

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
BID NUMBER:	Q8125/2022	CLOSING DATE:	24 June 2022	CLOSING TIME:	11:00am
DESCRIPTION	The South African National Biodiversity Institute (SANBI) wishes to appoint an independent external auditor to provide audit services to SANBI in conducting an audit of the Project Financial Statements of SANBI's Small Grants Facility (SGF) Entity Grant Account				
Submission of proposals: proposals must be emailed to Ms. Anathi Mbadla at a.mbadla@sanbi.org.za with a copy to at S.SCM-Quotations@sanbi.org.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Anathi Mbadla		CONTACT PERSON	Faslona Martin	
TELEPHONE NUMBER	012 843 5085		TELEPHONE NUMBER		
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER		
E-MAIL ADDRESS	a.mbadla@sanbi.org.za		E-MAIL ADDRESS	f.martin@sanbi.org.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				☐ YES ☐ NO	

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO
 DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO
 IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
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

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

I, _____ the _____ undersigned,
 (name)..... in
 submitting the accompanying bid, do hereby make the following statements
 that I certify to be true and complete in every respect:

- 3.1 I have read, and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 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 consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 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

² 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.

of the official bid opening or of the awarding of the contract.

- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	
Signature	Date
.....	
Position	Name of bidder

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

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

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

1. GENERAL CONDITIONS

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

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

1.2

- a) The value of this bid is estimated to not exceed 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	☐
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

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

(Tick applicable box)

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

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

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

.....

8.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

WITNESSES

1.

2.

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

DATE:

ADDRESS

.....

.....

Request for Quotation

The South African National Biodiversity Institute (SANBI) wishes to appoint an independent external auditor to provide audit services to SANBI in conducting an audit of the Project Financial Statements of SANBI's Small Grants Facility (SGF) Entity Grant Account

TERMS OF REFERENCE

Appointment of an independent external auditor to provide audit services to SANBI in conducting an audit of the Small Grant Facility Project Entity Grant Account funded by the Adaptation Fund (AF)

1. Introduction

The South African National Biodiversity Institute (SANBI) wishes to appoint an independent external auditor to conduct a audit of the Implementing Entity Grant Account including net investment income earned of SANBI's Adaptation Fund Project (AF) entitled: Small Grants Facility (SGF) "Taking adaptation to the ground: A small grant facility for enabling local level responses to climate change".

SANBI requires the Auditor to conduct an audit of the Implementing Entity Grant account including net investment income earned from inception to project close out.

2. Background

SANBI submitted a proposal to the AF board to mobilise resources for the above project. The board agreed to make a grant to SANBI and the project was approved on 28 October 2014. SANBI was appointed as the implementing Entity. On approval of the project, a grant account (Project cost centre) was established to receive, hold and administer the funds.

The project has been completed and one of the requirements on close out of the project is to commission an audit of the project grant account from inception of the project. The SGF project lasted for a period of seven years and 3 months, i.e. from 28 October 2014 to 31 December 2021.

SouthSouthNorth Projects (Africa) NPC (SSN NPC) was appointed as the Executing Entity of the project. The Executing Entity's project accounts' are not in the scope of the audit.

SANBI's Finance Unit is based at the Kirstenbosch National Botanical Garden (KNBG) whilst the Supply Chain and Assets Management Unit is located at the Pretoria National Botanical Garden. The audit will be conducted remotely. SANBI's financial year runs from 1 April to 30 March.

3. Objectives

The objectives of the audit of the project financial statements is to enable the auditor to express opinions on:

- whether the project financial statements (including the notes thereto and supplementary statements) present fairly, in all material respects, the grant financial position as at project close out date (31 December 2021), and its cash flows for the period of the project
- whether the proceeds of the grant were used for the intended purpose, and

- whether the project has complied with the covenants stated in the grant agreement.

The audit reports shall be submitted to SANBI on or before 31 August 2022 and be forwarded to the AF no later than 30 September 2022.

4. Accounting Standards

The financial statements will be prepared on an accrual basis of accounting in accordance with the Standards of Generally Recognized Accounting Practice (GRAP), issued by the Accounting Standards Board of South Africa, in accordance with Section 91(1) of the Public Finance Management Act (Act 1 of 1999).

5. Auditing Standards

The auditor will carry out the audit in accordance with International Standards on Auditing.

6. Audit Scope and Reporting

The auditor is required to deliver an audit report in the English language comprising:

Auditors Opinion on the Financial statements

An auditor's opinion made in accordance with International Standards on Auditing on the fairness of the presentation of the financial statements, including the notes thereto and supplementary statements.

The financial statements will be prepared in accordance with the guidelines provided by the AF.

Auditors' opinion on compliance with the legal agreement

- that the proceeds of the grant were used for the purpose of the project, and
- that the project complied with the covenants in the grant agreement.

7. Management letter

Outline the auditor's recommendations to address identified internal control issues, and the responses to them on the part of the project's management.

In addition, it is required that any ineligible expenditures identified during the audit be outlined in the management letter.

8. Auditor Qualifications

The auditor must satisfy the following minimum requirements:

- Be a legal entity in South Africa with business license granted by an appropriate authority and provide the Company documents (company registration documents).

- Be a member of the South African Institute of Chartered Accountants (SAICA), and a member of the Independent Regulatory Board for Auditors (IRBA) and provide the SAICA certifications.
- Have adequate relevant professional and educational qualifications, or able to provide audit staff with adequate qualifications, experience, and competence (Partner: Chartered Accountant CA (SA); Audit Senior: Bachelors and Honours degree in Accounting; Clerks: Bachelors degree in Accounting).
- Be technically competent and able to conduct the audit in line with the auditing standards.
- Be objective and independent from the project, its staff, and activities, and from all aspects of management or financial interests in SANBI.
- Possesses proven track record in financial audit of public sector projects, or audits of similar nature, type, and complexity, or donor-funded projects.

9. Other Matters

The auditor is entitled to unlimited access to all legal documents, correspondences, project preparation and supervision reports, reports of reviews and investigations, financial management assessment reports, and any other information and explanations associated with the project and considered necessary to facilitate the audit. The auditor may also obtain written confirmation of amounts disbursed from the AF.

10. Requirements for applications and evaluation criteria

Service providers interested in this audit should submit a concise quotation for undertaking the assignment.

The quotation must include:

- The audit scope (step by step plan with clear with clear deliverables) indicating the proposed timeframes that shall be applied.
- Details and CVs of the individual/s who will provide the service, including relevant skills, experience and track record, responding to the main requirements and skills and competencies required as outlined above.
- Scope of work and scale of current and/ or past projects undertaken in providing similar services.
- Reference letters of current and or previous organisations in providing similar services (minimum of 3 reference letters).
- A budget for the time allocation to the proposed work, including VAT, that is clearly split between professional services for the team and that clearly indicates which project staff will be working on the assignment i.e. Engagement Partner, Audit Senior and Audit Clerks. This will be a remote audit and disbursements are not anticipated.

The Preferential Procurement Policy Framework Act (No. 5 of 2000) and SANBI's procurement process apply to these Terms of Reference. Note that service providers are required to comply with the processes outlined here and failure will result in the disqualification of proposals:

- Service providers are required to submit a valid tax clearance certificate with their proposals (see SBD 2 form). Where the service provider is not in possession of a valid tax clearance certificate, this should be applied for in good time ahead of the proposal deadline.
- The 80/20-point system will be applied in evaluating proposals, where price constitutes 80 points and the BBBEE scorecard constitutes 20 points.

11. Mandatory Requirements

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

- (a) SBD 1, SBD 4 and SBD 6.1
- (b) Company registration documents and company profile
- (c) Comprehensive CV
- (d) Copies of qualifications
- (e) SAICA Certification

Failure to attach the above documents may lead to your bid being disqualified

12. Evaluation criteria:

The service provider will be evaluated in 2 phases; namely Phase 1 for Functionality and Phase 2 for Pricing and BBBEE.

Phase 1 - Functionality

Proposals passing the functionality threshold** below, will go into an evaluation on price.

Criteria for measuring functionality	Weight
1. CV's and qualifications of personnel assigned to the SANBI project Minimum of 4 staff assigned to the audit, with a detailed CV of each of the staff. - Engagement Partner with CA (SA) qualification and IRBA membership, and audit team comprising Senior Auditor with Bachelors and Honours degree in Accounting; and 2 clerks with Bachelors degrees in Accounting = 25 - Engagement Partner with CA (SA) qualification and IRBA membership, and audit team comprising Senior Auditor with Bachelors and Honours degree in Accounting and 1 clerk with Bachelors degree in Accounting = 15 - Engagement Partner with CA (SA) qualification and IRBA membership, and audit team comprising Senior Auditor with Bachelors degree in Accounting and 2 clerks with diploma in accounting qualifications = 10 - No CA (SA) on the team = 0	25
2. Expertise and competencies of the personnel assigned to the SANBI project. Number of years of experience: - Engagement Partner with 5+ years' experience = 20 - Engagement Partner with 3-5 years' experience = 10 - Engagement Partner with 1-3 years' experience = 5	20
3. Audit plan for this assignment: - Step by step plan with clear with clear deliverables and within the proposed timeframes = 30 - Step by step plan with clear with clear deliverables, but not within the proposed timeframes = 15 - A plan that does not align with the required deliverables and timeframe =10 - No plan submitted = 0	30
4. List of audit contracts of current and past projects undertaken in providing similar services, i.e. in financial audits of public sector projects, or audits of similar nature, type, and complexity, or donor-funded projects. 5 donor-funded project audits and 5 public entity audits =15 3-5 donor-funded project audits and 3-5 public entity audits =10 1-3 donor-funded project audits and 1-3 public entity audits =5	15

5	Reference letters of current and or previous public entity organizations for which a similar service was provided (minimum of 5 reference letters) 5 reference letters and more = 10 2-4 reference letters = 5 - Less than 2 reference letters = 0	10
TOTAL		100

** Service providers who fail to score a minimum of 70 points out of a possible 100 points on functionality criteria will not be eligible for further considerations which is Phase 2 – Price and BBBEE.

Phase 2- Price and BBBEE

Service providers who have scored a minimum of 70 points will be selected for **Phase 2** where the following will apply:

- Bidders are required to complete the preference claim form (SBD 6.1) and must submit their valid BBBEE status level verification certificate or certified copy of sworn affidavit at the closing date and time of the bid in order to claim the BBBEE status level points. Only bidders who have completed and signed the declaration part of the preference claim form and who have submitted a BBBEE status level certificate from an accredited verification agency or affidavit will be considered for preference points, failure on the part of the bidder to comply with the above will be deemed that preference points for BBBEE status level are not claimed and therefore be allocated zero (0)

PRICE AND PREFERENCE (BBBEE)	
Price	80%
BBBEE	20%
Total Points for price and BBBEE	100%

Bidders must complete the Pricing schedule attached on Annexure 1

13. Contractual Arrangements

The contract will be drawn up between SANBI and the service provider.

Accountability will be to the SANBI Chief Director: Adaptation Policy and Resourcing.

Responsibility for contract management and other day-to-day direction may be delegated as required.

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

Invoices will be paid on completion of planned deliverables that are produced in accordance with the contract.

SANBI will pay for the satisfactory completion of work within 30 days of submission of invoices. In the case of

**Stop Fraud, Theft and Corruption without Fear or Favour –
 Call our Fraud Hotline 0800 434 373 (toll-free) anytime**

invoices submitted to SANBI, they must be addressed to the Chief Director: Adaptation Policy and Resourcing.

Copyright is retained by SANBI.

14. Submission of Proposal

Proposals should be emailed to S.SCM-Quotations@sanbi.org.za with a copy to Ms. A. Mbadla at A.Mbadla@sanbi.org.za

Closing date for submissions: 24 June 2022 @ 11H00 AM

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

Request for further information to these specifications must be emailed to: f.martin@sanbi.org.za.

ANNEXURE 1 PRICING SCHEDULE

Personnel	Cost per hour	Total estimated hours
Engagement Partner		
Audit Senior		
Audit Clerk 1		
Audit Clerk 2		
Disbursements		