

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
BID NUMBER:	SANBI: Q7866 /2021	CLOSING DATE:	11 th February 2022	CLOSING TIME:	11H00 A.M
DESCRIPTION: <i>The South African National Biodiversity Institute (SANBI) seeks to appoint a suitably qualified Service Provider (individual or team) on an independent contractor agreement for Component 1 of the GEF6 illegal wildlife trade project to: a) finalize a capacity building needs assessment for the Scientific Authority of South Africa by reading existing reports and undertaking several interviews; b) devise a placement plan for young professionals and assist with the recruitment process; c) draft a long-term capacity building strategy, with a 4-year implementation plan and its monitoring & evaluation.</i>					
BID RESPONSE DOCUMENTS MAY BE E-MAILED TO THE BELOW EMAIL ADDRESSES					
Submission of proposals: Proposals must be emailed to S.SCM-Quotations@sanbi.org.za and copy Ms. Portia Mantjane at P.Mantjane@sanbi.org.za					
NB: All emails must include the quotation number in the subject line.					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ms. Portia Mantjane		CONTACT PERSON	Ms. Carol Poole	
TELEPHONE NUMBER	012 843 5075		TELEPHONE NUMBER	021 799 8695	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	P.Mantjane@sanbi.org.za		E-MAIL ADDRESS	C.Poole@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.....

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 a price quotation, advertised competitive bid, limited bid, or proposal). 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):
.....

2.4 Company Registration Number:
.....

2.5 TaxReferenceNumber:
.....

2.6 VAT Registration Number:

- 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹ "State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999).
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

² "Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person connected to the bidder is employed :

Position occupied in the state institution:

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

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

(Note: Failure to submit proof of such authority, were 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 **YES/NO**

any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

2.10.1 If so, furnish particulars.

.....
.....
.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? YES/NO

2.11.1 If so, furnish particulars:

.....
.....
.....

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Reference Number	Tax	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 IN TERMS OF
PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT 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 exceed/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:

	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	☐
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- 7.1.1 If yes, indicate:

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

(Tick applicable box)

YES	☐	NO	☐
-----	--------------------------	----	--------------------------

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME	QSE
Black people	☒	☒

Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm.....

8.2 VAT registration number :.....

8.3 Company registration number.....

8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
.....
.....
.....
.....

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.

WITNESSES

1.

2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers 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 Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	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)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	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:
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SBD 8

CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME)
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION
FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION
MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE
FALSE.**

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js365bW

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging). ² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

Q7866/2021/ The South African National Biodiversity Institute (SANBI) seeks to appoint a suitably qualified Service Provider (individual or team) on an independent contractor agreement for Component 1 of the GEF6 illegal wildlife trade project to: a) finalise a capacity building needs assessment for the Scientific Authority of South Africa by reading existing reports and undertaking several interviews; b) devise a placement plan for young professionals and assist with the recruitment process; c) draft a long-term capacity building strategy, with a 4-year implementation plan and its monitoring & evaluation.

(Bid Number and Description)

in response to the invitation for the bid 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.
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.

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.

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 / Request for Proposal and Quotation

For

Capacity development planning to support wildlife trade monitoring and reporting at provincial and national levels

Bid Number: Q7866/2021

The South African National Biodiversity Institute (SANBI) seeks to appoint a suitably qualified Service Provider (individual or team) on an independent contractor agreement for Component 1 of the GEF6 illegal wildlife trade project to: a) finalize a capacity building needs assessment for the Scientific Authority of South Africa by reading existing reports and undertaking several interviews; b) devise a placement plan for young professionals and assist with the recruitment process; c) draft a long-term capacity building strategy, with a 4-year implementation plan and its monitoring & evaluation.

1.Introduction

The South African National Biodiversity Institute (SANBI) is a public entity that is mandated by the National Environmental Management: Biodiversity Act (NEMBA), Act No. 10 of 2004. SANBI's mission is to champion the exploration, conservation, sustainable use, appreciation and enjoyment of South Africa's exceptionally rich biodiversity for all people. SANBI contributes to South Africa's sustainable development by facilitating access to biodiversity data, generating information and knowledge, building capacity, providing policy advice, showcasing and conserving biodiversity in its national botanical and zoological gardens.

The Global Environmental Facility (GEF), via the United Nations Environment Programme (UNEP), has contracted the Department of Forestry, Fisheries and the Environment (DFFE) as the executing agent of the project titled 'Strengthening institutions, information management and monitoring to reduce the rate of illegal wildlife trade in South Africa' ('GEF6 illegal wildlife trade project' or 'GEF6 project' for short). The project started in 2020 and will run until 2025. SANBI is responsible for Component 1 of the GEF-funded project, titled '**Strengthening capacity and information systems for effective management of wildlife trade monitoring**'. This Component aims to strengthen the functioning of the Scientific Authority of South Africa through capacity building and improved information management for priority species that are traded.

SANBI is also a leader in the Biodiversity Human Capital Development Strategy for South Africa and implements Groen Sebenza – which aims to pair unemployed graduates primarily from previously disadvantaged backgrounds with experienced professionals to learn, grow and eventually gain the competence and confidence to embark on rewarding and meaningful biodiversity careers.

The Scientific Authority of South Africa (SAoSA) is established in terms of Section 60 of NEMBA. The purpose of the SAoSA is to assist with regulating and restricting trade in specimens of TOPS- and CITES-listed¹ species. This is achieved through a scientific and professional review of available information and consultation with stakeholders when necessary. The members of the Scientific Authority include one representative from each of the nine provincial conservation agencies of South Africa, together with

¹ TOPS species are listed as threatened or protected in terms of section 56 of NEMBA. CITES species are those included in the Appendices to the Convention on International Trade in Endangered Species of Wild Fauna and Flora)

representatives from DFFE, SANBI (including the National Zoological Garden) and South African National Parks (SANParks) – 12 members in total. Each of the members of the SAoSA may be supported by additional staff in their institutions – this is often termed the ‘scientific services’ in the institutions. The SAoSA member institutions are all involved with some level of wildlife trade monitoring and the management of traded species information in order to report at national and international levels, but all are currently under-capacitated to fulfil their duties. SANBI also has a team of four staff members who provide technical, scientific and coordination support to the SAoSA, and is also under-capacitated to undertake all work relating to wildlife trade issues.

Output 1.1 of the GEF6 project is that SAoSA members (and their broader support teams in their institutions) are trained in and capacitated for effective wildlife trade monitoring and assessment. Under this output it is envisaged that the SAoSA will transition over the duration of the project to a membership and core support staff of well-trained experts and scientists with accelerated experience of different wildlife trade issues; with a long-term strategy for continued capacity development. This will be achieved by:

- identifying and/or placing young professionals in each of the relevant institutions where mentorship is available;
- building the capacity of the SAoSA member institutions and provincial scientific services by exposing these young professionals, and their more senior colleagues as needed, to a programme of training courses and field expeditions to fast-track their knowledge of wildlife management and trade issues;
- developing a long-term capacity development and retention strategy for the SAoSA member institutions.

The funding from the GEF6 illegal wildlife trade project and the Groen Sebenza Project will be utilised together to a) ensure there is a cohort of young professionals appointed for a 3–5-year period, and that b) the young professionals and additional staff members in the provincial scientific services are trained as much as possible before the end of the GEF6 project.

This Request for Proposal and Quotation is to appoint a Service Provider to a) finalize a capacity building needs assessment for the SAoSA by reading existing reports and undertaking several interviews; b) finalize a placement plan for young professionals and assist with the recruitment process; c) draft a long-term capacity building strategy, with a 4-year implementation plan and its monitoring & evaluation. The work must be complementary to and in line with the Biodiversity Human Capital Development Strategy.

1.1 Background information on the capacity building component of the GEF6 project

The following information is summarised from the official Project Documents of the GEF6 project. Output 1.1 of the overall GEF6 project has five key activities (note: order has been changed from Project Document to explain logical sequence of implementation):

1.1.1 Develop and implement a capacity and skills development strategy for the SAoSA and provincial scientific services to monitor and report wildlife trade

In this activity a capacity and skills development strategy and 4-year implementation plan will be designed, outlining the strategic interventions needed to expand and retain the skills and capacity of the SAoSA itself, and the provincial scientific services and SANBI team that provide support to the SAoSA. The strategy must focus on capacity building efforts at the member institutions, SANBI and at the provincial scientific services in order that the staff involved are better equipped to address their monitoring and reporting legislative mandate and international obligations. The strategy must also contain recruitment and retention planning for a cohort of young professionals to be appointed in Activity 1.1.4.

It is important to note that the national entities such as SANBI, DFFE and SANParks may have different needs, funding models, and delivery methods and structures in comparison to the provincial conservation authorities – and these differences must be considered in the strategy and its 4-year implementation plan. The entities may apply different funding models to ensure recruitment and retention and may structure and deliver their monitoring and reporting mandate in a different manner. It will be vital that the entity-specific capacity recruitment and retention funding models, and options and delivery models, be explored thoroughly when developing the strategy and implementation plan.

1.1.2 Establish a functional cohort of 6-9 (ideally more) young wildlife professionals

A cohort of young wildlife professionals (likely 2–3-year internships at different qualification levels) will be established to support and provide capacity to the SAoSA member institutions. The actual way these young professionals will be recruited, trained and retained will be outlined in the capacity and skills development strategy of Activity 1.1.1. The young professionals could be placed at the provincial authorities or at the national entities such as SANBI, SANParks or DFFE, but SANBI will pay their salary/stipend – funded either by Groen Sebenza or the GEF6 project. It is anticipated that the young professionals will be graduates in biology/biodiversity and, although they will have the theoretical academic knowledge to perform the tasks, their practical experience within the sector will be limited.

The strategy developed in Activity 1.1.1 must also outline the sustainability plan for retention of these individuals after the GEF6 project period. Long term appointment of the wildlife professionals is a key concern which the project will continue to manage on an ongoing basis. The project aims to increase the chance of success for long-term placement by:

- (i) ensuring that the young professionals are placed under mentors with the ability and time to provide mentorship, and ensuring that the young professionals gain as much training as possible during the GEF6 project period;
- (ii) focusing on placing the young professionals in those entities that could undertake to appoint one of the young professionals on a permanent basis if they perform well on the programme (there may be mechanisms to encourage this – such as the intergovernmental coordination platforms or ministerial-level enquiries that are focussing on prioritising funding for vacant/crucial posts).

It is envisaged that both the Groen Sebenza funding and the GEF6 funding could be used for the stipends of these young professionals – thereby maximising the number that could be placed for a 3-4 year period.

1.1.3 Build the capacity of the SAoSA to monitor and report on wildlife trade

1.1.4 Provincial scientific services can monitor and report wildlife trade

These two activities are the implementation of the strategy for the remaining time period of the GEF6 project – i.e., the actioning of the approximately 4-year implementation plan. The focus is on both the existing members of the SAoSA (and potentially a few relevant members of their support staff) and on the cohort of young professionals appointed in Activity 1.1.4.

It is important to note that relevant training expertise already exists in South Africa and internationally. It is therefore possible that SANBI could work in collaboration with training institutes such as the Organisation of Tropical Studies, the South African Wildlife College, the United Nations Environment Programme World Conservation Monitoring Centre, the Universidad Internacional de Andalucía (including the CITES Virtual College), relevant South African universities, and/or with wildlife trade experts in organisations such as TRAFFIC and WWF-South Africa.

It is envisaged that the appointed young professionals and relevant existing staff could be exposed to various training opportunities such as the following (*Note: examples only; to be confirmed in the strategy and implementation plan*):

- Orientation / induction – intensive course over several days, either in-person or online. Note: there is a need to create a standard SAoSA induction course for new members, so the induction of the young professionals could be used as an opportunity to record an official induction for future use.
- Targeted training programmes or workshops related to trade in wildlife, monitoring wildlife trade, CITES or Scientific Authority obligations etc.
- On-the-job / exchange training where young professionals will 'rove' to other entities (e.g. the scientific services of provinces, DFFE and SANBI) where additional capacity may be needed and where the recruits will gather new knowledge and expertise over a set time period because they are under different mentors to those in their 'home' institutions. This aspect of the activity will require strong and consistent mentorship of the young recruits, allowing them to return to their host institutions feeling confident about new areas of work.
- Online course over several months (e.g. several hours per week of self-study).
- Field training trips so that the young wildlife professionals can be immersed in wildlife management issues at source. Their increased knowledge and access to field biologists and managers will be critical to their future decision-making processes for effective, legal and sustainable management of wildlife trade.
- Train-the-trainer course(s) within the SAoSA member institutions – i.e. where trainers come to an entity and spend time (e.g. a week) with a small number of trainees who are performing similar/related roles, and who might then train others or use these skills to mentor young staff over a longer time period.

1.1.5 Regional collaboration and outreach developed and implemented to address illegal wildlife trade in the region

The lessons learned and experiences gained from the implementation of the capacity and skills development strategy will be shared with regional partners. Sharing of training material, training tools and capacity development activities with these partners can assist in building capacity in the southern Africa region and will contribute to greater effectiveness of monitoring of trade in priority species.

Existing data/information available about capacity needs for the biodiversity sector

Relevant existing data and information will be made available to the Service Provider, and includes the following (in order of relevance to the wildlife trade monitoring and reporting capacity needed in the SAoSA):

- **SurveyMonkey Survey** – as part of planning for Component 1 of the GEF6 project, SANBI undertook an initial survey of past and present SAoSA members. The answers provide background information relating to the following aspects of the project:
 - Training needs / skills gaps
 - Preferred and realistic mechanisms to build capacity within the SAoSA members
 - Training institutions that would be good to work with during the project
 - The placement plan for the young professionals within the provincial authorities
 The survey was conducted using SurveyMonkey.com during late 2019 and early 2020. A report and all SurveyMonkey data is available. It must be noted that the survey was very preliminary, and its results revealed that more detailed investigation is required into the exact needs in each entity – hence the need for this Service Provider to finalise the needs assessment.
- **Enhancement of provincial scientific capacity report** – this is a draft report being prepared by the DFFE that provides an overview of an audit done of all scientific capacity available for biodiversity issues in the provinces. This report was requested by the Minister of Forestry, Fisheries and the Environment, and looks at issues such as vacancy rates, years of experience in existing staff, and the likelihood of filling vacant posts.
- **The 5th Annual Biodiversity Research and Evidence Indaba (2020)** had a scientific capacity session facilitated by DFFE. While there may not be many details on wildlife trade issues specifically, presentations were given that addressed three issues: the status quo, challenges and opportunities, and innovative ways forward on addressing the opportunities and challenges.
- **GEF6 project document** – this may be useful for background reading about the overall intention of the project and of Component 1 (managed by SANBI)
- **Capacity Scorecard** – as part of the project development phase, a capacity scorecard was developed, and the first results of this Scorecard were included in the project documents. The initial Capacity Scorecard score was 26.3%, and it is SANBI's responsibility to ensure that there is an increase by 5% over baseline by project mid-term (2023) and a 15% increase over baseline by project end.

In addition, it will be important for the Service Provider to be familiar with:

- **Biodiversity Human Capital Development Strategy** – SANBI is mandated to lead the development and implementation of the human capital development strategy for the biodiversity sector. A 20-year BHCDS was launched in 2010. Given the 2020 midterm of implementation, SANBI, again in partnership with The Lewis Foundation, commissioned the review of the BHCDS implementation with a view not only to take stock of progress to date but to also inform actions for the remaining ten years of the strategy.
- **GroenSebenza information** – various documents are available for the Service Provider to peruse, as they contain information about stipend rates and recruitment best practices.

2.Scope of work

The Service Provider will focus on Activity 1.1.1 and Activity 1.1.4 of the GEF6 project (which will include the implementation plan for 1.1.2 and 1.1.3). The scope of work will consist of:

1. Finalizing the needs assessment of capacity development required within the SAoSA member institutions for their duties relating to wildlife trade through:
 - a. Studying/interrogating existing survey results and reports (see section 3 above for the background information that already exists)
 - b. Undertaking interviews with key people to validate their ability to host and mentor a young professional and confirm their (and their core support staff) training needs.
2. Drafting a long-term capacity building strategy with a 4-year implementation plan considering the needs assessment. Part of the strategy will be to propose partnerships with or outsourcing to relevant training providers that can provide the training required and provide a cost estimate of the training. Therefore, some research on training institutions and courses will be required. A virtual workshop may be needed with the SAoSA members for the Service Provider to showcase what training options are available so that strategic decisions can be taken according to needs and budget.
3. Drafting a placement and retention plan for the young wildlife professionals to be recruited with project funds. The placement plan will need to include information on what level of graduate is required where, their job description, the additional qualifications/skills required, which institution may be able to offer the young professional ongoing employment after the project, what equipment is needed for the young professional, etc. The placement plan should also consider the two sources of funding (Groen Sebenza and GEF6 project) and consider the budget implications of the placements (there are standard stipend rates per month, depending on the level of qualification).
4. Assisting with the recruitment process of the young professionals – including drafting the advertisement with as much detail as possible, shortlisting candidates for each placement opportunity, and proposing some interview questions and skills tests ideas. Example advertisements are available (e.g. <https://www.sanbi.org/job/groen-sebenza-climate-change-adaptation-project/>). It should be noted that this specific example advert attracted >4,000 applicants, so the Service Provider should propose strategies to cope with the expected interest in these young professional positions.
5. Drafting the monitoring and evaluation documents and process that will be used during the implementation of the capacity building plan over the next four years.

3.Tasks and deliverables

The work is estimated at 40-50 days of professional time and must be completed within four (4) months from date of contracting. The Service Provider must ensure they have sufficient capacity to meet this timeframe.

Expected tasks for the work and the deliverable for the task are in the table below and prospective Service Providers are encouraged to expand on this as needed for their proposal document and work plan.

Task	Deliverable
Undertake background reading, review of existing data/information, and hold initiation session(s) with SANBI to better clarify scope, workplan and interviewees; and understand the Component 1 budget constraints and SANBI's rules in terms of partnerships versus procurement.	Updated work plan (if necessary) with list of interviewees and list of questions per interviewee to confirm needs.
Undertake interviews with key people in the provincial authorities, SANBI, SANParks, DFFE to investigate the capacity needs – including both the placement of young wildlife professionals and the training needs of existing staff; funding models for long-term capacity development and retention; etc.	Capacity building strategy for the SAoSA, which must be aligned to the Biodiversity Human Capital Development Strategy and include: • A capacity needs assessment of scientific services relating to wildlife trade required by the SAoSA member institutions. • Long-term structure and delivery model options for a strengthened SAoSA and provincial scientific services relating to wildlife trade; including funding models for long-term retention of young professionals. Placement plan for the young professionals to be hired, which will include: recruitment details and short job description (i.e. qualifications and skills needed in which SAoSA member institution, main work to be done), mentor for the young professional, equipment needs for the post, cost of the post, which funding source (Groen Sebenza or GEF6 funding) will fund the post, etc.
Research and consult with potential training institutions who work in the wildlife trade sector on their current courses and their abilities to tailor courses for the SAoSA members and support staff. Workshop (or create an alternative plan to obtain feedback – e.g. questionnaire) the ideas/options with SANBI and the SAoSA membership institutions to devise the optimal capacity building implementation plan depending on budget and suitability.	List of existing courses and opportunities for tailored training, with cost estimates – for discussion with SANBI and SAoSA member institutions. The 4-year implementation plan (i.e. the portion of the strategy to be accomplished within the remaining timeframe of the GEF6 project), which should contain: • Training programme for each identified capacity need. • Potential training institutions identified that can provide the training required through partnerships or outsourced procurement. • Cost estimate for the 4-year training programme, taking budget constraints into consideration.
Provide recruitment support to SANBI and the SAoSA member institutions for the recruitment of the young professionals.	Draft recruitment advert to be approved by SANBI. Shortlist a maximum of six young professionals per placement opportunity and provide shortlist to SANBI and the relevant SAoSA member institution. Provide ideas for interview questions and skills tests that will assist to reveal the preferred candidates.
Additional consultation with SANBI and the mentors of the young professionals as needed.	Monitoring and evaluation plan (process and documents) that will be used during the implementation of the capacity building plan to measure its success.

4.Competencies of the Service Provider

The Service Provider will be responsible for providing any personnel required to accomplish the Scope of Work. Should it become necessary to replace any personnel during this contract they may only be replaced with individuals that have similar or better qualifications or experience.

The Successful Service Provider's team must possess the following competencies:

- Demonstrable expertise and knowledge in capacity development (capacity needs assessment and capacity development planning), ideally in the environmental/biodiversity sector.
- A demonstrable understanding of the 20-year Biodiversity Human Capital Development Strategy and knowledge of the wildlife trade sector would be highly advantageous.
- Experience in drafting placement plans and recruitment paperwork such as adverts, job descriptions, skills tests and interview questions.
- Experience in developing monitoring and evaluation plans for the measurement of the success of capacity building initiatives.
- Ability to work independently from SANBI to arrange and conduct the necessary interviews with minimal disruptions to interviewee work schedules, and draft documents and plans to high quality without supervision.
- Ability to synthesise information from various sources into concise reports.
- Excellent writing skills, so that end-products are understandable.
- Excellent communication skills so that the SANBI team and the SAOSA members institutions feel informed and up to date on progress.

5. Requirements for proposals

Service providers interested in contributing towards this project should submit a written proposal that addresses the Scope of Work and the above requirements and outputs. The proposal must include:

- a) Work plan for how the Service Provider intends to meet the Scope of Work.
- b) Information describing how the Service Provider is qualified and able to meet the requirements of the project detailed above. This should include details of the Service Provider (individual or team), including relevant qualifications, skills and experience. Short CVs/biographies of the key personnel/individual(s) to be involved in this work should be included.
- c) A list of at least three current or recent contracts (in the past 5 years), preferably in related work, to provide evidence of the competencies required. The list should detail the nature of the work, the value of the work and contact details of the clients.
- d) Other supporting documents: the Service Provider(s) must provide their proof of registration 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 if relevant – e.g., evidence of professional registration should be provided in support of any claims.
- e) Budget: quotations must state the daily and/or hourly rates of the Service Provider per activity outlined in the proposed work plan, with VAT listed separately if applicable – Appendix A should be used. The total quoted price will be considered the fees for the duration of the contract. Telephone, computer expenses and local road travel (e.g., visits to the SANBI Kirstenbosch or Pretoria office, depending on where the Service Provider is based, may be preferred to online meetings) are for the Service Provider's own account. Travel should not be included in the budget and may be arranged separately, in line with SANBI's policies, if

required (it is assumed that most interviews and consultations can be conducted via an online meeting platform).

6. Evaluation criteria

In accordance with the National Treasury Instruction Note on the Amended Guidelines in Respect of Bids that include Functionality as Criterion for Evaluation (issued 3 September 2010), this bid will be evaluated in the following stages:

The service provider is expected to attach the following documents and is compulsory:

(a) SBD 1, 4, 6.1, 8 and 9

(b) A valid certified copy of BBBEE certificate or sworn affidavit. (Please note that failure to submit a valid certified B-BBEE certificate/sworn affidavit mentioned above will not necessarily result in a bid being disqualified, but no points will be awarded for B-BBEE status).

(c) Recent Central Supplier Database (CSD) report.

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

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

CRITERIA FOR EVALUATING FUNCTIONALITY		WEIGHT / POINTS
Proposal		25
• Accuracy, quality and completeness	5	
• Demonstrates understanding of the Scope of Work	10	
• Work plan is detailed and realistic in timeframes	10	
Past Experience (the experience of the Service Provider in the past 5 years to undertake the scope of the work as defined)		50
• Experience in capacity needs assessments and in developing a capacity building plan with associated monitoring & evaluation	15	
• Experience in the environment/biodiversity and/or wildlife sector	10	
• Experience in developing recruitment paperwork, and placement and retention plans for the increase of scientific and technical capacity	10	
• Experience in working with relevant training institutions to develop curricula or training programmes	10	
• Experience in estimating the cost of training programmes	5	
Team Capacity & Capability of the Service Provider (ability of the specific individual(s) to fulfil the requirements of this Scope of Work)		25
• Team members' qualifications/training relevant to this Scope of Work	10	
• Team members' specialist skills/knowledge relevant to this Scope of Work	15	
TOTAL		100

Bids that fail to score a minimum of 70 points out of a possible 100 points for functionality will not be eligible for further consideration.

The second stage will evaluate the price and preference points of those bids that meet the minimum threshold for functionality. In accordance with the Preferential Procurement Regulations, 2017 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 on the bidder's B-BBEE Status Level Certificate.

Sufficient information must be provided to allow the evaluation panel to evaluate proposals against these criteria.

7.Nature of appointment and contractual arrangements

The duration of the contract shall be ideally for a maximum period of three (3) months, negotiable depending on the work plan confirmed during contracting phase.

- Accountability and reporting will be to Deputy Director: Biodiversity Economy Projects.
- The Independent Contractor Agreement will be drawn up between SANBI and the Service Provider stipulating deliverables and deadlines.
- Invoices will be paid for deliverables received as agreed in the Independent Contractor Agreement.
- Invoices must be addressed to the South African National Biodiversity Institute, contain the Service Provider's Central Suppliers Database number and list the deliverables provided. No upfront payments will be made.
- All deliverables must be in MS Office format (Word or Excel preferred) and electronic versions of all reports must be submitted.
- All documentation, software customization and/or any intellectual property developed by the appointed Service Provider during the duration and as part of this contract shall become the property of SANBI.

8.General

- All information provided by SANBI in this Request for Quotation (RFQ) is offered in good faith. SANBI makes no certification that any item is without error.
- All documents submitted in the response to this RFQ shall be written in English.
- Potential Service Providers shall not assume that information and/or documents previously supplied to SANBI, at any time prior to this RFQ, will be considered, and they shall not refer to such information and/or documentation in their response to the RFQ.
- SANBI shall not be held liable for any cost that has been incurred by the Service Provider in the preparation of the proposal, the obtaining of certificates or any other cost that might be incurred in submitting the proposal.
- SANBI shall not be liable to any Service Provider, person, or entity for any losses, expenses, costs, claims, or damages of any kind:
 - Arising out of, by reason of, or attributable to, the bidder responding to this RFQ, or
 - As a result of the use of any information, error, or omission contained in this RFQ document or provided during the RFQ process.
- All submitted proposals should not use any intellectual property of SANBI including, but not limited to: All logos, registered trademarks, or trade names of SANBI, at any time without the prior written approval of SANBI, as appropriate.

- Any or all information made available to the Service Provider by SANBI shall be regarded as confidential and shall not be made available to third parties without the prior written consent of SANBI. SANBI reserves the right to require the successful Service Provider to enter into a non-disclosure agreement.

9. Appendix A: Quotation template

The quotation for the work must clearly state the daily and/or hourly rates of the Service Provider per activity outlined in the proposed work plan, with VAT listed separately.

Activity	Number of hours	Hourly rate (excl. VAT)	VAT	Total per activity incl. VAT
Grant Total:				

10. Proposal submissions

Submission of proposals: Proposals must be emailed to S.SCM-Quotations@sanbi.org.za and copy Ms. Portia Mantjane at P.Mantjane@sanbi.org.za

Further information can be requested via email from Ms. Carol Poole [c.poole@sanbi.org.za]

Closing date for submission of proposals: 11th February 2022 @ 11H00 am

Late submissions will be disqualified.