

SBD1

**PART A
 INVITATION TO BID**

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

BID NUMBER:	Q8389/2022	CLOSING DATE:	30 August 2022	CLOSING TIME:	11h00
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DESCRIPTION	SANBI REQUIRES TO APPOINT A SERVICE PROVIDER TO CLEAR MELALEUCA HYPERICIFOLIA AND BILLARDIERA HETEROPHYLA IN HOUTBAY AND IN KIRSTENBOSCH BOTANICAL GARDENS, MELALEUCA DIOSMIFOLIA IN THE TOKAI PLANTATION IN CAPE TOWN, WESTERN CAPE.
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Submission of proposals: proposals must be emailed to S.SCM-Quotations@sanbi.org.za with a copy to Ms. Masowa at m.masowa@sanbi.org.za.

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO	TECHNICAL ENQUIRIES MAY BE DIRECTED TO:
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CONTACT PERSON	Mapula Masowa	CONTACT PERSON	Virgil Jacobs
TELEPHONE NUMBER	012 843 5075	TELEPHONE NUMBER	(021) 799-8798
FACSIMILE NUMBER	N/A	FACSIMILE NUMBER	N/A
E-MAIL ADDRESS	m.masowa@sanbi.org.za	E-MAIL ADDRESS	v.jacobs@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]		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		TICK APPLICABLE BOX]
	☐ Yes ☐ No				☐ 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:

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

- 2.2 Do you, or any person connected with the bidder, have a relationship

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.

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 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

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 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

SBD 6.1

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

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

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

1. GENERAL CONDITIONS

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

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

1.2

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

1.3 Points for this bid shall be awarded for:

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

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

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

- 1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

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

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20

or

90/10

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

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

$P_{\min}$ = Price of lowest acceptable bid

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

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

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

5. BID DECLARATION

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

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

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

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

7. SUB-CONTRACTING

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

(***Tick applicable box***)

YES		NO	
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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	
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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 BIDDER(S) DATE: ADDRESS
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CALL FOR EXPRESSION OF INTEREST

Issued by the Directorate on Biodiversity Evidence
 South African National Biodiversity Institute

Contract number: Q8389/2022

TERMS OF REFERENCE

Clearing of Invasive Alien Plants: *Melaleuca hypericifolia*, *Melaleuca diosmifolia*, *Billardiera heterophylla* in Cape Town, Western Cape Province.

Contractor to respond with Expression of interest by: 30 August 2022 at 11h00 to scmquotations@sanbi.org with a copy to m.masowa@sanbi.org.za

Background and overview of the task

The Directorate on Biodiversity Evidence (DBE) of the South African National Biodiversity Institute (SANBI) targets localised invasive alien species. These species have not reached their full invasive potential and occur as relatively small populations. Removal of these populations at an early stage of invasion will limit spread to other areas, save on future costs of control, and contribute towards the eradication of these species from South Africa.

SANBI is targeting *Melaleuca hypericifolia*, *Melaleuca diosmifolia*, *Billardiera heterophylla* in Cape Town, Western Cape Province.

Duration of the Contract and Contract budget:

This contractor will be appointed over a duration of two financial years (2022- 2023 & 2023-2024).

Table 1 below stipulates the number of days required per financial year. In the event of contract commencing later than planned, due to uncontrolled variables, the contractor may be required to implement catch-up plans and increase team sizes.

- The contract budget for the 2022 – 2023 is calculated using Working for Water's National Resource Management rates (see Table 2 on page 2). The contract budget for the 2023 – 2024 financial year will be calculated using Working for Water's National Resource Management rates provided by the Department (NRM).
- The total contract cost will be calculated using the daily contract cost multiplied by the total number of workdays.
- The actual daily contract cost will differ from the projected daily cost in Table 1 below based on the following variables: (i) Team size, (ii) working methods, (iii) the actual distance the contractor and team must travel to project sites, and (iv) whether the contractor will claim value-added tax (VAT).
- Only the actual cost of medical examinations, wages for training days attended, and transport can be claimed.

Table 1. Duration of Contract and Period of implementation.

<u>Financial Year</u>	<u>Number of days</u> <u>(Workdays, Training days</u> <u>and pre-medical days)</u>	<u>Period</u>	<u>Estimated projected</u> <u>daily contract cost</u>
2022-2023	27	September 2022 – March 2023	R4,289.00
2023-2024	To be confirmed based on the 2023- 2024 approved budget	April 2023 – March 2024	

Table 2: NRM / EPWP Rates (2022 – 2023) (wages, PPE, equipment and transport))

Job Descriptions	Wages	PPE	Equipment
Contractor	R415.15	R4.40	R12.45
Supervisor	R242.30	R4.40	R12.45
Chainsaw operator	R169.50	R23.75	R220.90
Bakkie driver	R169.50	R14.35	R6.75
First Aider and H&S Rep	R143.15	R14.35	R6.75
Herbicide Applicator	R143.15	R14.35	R6.75
General worker	R135.25	R6.90	R15.75
Catering rate per person per day	R67		
Admin	R91		
Sleep out allowance	R75 (This rate is not applicable to all contracts. SANBI DBE will apply sole discretion on whether the rate is applicable or not).		
Transport	4x2 vehicle	R4.25/km	4x4 vehicle usage is only allowed when 4x2 vehicles won't handle the terrain.
	4x4 vehicle	R4.80/km	
	Trailer	R58/day	

Details of the work required:

SANBI requires the services of a service provider/Contractor (contractor and Team) to supply the following services:

- (1) Survey localities in Table 3 below.
- (2) Clear all alien plants listed in Table 3 that were found during the survey.
- (3) Collect data as specified.
- (4) Where a contractor completes work ahead of schedule, new species and locations may be added to Table 3.

Table 3: Species and locality list

Financial Year	Species name	Locality	Population size in ha
2022 - 2023	<i>Melaleuca hypericifolia</i>	Houtbay	26 Ha
	<i>Melaleuca diosmifolia</i>	Tokai	13 Ha
	<i>Billardiera heterophylla</i>	Houtbay	21 Ha
2023 -2024	Species name will be confirmed prior to the project inception.	Localities will be confirmed prior to the project inception.	Population Size will be confirmed prior to the project inception.

GPS coordinates of the above localities and species will be supplied to the successful service provider.

Training: The contractor and his/her team are required to attend the following training:

Table 4: Training requirements

Financial Year	Course name and level	Duration in days	No. of beneficiaries
2022 - 2023	Health & Safety	2	12
	First Aid	2	5
	Dangerous Animals	1	12
	Herbicide Refresher	1	12
	Induction	1	12
2023 -2024	Training, duration and number of beneficiaries to be confirmed prior to the project inception.		

SANBI will cover the cost for all training.

Pre-medical examinations: Due to the rough terrains that some teams are required to work in, the contractor and their Team will need to undergo medical examinations before work commence. Only workers that have been declared 'fit for work' by an occupational health practitioner will be allowed on the Team. SANBI will reimburse the cost for medical examinations.

Monitoring: Clearing operations will be carefully monitored by the SANBI staff and the landowner where applicable.

Team make-up: This work requires a physically fit team of 12 people (qualified team leader (contractor or supervisor) with 3 Herbicide Applicators, 3 General workers, Driver, 2 Health and Safety rep and 2 First Aiders), who have had previous experience in clearing invasive alien plants. In 2023 – 2024 the team make up may be adjusted as per the requirements.

Duties of clearing team:

- Visit each of the known localities.
- Record data from each cleared population on the data collection sheets and suitable electronic devices. Null record data must be collected by setting tracks to "tracks log".
- Completed sheets, GPS tracks, and points are to be submitted to SANBI at agreed intervals. Careful data collection is vital. Data collection and clearing methods differ for each species. Specifications on data collection and clearing methods will be discussed during the training provided by SANBI.
- Ability to use a GPS to record the locality of invasive alien populations and clearing operations is advantageous.
- Cleared material must be disposed of safely, as per instructions from the SANBI.
- The team driver should be in possession of a valid driver's license and PDP to transport the Team to and from sites and should always be onsite during the duration of the contract.
- The Team must have a sound level of physical fitness and be able to work in difficult terrain and dense vegetation.
- Adequate supervision of the work is essential.
- Work to be carried out by a team of semi-skilled workers trained to:
Collect data, survey for new populations of target species, and undertake the clearing of specified species.

Minimum requirements

1. COIDA

Service providers with one or more employees are required by law to contribute to the Compensation Fund. A valid letter of good standing with COIDA certificate is required. The certificate should be issued by the Department of Labour.

2. Certified Health and Safety Representatives

The Team should have two trained and certified Health and Safety representatives on site for the duration of the Contract. The Team should ensure that health and safety representatives have valid Health and Safety certification when submitting their expression of interest.

3. Certified First Aid Representatives.

The Team should have a trained and certified First aider on site for the duration of the Contract. The Team should ensure that First Aid reps have valid first aid certification when submitting their expression of interest.

Conditions of the Contract:

COIDA

A valid certificate covering the entire duration of the contract should be submitted to SANBI. If a bidder fails to submit the certificate, the appointment letter will lapse, and the next successful bidder may be recommended.

Public Liability

Service providers must provide proof of Public Liability Insurance/quotation for public liability or proof of application of a minimum of R1, 000,000.00 (One Million Rand) Public Liability insurance. This insurance serves to protect both SANBI and the contractor in the case of claims due to accidents such as inappropriate use of herbicides, fires caused by team members or motor vehicle accidents caused because of implementing the contract. If a bidder fails to submit proof of insurance, the next successful bidder will be recommended. This insurance can be obtained once the contractor receives the SANBI appointment letter.

Transport

A road worthy vehicle suitable for transporting 10-12 people (Long base bakkie). The vehicle must meet the requirements of a construction vehicle (e.g., fitted with a revolving orange lamp, secured benches with seatbelts, speed limit displayed). In the event that this requirement is not met the next successful bidder may be recommended.

In an event that a vehicle needs to be replaced during the contract, the above transport specifications need to be met, failure to meet these requirements will result in the cancellation of the contract.

Local Beneficiaries

At least 30% of beneficiaries should come from one of the target areas (proof of residence need to be submitted) for a contract of more than 20 working days. In the event that this requirement is not met, the next successful bidder may be recommended.

Health and Safety and First Aid Reps

The service provider must provide valid certification for the required amount of Health and Safety and First Aid reps. If the bidder fails to submit proof of certification for the team that will be onsite, the next successful bidder will be recommended.

Inception of the contract (2023-2024)

The Contractor will be given 1 month notice to put the team together for the 2023 -2024 clearing season.

Contract Type:

This is a daily wage contract and is based on the delivery of milestones tied to the achievement of a set number of person days. Payment is calculated on the amount of person days achieved. Only person days worked, can be claimed.

In the event where a milestone takes less time to complete, SANBI may add extra duties to fill the remaining person days. Duties may include extra surveying, extra clearing or any other reasonable activity linked to the conservation of biodiversity.

Equipment and protective clothing requirements (to be supplied by the contractor):

Protective clothing:

1. Appropriate PPE: e.g., safety boots, Elbow length rubber gloves, leather gloves, sunhats or, 2 piece-overalls, herbicide masks, chainsaw PPE, Apron, reflector vests and goggles.
SANBI will reimburse the contractor using the EPWP stipulated rates.
2. A list for protective clothing for herbicide applicators will be provided once the list is finalized.

Field equipment:

3. Appropriate field equipment (These vary from project to project): Knapsacks, hand sprays, secateurs chainsaws, ropes and harnesses, step ladders, rakes, brooms picks, hoes, spades and measuring tape. SANBI will reimburse the contractor using the stipulated EPWP rates.
4. In addition to standard equipment, the contractor must provide COVID-19 required equipment such hand soap and sanitizers.

Herbicide Tools

5. The contractor/ Service provider expected to meet herbicide health and safety standards: Absorbent material, washing soap, refuse bag, 20L clean water container, measuring, jug, hand washing container/ bucket and spare knapsack nozzles.
6. The contractor/ Service provider expected to meet herbicide health and safety standards: Absorbent material, washing soap, refuse bag, 20L clean water container, measuring, jug, hand washing container/ bucket and spare knapsack nozzles.
7. Service provider/ Contractor must provide a fully stocked medical aid kit bag/container as per the EPWP standards.

Transport:

8. A road worthy vehicle suitable for transporting 10-12 people (Long base bakkie). The vehicle must meet the requirements of a construction vehicle (e.g., fitted with a revolving orange lamp, secured benches with seatbelts, speed limit displayed).
9. A licensed and roadworthy trailer to transport tools, herbicides, equipment, and plant material (wood) to dumping sites.
10. The vehicle must have a valid license disk, reflectors, no leakages and should pass a roadworthiness inspection before the contract starts.

Admin:

11. Admin material for data collection (pens, eraser, measuring tapes, file for documentation).

Equipment to be supplied by SANBI

GPS units (where applicable), datasheets & clipboards, Herbicides, adjuvants, and dyes.

Evaluation Criteria

The Proposals will be evaluated in 2 phases; namely Phase 1 for Functionality and Phase 2 for and B-B-BBEE Preference.

Phase 1

Evaluation process - 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 will be evaluated on functionality.

It is compulsory for applicants to supply enough information on the bidding company, proposed team leader (i.e. infield supervisor), qualifications (attach certificates), structure of the Team and employment of workers meeting EPWP targets to be considered for the evaluation process.

Applications will not be evaluated on price. The successful applicant will be given a contract with a budget based on the EPWP rates. Evaluation of proposals will be done according to the following criteria:

Table 5: Evaluation criteria

Criteria for measuring Functionality	Weight
Experience in clearing and data collection on any of the target species. (Supply company profile with references) 3 years and more clearing experience with data collection using a gps or trimble unit to record plants cleared 3 years clearing experience without data collection 2 years clearing experience with data collection using a gps or trimble unit to record plants cleared 2 year clearing experience without data collection 1 year clearing experience with data collection using a gps or trimble unit to record plants cleared 1 year clearing experience without data collection	30 5 4 3 2 2 1
Qualification, expertise and skills of Team and contractor/supervisor (person responsible for day to day supervision of the Team) – see list below - Contractor/Supervisor with PCO or Limited PCO; Team with Herbicide applicator training - Contractor/Supervisor with Herbicide applicator; and Team with Herbicide applicator training - Contractor/Supervisor and Team with Herbicide applicator training - Contractor/Supervisor with Herbicide applicator and Team with no training - Contractor/Supervisor and Team with no training	30 5 4 3 2 1
Distance from contractor's home to nearest site (Provide proof of residence) 50 km and under 51-100 km 101-150 km 151-200 km 201-250 km 251 km and more	20 5 4 3 2 1 0
Contractor team make up (Provide team structure indicating gender and disability – Complete Table 3 below) - Have at least 2% disable, 60-70% female and 60-70% youth - Have at least 2% disable, 50-60% female and 50-60% youth - Have at least 2% disable, 50% female and 50% youth - Have 0% disable, 50% female and 50% youth - Have 0% disable, below 50% female and below 50% youth - Team without specification of gender, youth and disability provided	20 5 4 3 2 1 0
TOTAL	100
Abbreviations PCO : Pest Control Officer license.	

NB:Proposals that fail to score a minimum of 60 out of a possible 100 points for functionality will not be eligible for further consideration. Sufficient information must be provided to allow the evaluation panel to score quotations against all these criteria.

Phase 2

B-BBEE Preference Points – Service providers who have scored a minimum of 60 points will be selected for Phase 2 where the following will apply:

Service Providers are required to complete the preference claim form (SBD 6.1) and must submit their valid B-BBEE status level verification certificate or certified copy of sworn affidavit at the closing date and time of the bid in order to claim the BBEE status level points. Service Providers who have completed and signed the declaration part of the preference claim form and who have submitted a BBEE 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 BBEE status level are not claimed and therefore be allocated zero (0).

Service Provider with the highest B-BBEE score will be considered for award.

NB: The SANBI DBE unit has advertised for a number of contracts for this financial year. Although a contractor can bid for more than one contract per province, SANBI has the sole discretion on whether to appoint a contractor for more than one contract or not. If a contractor is appointed for more than one contract, The contractor needs to provide a full team complement inline with the requirements and conditions of the contract as mentioned above.

Table 6: Team structure and List of certifications

Completing this table will enable us to evaluate your submission properly. Failure to complete will result in your submission losing points.

	Names	Roles	Male/ Female (M/F)	Under 35 years old (Y/N)	Physically challenged (Y/N)	Certification (1,2,3)
e.g.	Paul Roos	Supervisor	M	Y	N	H&S, 1 st Aid, herbicide application
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

Special conditions of the contract:

The successful contractor will be required to provide the following information:

- Provide a driver's license with a PDP for all drivers and an eNatis driver query form, obtainable from the licensing department that proves the validity of the driver's license.

General

Reporting requirements and management

- The contractor will report to Project Coordinator or the SANBI Technician:Detection and Eradication.
- All data collected must be submitted to Project Coordinator or the SANBI Technician:Detection and Eradication.

Contractual arrangements

- A contract will be drawn up between SANBI and the service provider.
- This contract will only be drawn up after SANBI receives the contractor's COIDA letter of good standing, Proof of Certified First Aid, Health and Safety Representatives, Public liability, Adequate Transportation as per specification In the event where an appointment letter was issued by SANBI, but none of the required documentation are provided within the required time period, the appointment letter and contractor's bid application will be cancelled.
- Payment will be made on the basis of days worked. Beneficiaries are expected to work 8 hours every day.
- Payment will be made after the receipt of an invoice from the service provider.
- Original supporting documents must be submitted with each invoice BEFORE payment will be made.
- Payment of invoices will be within 30 days from the date of receiving the invoice and correct supporting documents.
- Service Providers must make sure that their status on the Central Supplier Database (CSD) remain compliant to minimise delay of appointments and payments.

Table 7: Format for submission of references in the Business Profile

Description of project	Name of client	Name of responsible person	Telephone number	Email address	Year completed	Contract amount

Table 8: Checklist for submission:

Item	Please tick
SBD forms	
Company profile with details of experience	
Copies of relevant (valid) certificates	
Proof of address	
Valid COIDA letter of Good Standing	
List of team structure and categories (complete Table 3)	
Certified copies of South African Identity documents and proof of residence for all team members	
Proof of Certification for First Aid, Health and Safety Representatives,	
Vehicle and trailer documents (Vehicle lease agreement if vehicle is hired)	

NB: The SANBI DBE unit has advertised for a number of contracts for this financial year. Although a contractor can bid for more than one contract per province, SANBI has the sole discretion on whether to appoint a contractor for more than one contract or not. If a contractor is appointed for more than one contract, The contractor needs to provide a full team complement inline with the requirements and conditions of the contract as mentioned above.

Submission of quotations

Quotations must be submitted no later than 30 August 2022 at 11h00

Applications must be emailed to scmquotations@sanbi.org with a copy to m.masowa@sanbi.org.za

PLEASE NOTE: Emailed applications must not be larger than 8MB.

Consent form in terms of section 11 of the Protection of Personal Information Act No 4 of 2013 (POPIA)

In order for the South African National Biodiversity Institute (SANBI) to consider the bidder's response to the RFQ / RFP to become a service provider of the SANBI, it will be necessary for the SANBI to process certain personal information which the service provider may share with SANBI for the purpose of the RFQ / RFP, including personal information, which may include special personal information (all hereafter referred to as "Personal Information")

The SANBI will process the Service Provider's Personal Information in accordance with the SANBI Privacy Policy.

Access to your Personal Information and purpose specification

Personal Information will be processed by SANBI for purposes of assessing the service provider's submission in relation to the RFQ / RFP i.e. the purposes of assessing current services required by the SANBI. We may also share the service provider's Personal Information with third parties, both within the Republic of South Africa and in other jurisdictions, including to carry out verification, background checks and Know Your Customer obligations in terms of the Financial Intelligence Centre Act, No. 38 of 2001 ("FICA"). In this regard, the service provider acknowledges that SANBI's authorised verification agent(s) and service providers will access Personal Information and conduct background screening.

Consent

By [ticking/clicking] "Yes" and signing below, you agree and voluntarily consent to the SANBI's processing of the service provider's Personal Information for the purposes of evaluating its RFQ / RFP submission, including to confirm and verify any information provided in the submission and service provider gives SANBI permission to do so. The service provider understands that it is free to withdraw its consent on written notice to SANBI and the service provider agrees that the Personal Information may be disclosed by the SANBI to third parties, including SANBI's affiliates, service providers and associates (some of which may be located outside of the Republic of South Africa). Please note that if you withdraw your consent at any stage, we may be unable to process your RFQ / RFP.

Yes ☐

No ☐

Supplier Name

Date

Signature

Authorised representative, who warrants that he/she is duly authorised.