetings as required;
- Drivers licence;
- Tertiary education in a relevant field.

Stop Fraud, Theft and Corruption without Fear or Favour - Call our Hotline 0800 434 373
Anytime

The response to the terms of reference should indicate the extent to which the service provider fulfils these requirements. In addition, proposals should include a recent CV.

6. REQUIREMENTS FOR PROPOSALS AND EVALUATION CRITERIA

Service providers interested in this project should submit a concise proposal for undertaking the assignment.

The proposal must include:

- Details of the service provider, including relevant skills, experience and track record, responding to the main requirements and skills and competencies required as outlined above. CV's of individuals assign to the contract should be attached to the proposal.
- A brief description of the approach to be undertaken and deliverables.
- A short description of three recent projects of a similar nature to this call for quotations, with contact details of the clients.
- At least three examples of written work for which the service provider was the lead author
- A budget for the proposed work, including VAT, that is clearly split between professional services and disbursements. The professional services section should clearly indicate which staff will be working on which portions of the assignment. For the disbursements section, please note that telephone and computer expenses are for the service provider's own account, but travel costs and incidental expenses can be claimed directly from SANBI in line with SANBI's policies and rates. All disbursements must be approved prior to incurring of costs. Travel requirements will be discussed at the inception meeting.

The Preferential Procurement Policy Framework Act (No. 5 of 2000) and SANBI's procurement process apply 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:

- The Service Provider 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, PLATO).

Functionality evaluation criteria:

Please note that this bid will be evaluated on functionality first.

Those proposals passing the functionality threshold** below, will go into an evaluation on price and equity.

Criteria for measuring functionality	Weight**
1. Past experience: • Appropriateness of work portfolio, • Examples of written work • Previous relevant projects, three references and overall track record	30
2. Evidence of competencies: • Expertise in mainstreaming, public policy and related areas of work, • Expertise in review, analysis and synthesis of content • Technical and professional knowledge and skills, • Expertise in evaluation and measurement of impact • Capacity building and collaboration through networks,	45
3. Technical merit of the proposal: • Demonstrated understanding of the requirements, • Approach, deliverables and timeframes.	25
TOTAL	100

** Service Providers who fail to score a minimum of 70 points out of 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. 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.

7. REPORTING REQUIREMENTS AND MANAGEMENT

The service provider will be working with SANBI and WRC. Accountability and reporting will be to the Biodiversity Finance Policy Advisor, SANBI who is the Component 3 TLC leader

The exact number and nature of progress reports will be agreed between the service provider and the Biodiversity Finance Policy Advisor. The service provider should be able to meet with the project team regularly.

All written deliverables must be submitted in MS Office and/or PDF and/or design package format, as appropriate.

8. CONTRACTUAL ARRANGEMENTS

The contract will be drawn up between SANBI and the Service Provider.

Invoices will be paid on completion of planned deliverables that are produced in accordance with the contract. Invoices must indicate the deliverables produced.

No up-front payments will be made. SANBI will pay for the satisfactory completion of work within 30 days of submission of invoices. In the case of invoices to SANBI, they must be addressed to the CD: Policy Advice and Information Management.

Copyright is retained by SANBI.

9. SUPPORTING DOCUMENTS

- a) The equity status of the interested party, (HDI, woman and disability) per the attached form (SBD 6.1)
- b) SBD, SBD 1 (PART A & B), 4, 6.1, 8 and 9).
- c) A 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)
- d) Quotations must include cost break down of all the specifications and price must be VAT inclusive
- e) Full CSD report

10. PROPOSAL SUBMISSIONS

Closing date for submissions: 17 November 2020 @ 11h00. Late submissions will be disqualified.

Submission of proposals must be emailed to Ludwe Madayi (L.Madayi@sanbi.org.za) or hand delivered to South African National Biodiversity Institute (SANBI), 2nd Cussonia Avenue, Brummeria, Pretoria, at Biodiversity Building (Quotations box). Emailed applications must not be more than 5MB in size.

Requests for further information to this ToR must be emailed to Alex Marsh (email: a.marsh@sanbi.org.za) or call on 082 0767 837