

PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
BID NUMBER:	Q7703-2021	CLOSING DATE:	22 October 2021	CLOSING TIME:	11:00
DESCRIPTION	THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) REQUIRES A SERVICE PROVIDER FOR THE APPOINTMENT OF RECRUITMENT AGENCY.				
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	Mr Vusumuzi Mncwango	
TELEPHONE NUMBER	012 843 5332		TELEPHONE NUMBER	082 737 2125	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	R.modiba@sanbi.org.za		E-MAIL ADDRESS	v.mncwango@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]
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:

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- 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.

SBD 4

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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.

"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.

"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 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

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SBD 6.1

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

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

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

1. GENERAL CONDITIONS

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

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

1.2

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

1.3 Points for this bid shall be awarded for:

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

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

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

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

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

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“Functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE
Status level certificate issued by an authorized body or person;
 - 2) A sworn
affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other
requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

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

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- ☐ 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 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

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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:
- 6 Includes price quotations, advertised competitive bids, limited bids and proposals.
- 7 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: Q7703-2021- THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) REQUIRES A SERVICE PROVIDER FOR THE APPOINTMENT OF RECRUITMENT AGENCY.

(Quotation Number and Description)

In response to the invitation for the quote made by:

SANBI

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.
- 9. 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.
- 10. 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.
- 11. 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

TERMS OF REFERENCE

For

REQUEST FOR QUOTATION (RFQ)

REQUEST FOR APPROVAL TO APPOINT OF A SERVICE PROVIDER TO SUPPLY SUITABLY QUALIFIED AND EXPERIENCED CANDIDATES FOR TEMPORARY APPOINTMENTS AT THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) FOR A PERIOD OF FIVE (5) MONTHS FROM NOVEMBER 2021 TO 31 MARCH 2022

South African National Biodiversity Institute (SANBI)
Private Bag X101
Silverton
0184
South Africa

RFQ No: SANBI: Q7703/2021

1. Background information

- 1.1** The South African National Biodiversity Institute (SANBI) is an autonomous, state-aided organization whose mission is to champion the exploration, conservation, sustainable use, appreciation, and enjoyment of South Africa's exceptionally rich biodiversity for all people. SANBI has been mandated to monitor and report on the status of the Republic's biodiversity. Its activities include undertaking and promoting research on indigenous biodiversity and its sustainable use; establishing and managing collections of plant and animal specimens; managing and maintaining national botanical and zoological gardens, with their facilities for horticultural display, environmental education, visitor amenities and research; collecting and disseminating information about biodiversity; assisting in the development of a national biodiversity framework, including bioregional plans and strategies; and coordinating programmes in conservation and sustainable use of indigenous biological resources and the rehabilitation of ecosystems.
- 1.2** To support the resourcing and capacitation needs of the Institute from time to time there is a need to make use of individuals in a part time capacity to support respective strategic business units/divisions. Therefore, we are looking for a reputable, experienced, and innovative service providers who will provide temporary staff solutions as and when required.

2. Scope of Work

The service provider will be required to undertake the following tasks:

- 2.1** Source a minimum of five (5) suitable candidates for any vacant positions of temporary appointments at SANBI. These candidates will be considered for interviews by SANBI.
- 2.2** Ensure that candidates sourced meet the all the minimum qualifications and experience requirements of the attached advertisements and job profiles.
- 2.3** Ensure that candidates sourced and supplied to SANBI are in line with the Employment Equity targets.

3. Deliverables

- 3.1** Source a minimum of five (5) suitable candidates for any vacant positions of temporary appointments at SANBI. These candidates will be considered for interviews by SANBI.
- 3.2** Ensure that candidates sourced meet the all the minimum qualifications and experience requirements of the attached advertisements and job profiles.

- 3.3** Ensure that candidates sourced and supplied to SANBI are in line with the Employment Equity targets.
- 3.4** Provide a quotation clearly stipulating the amount to be charged for supplying suitably qualified, skilled, and experience candidates, conduct preliminary selection of candidates who meet all the minimum qualification and experience requirements, conduct all background checks, including reference checks, security clearance, credit checks, qualification checks, criminal record checks, competency assessment tests, and facilitate the interviews to be conducted by the SANBI.
- 3.5** The successful service provider on need basis will be requested to supply suitably qualified, skilled, and experienced candidates for temporary appointments at SANBI in the following areas of jobs:

All bidders are required to tick in the below table if ever they will be able to to supply suitably qualified, skilled, and experienced candidates for temporary appointments at SANBI in the following areas of jobs:

AREA OF SPECIALISATION	TICK
Receptionists	
Secretaries	
Administrators	
Coordinators	
Officers (Marketing, Human Resources, Finance, etc.)	
Conservation Workers	
Specialists (Marketing, Human Resources, Finance, etc.)	
IT Staff (Helpdesk, Network Administrators, Technicians)	
Researchers	
Scientists	
Horticulturists	
Curators	
Managers	
Senior Managers	
Assistant Directors	
Deputy Directors	
Directors	
Chief Directors	
Chief Financial Officers	
Chief Operations Officers	
Chief Executive Officers	

4. Indication of the ability to provide required service nationally

Bidders are required to clearly indicate (by a tick in the relevant box) a province they are able to service:

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PROVINCE	TICK	PHYSICAL ADDRESS
Eastern Cape		
Free State		
Gauteng		
KwaZulu-Natal		
Limpopo		
Mpumalanga		
Northern Cape		
Western Cape		

5. Capacity of the service provider

5.1 The service provider is expected to meet the following skills and experience in terms of Regulation 4 of the PPPFA Regulations of 1997, as the pre-qualification criteria:

- 5.1.1 Bidders must have a minimum B-BBEE contributor status level 3 or better;
- 5.1.2 One (1) Senior Consultant, with tertiary level qualifications and a minimum of ten (10) years' experience in leading and managing projects of sourcing of suitably qualified and experienced candidates for temporary appointments as and when required from time-to-time bases;
Three (3) Consultants, with tertiary qualification and a minimum of five (5) years' experience in sourcing of suitably qualified and experienced candidates for temporary appointments as and when required from time-to-time bases;
- 5.1.3 Must be able to reach to candidates nationally; and
- 5.1.4 Must be able to conduct preliminary selection of candidates before they are submitted to SANBI.

5.2 The SANBI will only consider a bid if the relevant bidder meets these pre-qualification criteria.

5.3 Where a bidder fails to meet these pre-qualification criteria, the bid will be considered an unacceptable bid and will be disqualified from further evaluation.

6. Requirements for Proposals

6.1 Mandatory documents required

- a) Company Profile.
- b) Three signed letters of reference including for placement work done in the last three (3) years.

- c) A concise written summary of no longer than five pages that demonstrates the methodology, practical and hands-on experience in searching suitably qualified candidates at middle management level including their placement.
- d) Quotation clearly stipulating the amount to be charged for the sourcing, preliminary selection, supplying of candidates, conducting all background checks, including reference checks, security clearance, credit checks, qualification checks, criminal record checks, competency assessment tests, and facilitate the interviews to be conducted by the SANBI

6.2 Potential Service Providers are requested to provide the following documentation:

- a) Standard Bid Document (SBD) Forms (SBD 1, 4, 6.1, 8 and 9). The Standard Bidding Documents (included in the bid documentation) must be completed and submitted with this proposal.
- b) An original or certified copy of the B-BBEE certificate or sworn affidavit (please note that failure to submit a valid original B-BBEE certificate or sworn affidavit mentioned above will result in the tenderer not being awarded B-BBEE preference points).
- c) A current copy of the Central Suppliers Database (CSD) registration report or registration number must be provided.

6.3 Details on the Consultant's contribution towards equity

- d) Details of any contribution to empowerment of historically disadvantaged individuals (HDI) and/or transformation of the sector.
- e) Equity status of Service Provider (B-BBEE Scorecard of good practice) according to the attached form (SBD 6.1).

7. Contract Duration

- 7.1** The appointed service provider(s) will be required to start immediately after signing the contract and provide the services for a period of five (5) months, subject to the review of service provider's performance.
- 7.2** The SANBI reserves the right to extend the term of appointment for a longer than indicated above.

8. Mandatory Technical Requirements

Note that service providers are required to comply with the processes outlined in this document as failure to do so will result in the disqualification of proposals:

This bid will be evaluated in two stages:

- 8.1 The first stage** will evaluate functionality, and the minimum threshold will be 70 points.
Evaluation of proposals will be done according to the following criteria (so sufficient information should be provided):

CRITERIA FOR MEASURING FUNCTIONALITY	WEIGHT
Company profile	10%
Three signed reference letters including ability to search and for placement of suitably qualified and experienced candidates for temporary appointments	20%
A concise written summary no longer than five (5) pages that demonstrates the methodology, practical ability and experience for searching and placement of suitably qualified and experienced candidates for temporary appointments.	60%
Quotation clearly stipulating the amount to be charged for the sourcing, preliminary selection, supplying of candidates, conducting all background checks, including reference checks, security clearance, credit checks, qualification checks, criminal record checks, competency assessment tests, and facilitate the interviews to be conducted by the SANBI.	10%
TOTAL	100%

Note: All bids that fail to achieve the minimum of overall qualifying score of 70% on functional / technical requirements, will not be considered for further Price and BEE evaluation.

- 8.2 Second stage** will evaluate price and equity according to the 80/20 point system, where price constitutes 80 points and a maximum of 20 points will be awarded based on the bidder's BBBEE status level certificate:

CRITERIA	POINTS
Price	80%
B-BBEE	20%
TOTAL	100%

8.3 Other Technical Requirements

The service provider must indicate their compliance / non-compliance to the following requirements and to substantiate as required:

		NOT
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7.1.1 REGISTRATION WITH INDUSTRY/PROFESSIONAL BODY	COMPLY	COMPLY
The bidder must provide proof of registration with an industry/professional body for rendering of services in the category of temporary placements.		
Substantiate/Comments		

7.1.2 BIDDER'S ABILITY TO SCREEN CANDIDATES	COMPLY	NO T CO MP LY
The bidder must have the capability and relevant skills and experience of sourcing suitably qualified, skilled, and experienced candidates for temporary appointments, preliminary selection, supplying of candidates, conducting all background checks, including reference checks, security clearance, credit checks, qualification checks, criminal record checks, competency assessment tests, and facilitate the interviews to be conducted by the SANBI		
Substantiate/Comments		

7.1.3 BIDDER'S DATABASE OF CANDIDATES	COMPLY	NOT COMPLY
a) The bidder must have an active database of candidates and must extract a list confirming the number of candidates per category as at the time of RFQ; b) Failure to provide and extract as called for under this criterion will render your bid incomplete and non-responsive; and c) Please also confirm the program on which your database is running (i.e., EXCEL or any specifically database management program or system). Please furnish a screenshot of candidates as they appear on your database as part of your RFQ response.		
Substantiate/Comments		

The bidder must indicate its compliance / non-compliance to the requirements and should substantiate its response in the space provided below. If more space is required to justify compliance, please ensure that the substantiation is clearly cross-referenced to the relevant requirement.

7.2.1 BIDDER'S TEAM EXPERIENCE	COMPLY	PARTIALLY COMPLY	NOT COMPLY
The bidders must submit, as part of its quotation, the following: a) Detailed references for assignments the bidder has worked on in the past three (3) years. The SANBI reserves the right to consider experiences of service providers that have done work for the SANBI in the past. Please refer to Table (a) of Annexure B of this document for the format in which the required information must be provided; b) List of consultant/s in the current bidder's employ. Please refer to Table (b) of Annexure B of this document for the format in which the required information must be provided; and c) CVs of one (1) senior consultant and three (3) consultants in the current bidder's employ.			
Substantiate/Comments			

7.2.2 RECOMMENDATION / REFERENCE LETTERS	COMPLY	PARTIALLY COMPLY	NOT COMPLY
The bidders must submit, as part of its quotation, the following: a) Relevant contact details of its key clients for reference check purposes; b) Reference letters to indicate the nature and type of work undertaken by the bidder which is			

similar to the work required in this RFQ; and c) Reference letters to indicate the value of the work undertaken and duration of the contract of work undertaken.			
Substantiate/Comments			

7.2.3 TURN AROUND TIMES	COMPLY	PARTIALLY COMPLY	NOT COMPLY
The SANBI requires a placement with a turn-around time of 3 days from date of request. Please confirm what your turnaround time from receiving the request to placing the candidate at the client and provide details of how this will be achieved.			
Substantiate/Comments			

7.2.4 METHODOLOGY TO SOURCE AND MAINTAIN TEMPORARY CANDIDATE DATABASE	COMPLY	PARTIALLY COMPLY	NOT COMPLY
The bidder must provide a clear methodology on how it will source and maintain its candidate database to ensure relevance and should address the following aspects: a) Process to maintain your database of candidates; b) Matters concerning management and quality control procedures; c) Matters concerning effective and			

efficient communication with client; d) Systems and tools used to conduct comprehensive employment background checks and screening and elements that are covered when conducting employment screening; e) Aspects that ensure effective turnaround of staffing need requests; and f) Indicate selection criteria to determine suitability of temporary staff.			
Substantiate/Comments			

8.4 Additional Information – Applicable to all bidders

Bidders must provide the following information, which will be used to validate compliance in terms of the RFQ requirements.

THE BIDDER MUST INDICATE THEIR ABILITY TO DO THE FOLLOWING AND SUBSTANTIATE AS REQUIRED	INFORMATION
Strategy: Describe the strategy you use to source temporary staff.	
Selection Criteria: Describe the selection criteria that you follow in determining the suitability of temporary staff placements prior to forwarding candidates to clients.	
Database for potential candidates: Please provide details of your database of potential candidates i.e., how many temporary candidates do you have on your database in all provinces, the age of this database (how current is it) and what percentage are employment equity and/or disabled candidates?	
Turnaround time: What is your turnaround time from the receiving of the request to submit the candidate to the client?	

Sample of a CV placed on your database: Please provide a sample of a CV placed on your database.	
Company Guidelines: What are your company's guidelines on "cooling off periods" of your placements? How are these guidelines applied in practice?	
Checks: Describe any checks that you conduct on the candidates i.e., criminal checks, qualification checks, experience checks, competency assessment tests, disciplinary hearing checks and insolvency checks where applicable. How do you conduct them?	
Monthly reporting: Indicate and provide a sample of monthly reports provided to the client for tracking and monitoring of all temporary placements and associated costs.	
Substantiate/Comments	

9. CONTRACTUAL ARRANGEMENTS

- A contract will be drawn up between SANBI and the Service Provider.
- Invoice will be paid after completion of the exercise i.e. as soon as the candidates for Deputy Director: Regional Infrastructure (Eastern Region), Deputy Director: Regional Infrastructure (Southern Region), and Deputy Director: Regional Infrastructure (Northern Region) have accepted the SANBI's job offers.
- No upfront payments will be made. SANBI will pay for satisfactory completion of work within 30 days of submission of invoice.
- Invoice to SANBI must be addressed to the Director: Human Resources.

10. PROPOSAL SUBMISSIONS

Closing date for submission of proposals: 22 October 2021 @ 11H00 AM

Submissions should be emailed to S.SCM-Quotations@sanbi.org.za with copy to Ms Rorisang Modiba at R.Modiba@sanbi.org.za

Requests for further information on this Terms of Reference (ToR) must be directed to the Director Human Resources, Mr. Vusumuzi Mncwango at V.Mncwango@sanbi.org.za or 082 737 2125

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

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ANNEXURE A: LIST OF SANBI CENTRES AND NUMBER OF EMPLOYEES

PROVINCE	NAME OF THE CENTER	ESTIMATED NUMBER OF EMPLOYEES (Permanent, Contract)
Free State	Free State National Botanical Garden, Bloemfontein	32
Northern Cape	Hantam National Botanical Garden, Nieuwoudtville	8
Western Cape	Harold Porter National Botanical Garden, Betty's Bay	31
	Karoo Desert National Botanical Garden, Worcester	34
	Kirstenbosch National Botanical Garden, Cape Town	259
Eastern Cape	Kwelera National Botanical Garden, East London	11
KwaZulu-Natal	KwaZulu-Natal Herbarium, Durban	8
	KwaZulu-Natal National Botanical Garden, Pietermaritzburg	26
Mpumalanga	Lowveld National Botanical Garden, Mbombela	49
Gauteng	Pretoria National Botanical Garden, Pretoria	177
	Walter Sisulu National Botanical Garden, Roodepoort	59
	National Zoological Garden, Pretoria	293
Limpopo	Mokopane Biodiversity Conservation Center, Mokopane	19
	Thohoyandou Botanical Garden, Thohoyandou	5
TOTAL		1011

ANNEXURE B: BIDDER'S EXPERIENCE AND THE PROPOSED PROJECT TEAM

Request for Quotation No: _____

Name of Bidder: _____

Authorized signatory: _____

Note to the Bidder: The bidder must complete the information set out below in response to the requirements stated in Section 3 of this bid document. If the bidder requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below and return it with other returnable SBD forms.

The bidder must provide the following information:

Table (a): Details of the bidder's current and previous experience in supplying suitably qualified, skilled, and experienced candidates for temporary appointments at SANBI for the period of five (5) months.

Client's Name	Project Description	Project Cost	Project Period (Start & End Dates)	Description of service performed and extent of Bidder's responsibilities	Name, title and telephone and email of client

Table (b): Details of the key personnel of the bidder's proposed team.

Name	Position	Role/Duties in this Project	Project Period (Start & End Dates)	Relevant Project Experience	
				Name Client, Project Description, Project Period	Project Cost