

SBD1

**PART A
 INVITATION TO BID**

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

BID NUMBER: **SANBI: Q7068/2021** CLOSING DATE: **29 January 2021** CLOSING TIME: **11:00 AM**

SANBI: Q7068/2021 THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) REQUIRES SERVICE PROVIDER TO ASSESS PLANT TAXA FOR THE NATIONAL SENSITIVE SPECIES LIST FOR THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI)

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

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

CONTACT PERSON	Ms. Portia Mantjane	CONTACT PERSON	Ms. Brenda Daly
TELEPHONE NUMBER	(012) 843 5075	TELEPHONE NUMBER	(021)799 8632
FACSIMILE NUMBER	N/A	FACSIMILE NUMBER	N/A
E-MAIL ADDRESS	p.mantjane@sanbi.org.za	E-MAIL ADDRESS	b.daly@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 ☐ 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

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 Anytime**

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."

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 **YES / NO**

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presently employed by the state?

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 **YES/NO**

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 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 |
| 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:

- What percentage of the contract will be subcontracted.....%
- The name of the sub-contractor.....
- The B-BBEE status level of the sub-contractor.....
- Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES	☐	NO	☐
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- 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
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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 <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)? Is 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. 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: Q7068/2021 THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) REQUIRES SERVICE PROVIDER TO ASSESS PLANT TAXA FOR THE NATIONAL SENSITIVE SPECIES LIST FOR THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI)

(Quotation Number and Description)

In response to the invitation for the quote made by:

SANBI

(Name of Institution)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or 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

**THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE
REQUIRES SERVICE PROVIDER TO ASSESS PLANT TAXA
FOR THE NATIONAL SENSITIVE SPECIES LIST FOR THE
(SANBI)**

Quotation No: Q7068/2021

1. BACKGROUND

The Biodiversity Act¹ requires SANBI to manage information on South Africa's biodiversity. This legislative obligation includes the collecting, collating, generating, coordinating and disseminating of information on biodiversity and the sustainable use of these resources. SANBI hosts a range of biodiversity information systems and web-based platforms that disseminate biodiversity information to users including researchers, planners and decision-makers. Several of the databases managed by SANBI contain information on sensitive taxa. The term 'sensitive taxa' refers to any species that are vulnerable or potentially vulnerable to over-exploitation from unsustainable collecting, and/or commercial use and that may allow an increase in the risk of commercial, local or global extinction of the taxon (SANBI, 2010²).

SANBI has developed The National Sensitive Species List (NSSL) that includes species vulnerable or potentially vulnerable to collecting, over-exploitation, commercial and/or medicinal use. The data for these species is redacted to prevent locality information from being made publicly available. The data is only made available on request. The NSSL aims to guide the dissemination of data related to sensitive species and is a SANBI policy prescript emanating from the current legislative requirements, where the release of data and/or information is liable to render harm to the environment or individual species. The NSSL is continuously reviewed and updated as new data or information becomes available and officially published every year as per the Digital Access to Sensitive Taxon Data Policy (<http://hdl.handle.net/20.500.12143/7087>). This policy regulates the information management and control of access to digital data on sensitive taxa. The official yearly releases of the NSSL are available at <http://hdl.handle.net/20.500.12143/7086>.

In 2010, an assessment drawing on information from a combination of expert knowledge and existing information on trade and exploitation of wild-collected species was conducted. In 2016, a stakeholder consultation process adopted well-defined guiding principles, provided consensus on the methodology for compiling and maintaining the NSSL and agreed on how SANBI should manage sensitive species data as well as the development of a tool to deal with such judgements in a repeatable and transparent fashion.

The revision of the NSSL in 2018, using the evaluation criteria and methodology recommended in 2016, resulted in a more efficient process with an objective, unbiased and robust list of species with the necessary evidence-based and defensible justifications. The assessments of all taxa (fish (freshwater and marine), birds, reptiles, amphibians, mammals, and invertebrates) were completed in 2018, however, only a list of plant genera that may contain sensitive plant species was identified during this revision process due to the large number of candidate sensitive plant species and time constraints.

2. SCOPE OF WORK

SANBI wishes to appoint a Service Provider to assess the list of sensitive plant genera from 2018 and identify candidate plant species contained within these genera using the criteria in the decision support tree developed in 2016. This assessment will identify the plant taxa for the NSSL.

1 National Environmental Management: Biodiversity Act (NEMBA) 10 of 2004

2 South African National Biodiversity Institute [SANBI]. 2010. Biodiversity Information Policy Framework – Digital Access to Sensitive Taxon Data. South African National Biodiversity Institute, Pretoria. Available at <http://hdl.handle.net/20.500.12143/7087>.

3. REQUIREMENTS OF THE SERVICE PROVIDER

The Service Provider can either be a skilled senior vegetation scientist able to deliver on the full scope of work; a relevant organisation with the necessary skilled senior vegetation scientist/s; or a consortium of skilled senior vegetation scientists. Based on results from the first phase assessment of plant genera conducted in 2018 (available at <http://hdl.handle.net/20.500.12143/7086>), the Service Provider is required to deliver on this specialised project. The 2018 list of candidate sensitive genera contained 154 plant genera and 1611 plant species. The process followed to compile the list of candidate genera is also available at <http://hdl.handle.net/20.500.12143/7086>. The Service Provider must ensure that:

- The NSSL principles and protocols developed in the methodology are followed. The technical documentation and management methodologies are available at <http://hdl.handle.net/20.500.12143/7086>;
- The plant species and supporting information are captured into the online NSSL tool. The tool has been designed to simplify the process of working through the applicable criteria. The tool keeps track of the revisions by recording changes, by who and the date. The NSSL online tool is available at <https://nssl.sanbi.org.za>;
- All justifications and references are provided;
- Data conflict issues are effectively mitigated;
- Any conflicting opinions on a particular listing are addressed;
- Where necessary, species experts that can assist with the review of the list are identified;
- Consultation with national and provincial conservation agencies and relevant biodiversity organisations is conducted;
- Alignment between the national list of sensitive species and any provincial initiatives is maintained to ensure complementary. It was noted that the provincial list can apply more strict criteria, but not be less strict than the national list.

4. DELIVERABLES

The following outputs must be delivered to complete the taxa assessments:

- An updated list of species on the NSSL tool, with enough details captured to assign each species a sensitivity status, supported by justifications and references. The Service Provider must ensure that the listing of the specific taxa is completed and SANBI has signed-off on the content;
- Status reports submitted bi-weekly, detailing the number of species assessed and an indication of whether the target will be met within the allocated timeframe;
- Recommendations, with specific instances, where the criteria must be reviewed to ensure that it is suitable for the specific taxa being assessed. There is an understanding that the NSSL criteria do not uniformly apply to all taxa.
- A report detailing:
 - a) The rationale for selecting the candidate species,
 - b) The list of candidate species,
 - c) The final list of sensitive species,
 - d) Any species subjected to conflicting assessments, the arguments in defence of the respective assessments, the evidence and the final resolution,
 - e) The rationale explaining the reason why no species are considered sensitive, in the event where no species, within a specific group, are considered sensitive.

5. SKILLS AND COMPETENCIES REQUIRED

The response to these Terms of Reference should indicate the extent to which the Service Provider fulfils these requirements. A recent CV of the senior vegetation scientist(s) or individual with a botanical background conducting the assessment should be included in the proposal.

The successful Service Provider must possess the following demonstrable skills, abilities and competencies:

- Excellent knowledge and experience are required in the following areas:
 - Plant systematics and population biology;
 - The facilitation of stakeholder engagements through virtual meetings and one-on-one interactions;
 - The application of tools to implement protocols, processes and workflows;
 - Report writing;
 - Understanding of biodiversity terminology;
 - Understanding of biodiversity informatics.
- Ability to work with SANBI management teams and at an operational level;
- Ability to deliver high quality work and accurate outputs;
- Ability to work within tight agreed timeframes;

The following skills, abilities and competencies are advantageous:

- Familiarity with the biodiversity informatics sector in South Africa;
- Understanding of the biodiversity research sector in South Africa.

6. REQUIREMENTS FOR PROPOSALS

Service providers interested in contributing towards this work should submit a concise written proposal that addresses the scope of work and the above requirements and outputs.

The proposal must include:

- Proposed work plan for how the Service Provider intends to meet the scope of work.
- A description of the prospective Service Provider's approach to and interpretation of the scope of work and deliverables. This should demonstrate an understanding of the technical concepts.
- Cover letter describing how the Service Provider is qualified and able to meet the requirements of the project detailed above. This should include details of the Service Provider (individual or team), including relevant qualifications, skills and experience – short CV(s) must be included.
- Details of the prospective Service Provider, including relevant qualifications, skills, experience and track record.
- References and contact details from at least four current or recent clients in the last three/five years. The proposal should give clear examples of the Service Provider's proficiency and recent project experience in terms of the above skills, abilities and competencies. Please provide the information for the four references as per table 1

Table 1: Relevant project experience: template for required information for 4 references

Item	References			
	1	2	3	4
Project title				
Name of Service Provider				
Role of Service Provider				
Client name				
Contract value				

Start and end dates				
Challenges, if any				
Contact details of a referee from the client organisation				
Number of current users of the solution				
If relevant to the entire project indicate to which section of work this reference is applicable				
Brief project description (maximum 300 words)				

- A detailed and complete budget for the proposed work detailing fees (applicable hourly or daily rate) and VAT separately.
- Notes for the budget:
 - Quotations must state the daily and/or hourly rates of the Service Provider per activity outlined in the proposed work plan, with VAT listed separately if applicable.
 - Cell phone, computer expenses and local travel (e.g. to visit the local SANBI office) are for the Service Provider's account. Long-distance travel and accommodation disbursements should not be included in the budget and may be arranged separately, in line with SANBI's policies, if it is required. However, such travel will only be authorised if evidence of importance is provided.

Potential Service Providers must submit the following documentation:

- A valid 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 tender not being awarded points.
- A current copy of the Central Suppliers Database (CSD) of National Treasury registration report or registration number.
- 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.

Note: Failure to attach the above documents will lead to your bid being disqualified.

7. EVALUATION PROCESS

Following the National Treasury Instruction Note on the Amended Guidelines in Respect of Bids that Include Functionality as a Criterion for Evaluation (issued 3 September 2010), this bid will be evaluated in two stages:

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

Criteria for evaluating functionality	Weight
1. Technical merit of the proposal:	
- Approach, deliverables and timeframes	(20)
- Demonstrated understanding of the requirements	(10)
2. The relevance of experience: Qualification, expertise and competencies:	(15)
- Application of tools to implement protocols, processes and workflows;	(10)
- Understanding of biodiversity terminology	(10)
- Understanding of biodiversity informatics	(15)
- Workshop facilitations and stakeholder engagement	
3. Past experience:	

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– Previous relevant projects (evidence showing the experience of biodiversity informatics and working with other biodiversity institutions in South Africa);	(10)
– Overall track record (evidence of delivery of projects on time and to satisfaction of clients).Evidence of skills and competencies:	(10)
TOTAL	100

Bids that fail to score a minimum of 70 out of a possible 100 points for functionality 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. Under the Preferential Procurement Regulations, 2011 on 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 B-BBEE status level certificate submitted with the proposal. Failure to submit such a certificate will not necessarily result in the proposal being disqualified, but no points will be awarded for B-BBEE status.

8. MANAGEMENT AND TIMEFRAMES

The Service Provider will be expected to work over a maximum 6-month period from approximately from February 2021(depending on appointment date) to August 2021.

The service provider will report to the Information Systems Manager and be accountable to the Director: Biodiversity Information Management and Planning. The Service Provider will also have access to the NSSL Taxon Review Committee to guide and support the assessment process.

9. CONTRACTUAL ARRANGEMENTS

A contract will be drawn up between SANBI and the Service Provider. Invoices will be paid according to the agreed schedule of payment milestones appended to the Independent Contractual Agreement. These payment milestones will be linked to deliverables submitted to SANBI, and 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 receipt of invoices.

10. SUBMISSION OF PROPOSAL

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

Closing date for submissions: 29th January 2021 @ 11H00am

Emailed applications must not be more than 10MB in size.

Further information can be requested via email from Ms. Brenda Daly b.daly@sanbi.org.za

Note: Late submissions will be disqualified.