

PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
BID NUMBER:	Q8163/2022	CLOSING DATE:	08 July 2022	CLOSING TIME:	11:00
DESCRIPTION	To request approval for the appointment of a scientific editor to provide specialised scientific and technical editing support services to SANBI Graphics & Editing (SANBI GRE) for a period of three (3) years				
Submission of proposals: proposals must be emailed to Ms. R Fumani at S.SCM-Quotations@sanbi.org.za and copy r.fumani@sanbi.org.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ripfumelo Fumani		CONTACT PERSON	Sandra Turck	
TELEPHONE NUMBER	0128435037		TELEPHONE NUMBER	082 377 0812	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	r.fumani@sanbi.org.za		E-MAIL ADDRESS	s.turck@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

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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

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**

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.

2.2.1 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 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

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.

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

SBD 6.1

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

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

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

1. GENERAL CONDITIONS

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

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

1.2

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

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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
$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	or	$P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$

Where

Ps = Points scored for price of bid under consideration
 Pt = Price of bid under consideration
 Pmin = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

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

5. BID DECLARATION

- 5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 6.1 B-BBEE Status Level of Contributor:..... =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

- 7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

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

7.1.1 If yes, indicate:

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

YES		NO	
-----	--	----	--

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

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

8. DECLARATION WITH REGARD TO COMPANY/FIRM

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

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ 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

.....

.....

Call for Quotations

Terms of Reference:

To request approval for the appointment of a scientific editor to provide specialised scientific and technical editing support services to SANBI Graphics & Editing (SANBI GRE) for a period of three (3) years.

SANBI Ref:Q8163/2022

1. BACKGROUND

SANBI leads and coordinates research; monitors and reports on the state of biodiversity in South Africa; provides knowledge and information; provides planning and policy advice; pilots best-practice management models in partnership with stakeholders; and engages in ecosystem restoration and rehabilitation, thus bridging the gap between science, knowledge, policy and implementation.

The history of the South African National Biodiversity Institute (SANBI) starts in 1903, with botanical research as the mainstream activity. During the times of several predecessor organisations up to the implementation of the National Environmental Management: Biodiversity Act No. 10 of 2004 (NEMBA), when SANBI came into existence, information generated by botanical scientific research staff within the organisation was published through various publications. Since 2004 the mandate of SANBI expanded to cover both flora and fauna.

In-house capacity for the publishing of SANBI research information had developed since 1996 and includes scientific/technical editing support and graphic design services.

Due to an increase in demand for internal editing services (scientific and technical), the capacity of the current two in-house editors in the SANBI GRE unit is stretched and external scientific services need to be accessed to meet SANBI's scientific and technical editing demands.

Scientific editing is a specialised editing skill that requires knowledge of the particular subject matter, in addition to technical (grammar and spelling) editing skills.

2. INVITATION TO QUOTE

Quotations are hereby invited by SANBI for a specialised scientific editor to provide scientific and technical editing and services on contract for a period of 3 years (36 months).

The quotation process will be coordinated by SANBI's Supply Chain Management (SCM) section at the following address:

SCM Manager
South African National Biodiversity Institute (SANBI)
2 Cussonia Avenue
Brummeria 0184
South Africa

3. TERMS OF REFERENCE

3.1 Main duties and requirements

The service provider will be expected to work as an integral part of the SANBI GRE team.

Ideally, the service provider should have an existing grasp of the SANBI scientific and technical editing guidelines and SANBI house style for publishing; and will be required to provide specialised scientific and technical editing services in line with the following key performance areas as outlined below in 3.1.1 and 3.1.2.

3.1.1 Ensure quality publications

- Source reviewers for competent peer-review of submitted manuscripts and ensure a fair, anonymous review process.
- Collate reviewer comments before sending reviewed manuscripts back to authors.
- Check authors' corrections to make sure that all the reviewers' concerns were adequately addressed. Send manuscript out for further refereeing if necessary.
- Edit text and ensure that international scientific and English language standards and conventions, as well as the SANBI's house style for publishing are adhered to (service provider to contact in-house editors regarding any uncertainties encountered in the editing process).
- Ensure accuracy and relevance of content (ensure that manuscripts are scientifically sound).
- Prepare edited text for graphic design and layout.
- Check functionality of navigation controls for electronic publications.
- Compile basic indices and tables of content.
- Proofread designed material that was edited by one of the other editors, checking that figures match up with captions and with references to figures in the text. Check that automated line-/word breaks are correct. Final chance to correct spelling and grammar errors that have slipped through the editing process.
- Check printer's proofs and approve for printing or request corrections/changes as necessary (in liaison with Graphic Designer).

3.1.2 Facilitate the publication of research manuscripts

- Stay up to date with publications and research to develop a broad knowledge of various subjects and their subject matter experts and build up a database of potential scientific content reviewers (nationally and internationally).
- Communicate and coordinate with authors, reviewers, other editors, artists, graphic designers, the SANBI staff, printers and any other stakeholders.
- Plan own work and liaise with stakeholders at each stage of the publication process to ensure that deadlines are met.

All scientifically edited products will be aligned with SANBI's mandate and policies. These products will comprise a combination of scientific manuscripts, shorter revisions and other research material to be published in the following SANBI monograph series:

- Strelitzia (flora research information).
- Suricata (fauna research information)
- SANBI Biodiversity Series (biodiversity related information and reports)
- Ad hoc scientific and science-based print and electronic media.

3.1.3 Ad hoc science-based print and electronic media

- Flyers
- Brochures
- Guidelines
- Programmes
- Other

3.2 Deliverables, duration and timeframes

The following deliverables are anticipated:

- The duration of an editing job and the editing time frames depend on (and are determined by) the size, dates and quality of submissions, and responses from authors who sometimes have to register projects and need to rely on other time frames for approval.
- The deliverables will vary and will be measured according to the required services needed for specific manuscripts or science-based information, as the quality and editing requirements of all manuscript and other submissions will vary.
- Time frames for each submission are to be determined and adjusted according to the abovementioned variables.

3.2.1 Current manuscripts – exclude ad hoc submissions (scientific/technical editing or proofreading required)

Title	Projected submission date	Projected publishing date
Revision of Hypoxia	June 2022	2023
Flora of KwaZulu-Natal	Not determined by author	?
Conservation status of the Reptiles of South Africa, Eswatini and Lesotho	Partly submitted December 2021, complete May 2022	2022
Manual of Afrotropical Diptera Volume 4	Chapters submitted intermittently as completed by main author and compilers (Since December 2021)	2023
Plant families of South Africa	May 2022	2023

**3.2.2 Other – exclude ad hoc submissions
(scientific/technical editing or proofreading required)**

Title	Projected submission date	Projected publishing date
Pondoland Flora	2023	2023
Wetland Plants	2023	?
Revision of <i>Haemanthus</i>	2022	2023
The African Restionaceae	2023	2023

3.2.3 Ad hoc submissions

- SANBI and stakeholders' projects and programmes deliverables
- Corporate Services division editing requests
- science-based and technical editing requests that cannot be accommodated by GRE in-house editors due to other divisional editing demands

3.2.4 SANBI *Bothalia* African Biodiversity Conservation journal

- Act as Assistant Editor for the journal, and do tasks as assigned by Editor-in-Chief and/or Managing Editor.
- These tasks may include but are not limited to:
 - Learn and use journal's website for manuscript management and most correspondence.
 - Liaise with the graphic designer to ensure that submitted images are of suitable quality.
 - Find and assign reviewers for selected manuscripts and guide these manuscripts through review process.
 - Liaise with reviewers, authors, Editor-in-Chief, Managing Editor and Graphic Designer.
 - Do initial round of copy editing of selected manuscripts according to journal's style guidelines and prepare manuscripts for layout.
 - Ensure that list of references adhere to journal's and CrossRef's style guidelines. Add DOIs if necessary.
 - Proofread selected manuscripts, mainly those copy edited by Managing Editor.

3.2.5 The Flowering Plants of Africa

- Source reviewers for competent peer-review of submitted manuscripts and ensure a fair, anonymous review process.
- Proofread designed material that was edited by the journal editor, checking that figures match up with captions and with references to figures in the text.
- Check that automated line-/word breaks are correct.

The journal editor will have a final look at proofreading corrections before handing them over to the graphic designer for processing.

3.3 Management and reporting

The successful incumbent will report to the Deputy Director: SANBI Graphics & Editing.

It is anticipated that the service provider will work closely with the SANBI Graphics & Editing team and spend some time at SANBI (Pretoria campus).

The deputy director will undertake a quarterly review of progress and deliverables with the service provider, and the work plan and payment schedule will be adjusted as determined by the work requirements.

Reports will be requested according to required deliverables which will be specified as per manuscript and scientific/technical editing job.

Constant communication with the appointed graphic designer will be required, and post-layout editing and proofreading will need to be done in coordination with the graphic designer.

3.4 Skills and competency required

Scientific editing is a specialised skill and the criteria as outlined in 3.4.1–3.4.3 are indispensable prerequisites for the successful applicant.

3.4.1 Qualifications

- Minimum: B.Sc. (Hon.) in Plant Taxonomy and/or Zoology, or related degree with an emphasis on Taxonomy.
- Additional training: copy-editing short course and other courses in scientific/technical editing and related subject matter.

3.4.2 Minimum experience

- Experience working in a herbarium/museum/similar scientific institute ($\pm$ 3 years).
- Experience in editing, proofreading and publication of scientific monograph manuscripts and other science-based information.
- Minimum 5 years working as a scientist or as a specialised scientific editor (part or full-time).

3.4.3 Other requirements

- The service provider will have to liaise closely with SANBI Graphics & Editing staff, therefore should have uninterrupted and reliable on-line access and be available during office hours.
- Knowledge of research and data norms/standards (e.g. International Code of Botanical Nomenclature) as applicable to specific tasks and internationally acceptable standards.
- Intermediate to advanced (but not necessarily expert) subject knowledge of botanical and zoological science including:
 - Phytogeography, vegetation and floristics
 - Zoology and entomology
 - Genetics and biochemistry
 - Climate change biology
 - Invasive species biology
 - Threatened species and conservation planning
 - Population genetics and conservation biology
 - Biodiversity monitoring and indicators
 - African geography
 - Biodiversity research trends
 - Classification systems of living organisms
 - Herbarium procedures and handling of specimens
- Advanced knowledge of word processing programmes (MS Office), Excel for data editing, and basic understanding of layout and design packages.
- Basic understanding of the use of scientific and office equipment.
- Understanding of SANBI corporate and research databases (e.g. BRAHMS, New POSA, BGIS, Biodiversity Advisor, Opus, etc.) and other international, online databases.
- Have knowledge of relevant reference materials, including books and scientific journals.
- Have knowledge of, and a familiarity and good relations with, experts/stakeholders in their specialised fields that is relevant to specific manuscripts.

4. REQUIREMENTS FOR PROPOSALS

4.1 Interested specialised scientific editors should submit a concise written proposal that addresses the scope of work and the above requirements.

The proposal must include:

- Merit and approach of proposal to meeting deliverables. Supply a brief description of the approach and specific requirements as set out above. This should demonstrate an understanding of specialised scientific editing and technical editing, the editing and

refereeing process to be put in place, and the tasks envisaged in editing one of the manuscripts mentioned in 3.2.1 or 3.2.2 (Criterion 1).

- Relevance, quality and accuracy of examples of scientific research editing to be provided (Criterion 2).
- Demonstrate the ability to apply the SANBI house style for publishing (Criterion 3). More information on the SANBI house style can be provided if required.
- Details of the potential specialised scientific editor including their profile, relevant qualifications, and skills acquired, experience and track record in support of the required skills and competencies as outlined in 3.4. List the current or past projects you have been involved with and clearly indicate your role (Criterion 4).
- Supply at least three traceable references: provide names and contact details of any past or present clients you have supplied similar services to over the past three years (Criterion 5).

4.2 Financial information

- Please note that this financial proposal will be evaluated on the basis of the rate per number of pages per manuscript and a quantity of 720 hours per year.

4.3 Documentation required

- A valid B-BBEE Status Level Certificate (please see the note under the Evaluation Criteria).
- Certified copies of all qualifications acquired.

Note that should SANBI feel it necessary, prospective service providers may be required to participate in an interview at SANBI in Pretoria at their own cost.

5. EVALUATION CRITERIA

In accordance with the National Treasury Instructions 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 two stages.

Stage 1

Evaluation of proposals will be done according to the following criteria (all relevant information should be provided):

Criteria for measuring functionality	Weight
1. Merit, approach and content of proposal to meet deliverables (see Section 4.1 Criterion 1)	30
2. Proof of relevance, quality and accuracy of examples of scientific research editing to be provided. (See Section 4.1 Criterion 2) (Minimum of four examples)	30

3. Demonstrate the ability to apply the SANBI publishing style (see Section 4.1 Criterion 3)	20
4. Qualification, expertise and competencies of service provider List the current or past projects you have been involved with and clearly indicate your role (see Section 4.1 Criterion 4).	20
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 consideration.

Stage 2

The Preferential Procurement Policy Framework Act (No. 5 of 2000) and SANBI procurement process applies 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:

- a) Service providers are required to make sure that their tax status is verified on the Treasury's Central Suppliers Database (CSD)
- b) The 80/20 point system will be applied in evaluating proposals, where price constitute 80 points and the BBBEE scorecard constitutes 20 points. Attach a certified copy of BBBEE status **or** an Affidavit if not applicable.
- c) The Standard Bidding Forms (included in the bid documentation) must be completed and submitted with this proposal.

6. CONTRACTUAL ARRANGEMENTS

- The contract will be drawn up between SANBI and the potential service provider.
- Invoices will be paid for deliverables received as agreed upon in the contract.
- Invoices must indicate the deliverables produced and time sheets should be attached if rate is determined per hour.
- SANBI will pay for the satisfactory completion of work within 30 days of submission of invoices.
- In the case of invoices to SANBI, they must be addressed to the Deputy Director: SANBI Graphics & Editing.
- Copyright for all deliverables produced is retained by SANBI.

7. PROPOSAL SUBMISSIONS

Title your request as: Q8165/2022

Submissions can be e-mailed to: S.SCM-Quotations@sanbi.org.za and copy r.fumani@sanbi.org.za

Closing date for submissions: 11:00 on 08 July 2022.

Work hours are from 08:00 to 16:00.

Electronic submissions:

Electronic submission of proposals must be emailed to S.SCM-Quotations@sanbi.org.za

All bid-related queries should be directed to: SCM Official at 012 843 5037 or e-mail Ms Ripfumelo Fumani at r.fumani@sanbi.org.za.

All technical information in the Terms of Reference should be directed to:
Ms Sandra Turck, e-mail s.turck@sanbi.org.za or 082 377 0812.

Please note: electronic submissions should be less than 5MB in size.