PART A
INVITATION TO BID

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

BID NUMBER: SANBI: Q7803/2021 CLOSING DATE: 18 January 2022 CLOSING TIME: 11:00 A.M

THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) WISHES TO APPOINT A SERVICE PROVIDER TO ENGAGE AND EMPOWER STAFF ON TRANSFORMATION ISSUES (I.E. GENDER MAINSTREAMING, DIVERSITY AND RACE ISSUES, SEXUALITY, CLASSISM, PEOPLE WITH DIABILITIES).

BID RESPONSE DOCUMENTS MUST BE EMAILED TO THE BELOW EMAIL ADDRESSES:

Submission of proposals: Proposals must be emailed to S.SCM-Quotations@sanbi.org.za and copy Ms. Nthabiseng Mkhabela at N.Mkhabela@sanbi.org.za

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

<table>
<thead>
<tr>
<th>CONTACT PERSON</th>
<th>Ms. Nthabiseng Mkhabela</th>
<th>CONTACT PERSON</th>
<th>Ramagwai Sebola</th>
</tr>
</thead>
<tbody>
<tr>
<td>TELEPHONE NUMBER</td>
<td>012 843 5019</td>
<td>TELEPHONE NUMBER</td>
<td>(012) 843 6148</td>
</tr>
<tr>
<td>FAX NUMBER</td>
<td>N/A</td>
<td>FAX NUMBER</td>
<td>N/A</td>
</tr>
<tr>
<td>E-MAIL ADDRESS</td>
<td><a href="mailto:N.Mkhabela@sanbi.org.za">N.Mkhabela@sanbi.org.za</a></td>
<td>E-MAIL ADDRESS</td>
<td><a href="mailto:R.Sebola@sanbi.org.za">R.Sebola@sanbi.org.za</a></td>
</tr>
</tbody>
</table>

SUPPLIER INFORMATION

<table>
<thead>
<tr>
<th>NAME OF BIDDER</th>
<th>POSTAL ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>STREET ADDRESS</td>
<td>TELEPHONE NUMBER</td>
</tr>
<tr>
<td>CODE</td>
<td>NUMBER</td>
</tr>
<tr>
<td>CELLPHONE NUMBER</td>
<td>CODE</td>
</tr>
<tr>
<td>FAX NUMBER</td>
<td>CODE</td>
</tr>
<tr>
<td>E-MAIL ADDRESS</td>
<td></td>
</tr>
<tr>
<td>VAT REGISTRATION NUMBER</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUPPLIER COMPLIANCE SYSTEM PIN</th>
<th>OR</th>
<th>CENTRAL SUPPLIER DATABASE No</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAAA</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B-BBEE STATUS LEVEL</th>
<th>TICK APPLICABLE BOX</th>
<th>B-BBEE STATUS LEVEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>VERIFICATION CERTIFICATE</td>
<td>Yes</td>
<td>SWORN AFFIDAVIT</td>
</tr>
<tr>
<td></td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

[TICK APPLICABLE BOX]

[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]
<table>
<thead>
<tr>
<th>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</th>
<th>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</th>
<th>[IF YES, ANSWER THE QUESTIONNAIRE BELOW]</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Yes □ No</td>
<td>□ Yes □ No</td>
<td></td>
</tr>
</tbody>
</table>

**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 state\(^1\), or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal, or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or

- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

2.1 Full Name of bidder or his or her representative:
............................................................................................................................................................

2.2 Identity Number........................................................................................................................................

2.3 Position occupied in the Company (director, trustee, shareholder\(^2\), member):
............................................................................................................................................................

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

2.5 Tax Reference Number:
...........................................................................................................................................................

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.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Identity Number</th>
<th>Personal Income Tax Reference Number</th>
<th>State Employee Number / Persal Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

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.
Stop Fraud, Theft and Corruption without Fear or Favour –
Call our Fraud Hotline 0800 160 999 (toll-free) anytime
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


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 R50 000 000 (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:

<table>
<thead>
<tr>
<th>Points</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PRICE</td>
<td>80</td>
</tr>
<tr>
<td>B-BBEE STATUS LEVEL OF CONTRIBUTOR</td>
<td>20</td>
</tr>
<tr>
<td>Total points for Price and B-BBEE must not exceed</td>
<td>100</td>
</tr>
</tbody>
</table>

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor
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.
(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:

\[
P_{s} = 80 \left(1 - \frac{P_{t} - P_{\text{min}}}{P_{\text{min}}} \right) \quad \text{or} \quad P_{s} = 90 \left(1 - \frac{P_{t} - P_{\text{min}}}{P_{\text{min}}} \right)
\]

Where

- \( P_{s} \) = Points scored for price of bid under consideration
- \( P_{t} \) = Price of bid under consideration
- \( P_{\text{min}} \) = 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:

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

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)

(Point 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:

<table>
<thead>
<tr>
<th>Designated Group: An EME or QSE which is at last 51% owned by:</th>
<th>EME</th>
<th>QSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black people</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black people who are youth</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black people who are women</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black people with disabilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black people living in rural or underdeveloped areas or townships</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cooperative owned by black people</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black people who are military veterans</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 certificates, 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.

<table>
<thead>
<tr>
<th>WITNESSES</th>
<th>SIGNATURE(S) OF BIDDER(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. …………………………………</td>
<td>…………………………………</td>
</tr>
<tr>
<td>2. …………………………………</td>
<td>…………………………………</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Item</th>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1</td>
<td>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 <em>audi alteram partem</em> rule was applied).</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>4.1.1</td>
<td>If so, furnish particulars:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.2</td>
<td>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, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, 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.</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>
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?

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

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?

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

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 quotations’ 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 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.
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:
Q:7803/2021 THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) WISHES TO APPOINT A SERVICE PROVIDER TO ENGAGE AND EMPOWER STAFF ON TRANSFORMATION ISSUES (I.E. GENDER MAINSTREAMING, DIVERSITY AND RACE ISSUES, SEXUALITY, CLASSISM, PEOPLE WITH DISABILITIES).

(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:

________________________________________

(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:

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(a) has been requested to submit a bid in response to this bid invitation;
(b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
(c) Provides the same goods and services as the bidder and/or is in the same line of business as the bidder

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

THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) WISHES TO APPOINT A SERVICE PROVIDER TO ENGAGE AND EMPOWER STAFF ON TRANSFORMATION ISSUES (I.E. GENDER MAINSTREAMING, DIVERSITY AND RACE ISSUES, SEXUALITY, CLASSISM, PEOPLE WITH DIABILITIES).

SANBI: Q7803/2021
TERMS OF REFERENCE

THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) WISHES TO APPOINT A SERVICE PROVIDER TO ENGAGE AND EMPOWER STAFF ON TRANSFORMATION ISSUES (I.E. GENDER MAINSTREAMING, DIVERSITY AND RACE ISSUES, SEXUALITY, CLASSISM, PEOPLE WITH DIABILITIES).

1. Introduction and Background

The South African National Biodiversity Institute is a public entity established by the National Environmental Management: Biodiversity Act (NEMBA), No. 10 of 2004. In terms of this Act, SANBI must, amongst other things, monitor and report on the status of South Africa’s biodiversity. The SANBI’s mission is to champion the exploration, conservation, sustainable use, appreciation and enjoyment of South Africa’s exceptionally rich biodiversity for all people.

In order to fulfil its mandate, the SANBI requires to appoint a service provider who will facilitate a conversation that will engage and empower staff to deal effectively with gender mainstreaming, diversity, and race issues within the organization.

2. Scope of Work

The scope of work is as follows:

a) Engage and empower SANBI employees on gender mainstreaming, diversity and race issues, and recommend clear actions that will contribute to the modification of policies and awareness.

b) Open a conversation that will empower SANBI employees on gender mainstreaming, ethics, values, diversity, and race issues.

c) Assess the values, beliefs, assumptions, and prejudices that may impact the behaviour of SANBI employees, including interactions or relationships.

d) Assess and identify how employees are included and possibly excluded within the organization. This includes identifying groups that may be included or excluded, and why.

e) To assess and identify ways that will ensure adequate participation by employees on gender, race, cultural, religious and diversity issues.
f) Propose structured approach (methodology) programs for SANBI to deal with the issues identified.
g) Empower staff to use inclusive language in everyday conversations, policies, and programmes, for example non-binary gender terms.
h) Compile a report on the issues identified during the sessions conducted.
i) Conduct a session with EXCO and MANCO to present the findings and recommendations for implementation.

3. Costing

The service provider should provide a detailed breakdown of the costing as per the scope of work as indicated in the table below.

<table>
<thead>
<tr>
<th>Expected Services</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conduct an engagement session on empowering SANBI staff on transformation issues (i.e., gender mainstreaming, diversity, and race issues). Each session consisting of 40-50 employees, lasting for 8 hours (refer to section below on milestones)</td>
<td>R</td>
</tr>
<tr>
<td>Analysis and assessment of issues raised per session.</td>
<td>R</td>
</tr>
<tr>
<td>Compile reports per session, and a consolidated comprehensive report with recommendations and actions for presentation to EXCO and MANCO.</td>
<td>R</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>R</td>
</tr>
</tbody>
</table>

Note: The cost of travelling and accommodation will be borne by the service recipient (SANBI).

4. Milestones

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Details of Deliverables</th>
<th>Expected Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milestone 1</td>
<td>Eight (8) Transformation Sessions at Kirstenbosch campus as follows:</td>
<td>i. Register of staff participants for each of the 8 sessions</td>
</tr>
<tr>
<td></td>
<td>1.1 Three (3) sessions to complete transformation roadshows with all staff at Kirstenbosch NBG</td>
<td>i. Analysis and assessment Report for: completed roadshows, Feedback sessions, and Transformation Charter and Implementation Plan</td>
</tr>
<tr>
<td></td>
<td>1.2 Three (3) Report back/Feedback sessions at Kirstenbosch NBG</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1.3 Two (2) Sessions on Transformation Charter and Implementation Plan</td>
<td></td>
</tr>
<tr>
<td>Milestone</td>
<td>Sessions</td>
<td></td>
</tr>
<tr>
<td>-----------</td>
<td>----------</td>
<td></td>
</tr>
</tbody>
</table>
| Milestone 2 | Eight (8) Transformation Sessions at Pretoria NBG campus as follows:  
2.1 Three (3) sessions to complete transformation roadshows with all staff at Pretoria NBG.  
2.2 Three (3) Report back/Feedback sessions at Pretoria NBG.  
2.3 Two (2) Sessions on Transformation Charter and Implementation Plan.  
i. Register of staff participants for each of the 8 sessions.  
| Milestone 3 | Eight (8) Transformation Sessions at NZG campus as follows:  
3.1 Three (3) sessions to complete transformation roadshows with all staff at NZG  
3.2 Three (3) Report back/Feedback sessions at NZG  
3.3 Two (2) Sessions on Transformation Charter and Implementation Plan.  
i. Register of staff participants for each of the 8 sessions.  
| Milestone 4 | Three (4) Transformation Sessions on Charter and Implementation Plan – Central region (i.e. Free State NBG, Walter Sisulu NBG, Pretoria NBG & NZG)  
4.1 One Session at Free State NBG on Transformation Charter and Implementation Plan  
4.2 One session at Walter Sisulu on Transformation Charter and Implementation Plan  
4.3 One Session at Pretoria NBG on Transformation Charter and Implementation Plan  
4.4 One Session at NZG on Transformation Charter and Implementation Plan  
i. Register of staff participants for each of the 4 sessions  
| Milestone 5 | Three (3) Transformation Sessions on Charter and Implementation Plan for Coastal region:  
i. Register of staff participants for |
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<table>
<thead>
<tr>
<th>Milestone</th>
<th>5.1 One Session at Kwelera NBG on Transformation Charter and Implementation Plan</th>
<th>each of the 3 sessions ii. Analysis and assessment Report on the Charter and Implementation Plan session at each of the 3 gardens: Pietermaritzburg NBG, Durban campus, and East London campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milestone</td>
<td>One (2) Transformation Session for Curators/Middle Managers</td>
<td>Session Report</td>
</tr>
<tr>
<td>Milestone</td>
<td>Final Comprehensive Report and a Presentation to EXCO and MANCO</td>
<td>Final Report and Presentation</td>
</tr>
</tbody>
</table>

5. Contract Period

The sessions should be conducted over a period of no more than Eighteen (18) months from the date of appointment of the service provider.

6. Supporting Documents

a) A copy of the company Central Supplier Database (CSD) registration report
b) Completed SBD forms 1,4, 6.1,8, 9.
c) A valid BBB-EE Certificate.
7. Content of the Quotation Proposal

The quotation proposal must include:

a) Details of the track record and strengths of the Bidder e.g., similar previous experience, in-house skills, and any other information that will assist the SANBI to assess the Bidder’s capabilities, capacity, competitive advantages etc.

b) A summary of the Bidder’s mission and vision statements, values and strategic objectives.

c) An organogram or list of partners, managers, specialists and professionals together with the “Curriculum Vitae” of the staff members who will be available for the duration of the contract.

d) A list of references of previous and current companies to whom services were or are rendered.

e) Information on methodology and approach.

f) A detailed project plans.

8. Functionality evaluation

In accordance with the National Treasury Instruction Note on the amended Guidelines in respect of Bids that includes functionality as a criterion for evaluation (issued 3 September 2010), the proposal will be evaluated in two stages: Stage 1 will evaluate functionality according to the criteria listed in the table below:

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Past experience:</strong></td>
<td></td>
</tr>
<tr>
<td>This refers to the previous experience of the service provider to undertake the scope of work involved in the gender mainstreaming, diversity, and race issues. The service provider is required to provide the following:</td>
<td></td>
</tr>
<tr>
<td>• Supply at least three traceable references relating to said services undertaken in the past three years.</td>
<td>20</td>
</tr>
<tr>
<td>• Provide a brief description of the scope and scale of the work undertaken for each reference and indicate the value of each contract.</td>
<td>(5) (15)</td>
</tr>
<tr>
<td><strong>Team capacity:</strong></td>
<td></td>
</tr>
<tr>
<td>The service provider should demonstrate the capacity of the team to be</td>
<td>30</td>
</tr>
</tbody>
</table>

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### Evaluation Criteria

<table>
<thead>
<tr>
<th>Description</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>utilised in the execution of the contract (staff skills, qualifications and experience). The CVs of staff should not be longer than 3 pages in total and should be structured as follows:</td>
<td></td>
</tr>
<tr>
<td>• Professional qualification/s</td>
<td></td>
</tr>
<tr>
<td>• Brief description of individuals’ experience of similar work in the last five years.</td>
<td></td>
</tr>
<tr>
<td>• Name of previous employer/s and position.</td>
<td></td>
</tr>
<tr>
<td>• Role in services to be provided in this tender.</td>
<td></td>
</tr>
<tr>
<td>Provide a detailed concept of operation or methodology to cover the proposed scope of work including task description and how such tasks will be performed.</td>
<td>40</td>
</tr>
<tr>
<td>Value added services (these are the services that can add value) to SANBI 's gender mainstreaming, diversity and race sessions.</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>100</td>
</tr>
</tbody>
</table>

*Quotations 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 preferential points of those quotations that meet the minimum threshold for functionality. In accordance with the Preferential Procurement Regulations, 2011 pertaining to the Preferential Procurement Policy Framework Act (No. 5 of 2000), the 80/20-point system will be applied in evaluating proposals that qualify for further consideration, where price constitutes 80 points and a maximum of 20 points will be awarded based on the B-BBEE Status Level Certificate submitted with the proposal. Failure to submit such certificate will not necessarily result in the proposal being disqualified, but no points will be awarded for B-BBEE status.

### 9. Contractual arrangements

A contract and a service level agreement will be drawn up between SANBI and the service provider based on the scope of work.
10. Proposal submission

Closing date for submission of response:
The closing date for submission of responses is 18 January 2022 at 11h00 a.m.

Submission of proposals: proposals must be emailed to:
S.SCM-Quotations@sanbi.org.za and copy Ms. Nthabiseng Mkhabela at
N.Mkhabela@sanbi.org.za.

Request for further information to these ToR must be emailed to:
R.Sebola@sanbi.org.za OR D.Pillay@sanbi.org.za for technical queries

PLEASE NOTE: Emailed applications must not be more than 10MB.