

SBD1

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
BID NUMBER:	Q7307-2021	CLOSING DATE:	22 June 2021	CLOSING TIME:	11:00
DESCRIPTION	THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) REQUIRES A SERVICE PROVIDER AS A SPATIAL BIODIVERSITY PLANNING AND ECOLOGICAL INFRASTRUCTURE SPECIALIST TO OVERSEE, COORDINATE AND REVIEW SPATIAL WORK ACROSS THE ECOLOGICAL INFRASTRUCTURE FOR WATER SECURITY (EI4WS) PROJECT .				
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					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Rorisang Modiba		CONTACT PERSON	Aimee Ginsburg	
TELEPHONE NUMBER	012 843 5332		TELEPHONE NUMBER	0128435058	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	R.modiba@sanbi.org.za		E-MAIL ADDRESS	a.ginsburg@sanbi.org.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ No

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B

TERMS AND CONDITIONS FOR BIDDING

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

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:

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:

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 **YES / NO**
 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 **YES / NO**
 the appropriate authority to undertake remunerative
 work outside employment in the public sector?

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

(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

**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:

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 least 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:

.....

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)? 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

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). 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: Q7307-2021

THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) REQUIRES A SERVICE PROVIDER AS A SPATIAL BIODIVERSITY PLANNING AND ECOLOGICAL INFRASTRUCTURE SPECIALIST TO OVERSEE, COORDINATE AND REVIEW SPATIAL WORK ACROSS THE ECOLOGICAL INFRASTRUCTURE FOR WATER SECURITY (EI4WS) PROJECT.

(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

TERMS OF REFERENCE

**APPOINTMENT OF A SERVICE PROVIDER AS A SPATIAL
BIODIVERSITY PLANNING AND ECOLOGICAL INFRASTRUCTURE
SPECIALIST TO OVERSEE, COORDINATE AND REVIEW SPATIAL
WORK ACROSS THE ECOLOGICAL INFRASTRUCTURE FOR
WATER SECURITY (EI4WS) PROJECT**

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

Quotation Number: Q7301/2021

BACKGROUND

The South African National Biodiversity Institute (SANBI) is executing the Ecological Infrastructure for Water Security (EI4WS) Project, a five-year, multi-stakeholder project to unlock development finance to secure ecological infrastructure for water security in two critical catchments. SANBI executes the project together with DWS and other partners, with funding from the Global Environment Facility (GEF) and implemented through the Development Bank of Southern Africa (DBSA) with Department of Forestry, Fisheries and Environment (DFFE) as the national focal point. The project started implementation in April 2018 and is scheduled to be completed in March 2023.

The EI4WS project focuses on unlocking the potential for ecological infrastructure to contribute to water security in South Africa. The EI4WS project aims to show how investments in ecological infrastructure can support and enhance investments in built water-related infrastructure such as dams and waste water treatment works, often in a cost-effective way. The EI4WS project is working directly in two catchments, the Berg-Breede catchment in the Western Cape (which supplies most of Cape Town's water) and the Greater uMngeni catchment in KwaZulu-Natal (which supplies most of Durban's water). Stakeholders from a range of sectors in these catchments are engaged in partnerships to identify priorities for maintaining and restoring ecological infrastructure, develop and implement plans to invest in ecological infrastructure, monitor and evaluate the impacts, and share lessons learnt in the process. In addition to on-the-ground work in demonstration catchments, the EI4WS project includes work on creating a strong enabling environment at the national level for investment in ecological infrastructure for water security, to facilitate such investment both in the demonstration catchments and in other catchments across the country.

Execution of the project requires integration of spatial and non-spatial information on water, water-related ecological infrastructure and built water infrastructure. This is critical

to understanding the relationships, impacts and dependencies of built infrastructure on ecological infrastructure, and the benefits of water-related ecological infrastructure for people and the economy. The EI4WS Project has three Components with spatial work required within and across each:

- In Component 1 to underpin the development of accounts and inform prioritization of areas for investment in ecological infrastructure
- In Component 2 to underpin development of Ecological Infrastructure Management Plans, Ecological Infrastructure Investment Plans, River Maintenance & Management Plans, amongst other things
- In Component 3 to underpin monitoring, reporting, learning and communication products.

SANBI, as part of its co-financing to the project, provides the majority of the spatial and technical support to the project to ensure that key deliverables and targets are met in line with the Strategic Results Framework of the project. Current capacity in SANBI includes a Senior GIS specialist: ecosystem accounting in Component 1, service providers working on some of the spatial work in Component 2, along with contributions from GIS staff in SANBI's Biodiversity Information and Planning directorate and Freshwater Biodiversity Programme supporting spatial work in the project.

Assistance is required from a service provider with expertise in spatial biodiversity planning and ecological infrastructure in: high-level integration of spatial work; review and improvement of key spatial data layers; integration of water-related ecological infrastructure features into spatial products for the demonstration catchments; strategic oversight of spatial work across the project, quality assurance and expert verification of spatial outputs; and technical supervision and capacity building of GIS staff.

OBJECTIVES

SANBI intends to contract a service provider (individual or team) as a spatial biodiversity planning and ecological infrastructure specialist to oversee, coordinate and review spatial work across the Ecological Infrastructure for Water Security (EI4WS) project.

SCOPE OF WORK OF SERVICE PROVIDER

SANBI seeks to appoint a service provider as a technical specialist in spatial biodiversity planning and ecological infrastructure. The service provider will be expected to deal with a number of specific tasks related to spatial work in the EI4WS project. These include:

- Develop a thorough understanding of the project's spatial needs through engaging with EI4WS project team (based in Pretoria, Pietermaritzberg and Cape Town) and executing partners (based in Berg-Breede and Greater uMngeni demonstration catchments)
- Produce a synthesis document outlining the spatial data, mapping and spatial analysis needs of each Component of the Project, along with an overview of input

- data to be sourced and/or developed, including the recommended procedures and capacity required to do so over the remainder of the Project.
- Directly support the coordination of GIS work across the EI4WS Project, through direct engagements with Component leads and other relevant service providers to the Project and through the EI4WS Spatial Working Group which is convened by SANBI.
- Oversee and/or develop spatial products for the demonstration catchments, including maps with accompanying spatial data layers and technical documentation. SANBI staff are updating spatial layers for water-related ecological infrastructure features (extent and condition), alien invasive plant mapping is also underway by SANBI and partners, and spatial info on built water-infrastructure is required. Expert validation is required, both from a technical GIS perspective and a conceptual perspective, and the service provider will be required to consolidate information into spatial products that can be used by the EI4WS demonstration catchment coordinators to support assessment, planning and prioritizing of ecological infrastructure in the demonstration catchments.
- Strategic oversight, quality assurance and review/verification of spatial outputs across the EI4WS project. SANBI and the EI4WS project partners require and are developing various spatial outputs (EI feature layers, maps, technical reports etc) in different parts of the Project. Capacity for strategic oversight, quality assurance and expert verification is required both technically and conceptually. The service provider will be expected to provide this in a manner that promotes integration and also supports capacity building.
- Final report on activities (linked to agreed work plan), including capacity building and technical supervision of GIS staff, with recommendations for spatial work going forward.

The service provider will be required to work closely and collaboratively with the EI4WS Project Team, including GIS technicians and specialists within SANBI and key sub-executing agencies. The service provider will be expected to participate in meetings of the EI4WS Spatial Working Group, and other relevant project meetings. It is envisaged that an inception meeting will be required to clarify the working relationships and modalities, work plan, and progress reporting requirements.

The Service Provider will work under the supervision of the NCA Project Manager and the EI Coordinator: Berg Catchment at SANBI, and is expected to meet regularly at SANBI's Kirstenbosch Research Centre, or at Aloe Lodge in the National Pretoria Botanic Gardens, and virtually. As such, Service Providers based in Pretoria/Cape Town are preferred in order to reduce travel costs.

DELIVERABLES AND TIMEFRAMES

The duties will be performed over a 6-8 month period, beginning as soon as possible. Deliverables will be in the form of the following:

- Inception report outlining the scope and approach, with detailed work plan.

- Synthesis document outlining the Project's spatial data, mapping and spatial analysis needs, along with an overview of input data to be sourced and/or developed, including the recommended procedures required to do so.
- Interim report on progress and activities linked to work plan.
- Spatial products, including maps and spatial data layers for ecological and built water-related infrastructure for demonstration catchments.
- Final report on progress and activities linked to work plan, including capacity building, technical supervision of GIS staff, record of meetings attended/held, and recommendations/priorities for spatial work going forward.

REQUIRED COMPETENCIES, SKILLS AND EXPERIENCE

To fulfil this role, the Service Provider should be a specialist in spatial biodiversity planning and ecological infrastructure with the following competencies, skills and experience:

- Proven track record in developing spatial biodiversity plans using a systematic biodiversity planning approach.
- Demonstrated expertise in undertaking spatial analyses, and in particular use of ARCGIS and extensions.
- Proven track record in providing strategic and conceptual guidance in spatial biodiversity assessment and planning projects
- Familiarity with the concept of ecological infrastructure including water-related ecological infrastructure
- Demonstrated familiarity with concepts contained in relevant spatial biodiversity assessment and planning products in South Africa.
- Excellent relationship building and networking skills, and ability to facilitate discussions/ workshops with various role players to acquire necessary information.
- Strong project implementation record with excellent organizational and coordination skills.
- Strong computer literacy (MS office).
- Excellent writing skills, including proven ability to write technical reports.
- Excellent verbal communication skills (English and Afrikaans) and proficiency in written English.
- Cartographic skills would be an advantage.
- Ability to meet deliverable deadlines.
- Evidence of professional registration with SACNASP and/or PLATO.
- Willingness and ability to travel if necessary with a good understanding of the local context.

REQUIREMENTS OF PROPOSALS AND EVALUATION CRITERIA

The consultancy is for approximately 50 days of professional time. The consultancy is expected to run over a 6-8 month period from approximately April/May 2021 to November

2021. Due to the nature of the work it is expected that the time allocation will be ~ 1-2 days per week throughout the period rather than in blocks of full-time work.

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 assigned to the contract should be attached to the proposal.
- Examples of at least 5 GIS processes undertaken where biodiversity spatial layers were utilized; in particular systematic biodiversity plans and/or layers associated with the National Biodiversity Assessment.
- Contact details of at least three current or recent clients, preferably in related work.
- 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 members of the service provider team will be working on which portions of the assignment and the approximate number of days allocated to each team member. 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.

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. Technical merit of the proposal: - Demonstrated understanding of the requirements - Approach, deliverables and timeframes	25 total (15) (10)
2. Proven track record: - Qualifications and relevant past experience - Proven track record in project delivery within deadlines and budget - Relevant examples of previous work	20 total (10) (5) (5)
3. Evidence of competencies: - Familiarity with systematic biodiversity planning and related concepts and products - Experience with working on water-related ecological infrastructure spatial data - Relationship building, networking and facilitation skills - Experience with building capacity in GIS	55 total (10) (10) (10) (15) (10)
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.

REPORTING REQUIREMENTS AND MANAGEMENT

Accountability will be to the NCA Project Manager and the EI Coordinator: Berg Catchment of the EI4WS Project. Responsibility for contract management and other day-to-day direction may be delegated as required.

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

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. 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 NCA Project Manager.

Copyright is retained by SANBI.

POTENTIAL SERVICE PROVIDERS ARE REQUIRED TO SUBMIT THE FOLLOWING DOCUMENTATION.

- 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.
- 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)
- A current copy of the Central Suppliers Database (CSD) registration report or registration number must be provided.

CLOSING DATE FOR QUOTATIONS

The closing date for submission of responses is **22 June 2021**, 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.

Requests for further information on this TOR must be emailed to a.ginsburg@sanbi.org.za or made by telephone on 0128435058.

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