

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR THE REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
BID NUMBER:	Q8188/2022	CLOSING DATE:	07 November 2022	CLOSING TIME:	11h00
DESCRIPTION	THE APPOINTMENT OF A SERVICE PROVIDER TO ASSIST WITH DEVELOPING A CONCEPT AND PROPOSAL FOR THE POSITIONING SANBI'S WORK ON BIODIVERSITY FOR BROADCAST AUDIENCES.				
Submission of proposals: proposals must be emailed to S.SCM-Quotations@sanbi.org.za with a copy to Ms. T. Lubisi at T.Lubisi@sanbi.org.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Tryphina Lubisi		CONTACT PERSON	Ebirth Adams	
TELEPHONE NUMBER	012 843 5163		TELEPHONE NUMBER	0128435254	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	T.Lubisi@sanbi.org.za		E-MAIL ADDRESS	E.Adams@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

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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

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.

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 1 000 000 (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

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- 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

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- ☐ 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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TERMS OF REFERENCE
For the appointment of a service provider to assist with developing
a concept and proposal for the positioning sanbi's work on
biodiversity for broadcast audiences

1. Purpose

Terms of Reference (ToR) to be followed for the appointment of a Service Provider to assist SANBI in producing a concept and a proposal for positioning SANBI's work on Biodiversity for broadcast audiences.

2. Background

The South African National Biodiversity Institute (SANBI) contributes to South Africa's sustainable development by facilitating access to biodiversity data, generating information and knowledge, building capacity, providing policy advice, showcasing, and conserving biodiversity in its national botanical and zoological gardens.

On 1 September 2004, the South African National Biodiversity Institute (SANBI) was established in terms of Act No.10 of 2004 through the signing into force of the National Environmental Management Biodiversity Act (NEMBA), No. 10 of 2004. The Act expanded the mandate of SANBI's forerunner, the National Botanical Institute (NBI) to include responsibilities relating to the full diversity of South Africa's fauna and flora, and build on the internationally respected programmes in conservation, research, education, and visitor services developed over the past century by the NBI. SANBI has a broad mandate that is primarily derived from the NEMBA, but also from other legislation and processes over the past decade. The mandate is to explore, reveal, celebrate, and champion biodiversity for the benefit and enjoyment of all South Africans which includes managing the National Botanical Gardens (NBGs) as 'windows' to South Africa's biodiversity for enjoyment and education of all people.

In addition to managing the National Botanical Gardens and the National Zoological Gardens, SANBI plays a leadership role in generating, coordinating, and interpreting the knowledge and evidence required to support policies and decisions relating to all aspects of biodiversity. SANBI's science forms part a value chain that starts with very basic information on biodiversity and builds on these foundations with assessments, experiments, models and tools. In this way we can influence policy makers and contribute to Government's higher objectives of poverty alleviation, job creation and improving human wellbeing.

While the Institute has created a large variety of content on its own platforms and with partners, this content has not been consumed by the broad spectrum of society in South Africa. SANBI wishes to showcase its work in the biodiversity sector in an engaging way to inform the public about it work and to position SANBI in the minds of customers, government department, funders and partners as a thought leading on various aspects of Biodiversity.

SANBI seeks the services of a consultant with experience in the broadcast field to assist with the creation of a concept that will appeal to television audiences and in turn broadcasters who will want to partner with SANBI to provide the content to it audiences. Relationships with local or international funders will be an added advantage.

3. Main requirements and Deliverables

3.1 Timeframe

The appointed service provider will be expected to commence their duties as soon as the service provider has signed the contract acceptance letter and a Service Level Agreement (SLA).

The contract duration is four (4) months from the date when the service provider signs the contract.

3.2 Scope of Work

The appointed service provider should be able to provide an uninterrupted service which includes the listed services below from the date of appointment for the duration of 4 months.

Period	SUPPLIER DELIVERABLES:
4 x Months	1. Present a concept for showcasing SANBI's role the leading authority on biodiversity matters in South Africa. 2. Formulate a proposal to be presented to broadcasters 3. Complete documentation required by broadcasters 4. Present the concept to the broadcaster 5. Draft funding proposal to secure funding for the production phase of the project. 6. Present funding proposals to potential funders. 7. Evaluate production proposals

Cost Breakdown

- R50 000 Concept delivered and accepted
- R50 000 proposal to broadcasters developed
- R50 000 proposal documentation completed, presentation to broadcasters conducted.
- R50 000 funding proposal drafted and presented to potential funders
- R50 000 production proposals sourced and evaluated.
- R50 000 Broadcaster secured, and funding proposal accepted.

3.3 SANBI deliverables:

- SANBI will provide access to content created by its divisions over the year as background to the kind of work SANBI has produced.
- SANBI will provide documentation as background information that will assist the service provider to craft a proposal that best showcases SANBI's work and captures the mandate of the organisation.

- SANBI will supply corporate identity guidelines to assist the service provider to best present SANBI's brand.
- SANBI will provide access to subject matter experts that will assist the service provider to develop the concept for broadcasters.

4. Requirements for Proposals

4.1 Content

The Service Providers interested in rendering the requested services should submit a concise written proposal that addresses the scope of work and the above requirements and outputs.

The proposal must include:

- A brief description of the approach and methodology to address the objectives and specific requirements. This should demonstrate an understanding of the technical concepts
- A work plan should be developed that indicates the following:
 - Proposed clustering of work
 - Relative level of effort (time and costs) towards activities and deliverables
 - Provide a clear allocation of roles, responsibilities, and resources towards the deliverables
- Contact details for at least three clients/references for similar scoped projects within the last 3 years
- Details of the Service Provider including the consultant's profile that outlines relevant skills, experience, and track record in support of the required competencies

4.2 Required documents

- a. A current copy of the Central Suppliers Database (CSD) registration report or registration number attainable through registration on the National Treasury Central Suppliers Database (accessed through <https://secure.csd.gov.za>).
- b. Duly signed and fully completed of standard bidding document (SBD) forms.
- c. An original or certified copy of B-BBEE certificate or sworn affidavit.
- d. COIDA certificate
- e. Copy of CIPC

5. Evaluation Criteria

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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 copy of 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.

5.1 Functionality evaluation criteria:

SANBI promotes the concept of “best value” in the award of contracts, as opposed to merely looking for the cheapest price, which does not necessarily provide the best value. Best value incorporates the expertise, experience and technical proposal of the organisation and individuals who will be providing the service and the organisational capacity supporting the project team.

This bid will be evaluated in two stages:

The first stage of evaluation will be functionality according to the criteria listed in the table below:

Criteria	Weight	Points
Quality of Methodology How will service provider go about identifying the different phases of the project, sourcing of information, identify relevant stakeholders and facilitate the meetings. Service provider should provide a detailed methodology in the approach of executing the project.	30	4 = The methodology is more than comprehensively described and provides detailed information regarding the relevant aspects of the project and exceeds the expectation. 3 = The methodology is satisfactorily and meets the requirements and provides information regarding the relevant aspects of the project and has comprehensive information. 2 = The methodology is very briefly described and provides little information regarding the relevant aspects of the project. 1 = The methodology is poorly described and/or does not provide any

		information regarding the relevant aspects of the project.
Proposed project management and execution plan indicating key activities, milestones and deliverables.	20	4 = Project Plan indicates clear key deliverables, activities and exceeds expectations. 3 = Project Plan indicating clearly key deliverables, activities and milestones satisfactorily. 2 = Project plan partially covers all elements. 1= Project plan poorly indicating key deliverables, activities and milestones.
Qualifications and experience of core team members - Relevant qualifications and experience in relation to the scope of work. - Please enclose CV's that shows experience and qualifications as well as and membership of the professional bodies where applicable. - Minimum of 10 years' experience in conducting similar or equivalent assignment. - Experience and knowledge of applicable PFMA, Accounting, Commerce, Environmental and its related Legislation. - Minimum of 3 traceable references of similar or equivalent experience relating to the scope of work completed in the last five years.	20	4= Qualifications and experience exceed the requirements. 3 = Qualifications and experience demonstrate ability of the bidder and complies with the requirements. 2 = Qualifications and experience demonstrate average experience. 1 = Qualifications and experience demonstrate poor experience.
Proven track record and experience in providing similar assignments. List should state the nature of the assignment; the value; the duration and contactable reference) Proof of such as appointment letters or reference letters should be provided and the references should be traceable.	20	4 = The knowledge exceeds understanding of the requirements. 3 = The knowledge is clear and relevant and is demonstrating bidders understanding of the requirements. 2 = The knowledge provided

		demonstrate average understanding of the requirements. 1 = The knowledge provided lacks context of the requirement.
Evaluation of references received	10	4 = Eleven or more relevant references 3 = Six to Ten relevant references 2 = Four to Five relevant references 1 = One to Three relevant references
TOTAL	100	

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

The second stage will evaluate the price and preference points of those bids that meet the minimum threshold for functionality. In accordance with the Preferential Procurement Regulations, 2011 pertaining to the Preferential Procurement Policy Framework Act (No. 5 of 2000), the 80/20 point system will be applied in evaluating proposals that qualify for further consideration, where price constitutes 80 points and 20 points will be awarded as per Points allocated to a bidder on the B-BBEE status level certificate

Sufficient information must be provided to allow the Bid Evaluation Committee to score bids against all these criteria.

6. Nature of appointment and contractual arrangement

- The appointment as a successful Service Provider shall be subject to all parties agreeing to mutually acceptable contractual terms and conditions
- Accountability and reporting will be to the Director: Marketing, Communication and Commercialisation
- The contract will be drawn up between SANBI and the Service Provider
- Invoices will be paid for deliverables received as agreed in the contract
- Invoices must indicate the deliverables produced
- No upfront payments will be made
- SANBI will pay for the satisfactory completion of work within 30 days of submission of invoices (addressed to the South African National Biodiversity Institute)

7. Submissions

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7.1 Submission Deadline:

Quotation and supporting document submission deadline:

Notes to suppliers:

- I. The above listed required documents are mandatory
- II. A submission is considered complete when ALL required documents are received by submission deadline
- III. We regret that NO booking forms or contract can be completed before SCM has approved the application to do business with your company and a purchase order has been raised and sent to the appointed service provider
- IV. A purchase order validates SANBI's commitment to do business with your company, therefore, no work can be carried out prior to the supplier receiving a PO from Marketing and Commercialisation Directorate
- V. Kindly note that the approval process may take up to 3 weeks
- VI. The appointed service provider will sign a Service Level Agreement (SLA) and will have a 1x performance assessments

8. Confidentiality

Any or all information made available to the Service Provider by SANBI shall be regarded as confidential and shall not be made available to third parties without the prior written consent of SANBI.

9. Preparation of proposal

SANBI shall not be held liable for any cost that has been incurred by the Service Provider in the preparation of the proposal, the obtaining of certificates or any other cost that might be incurred in submitting the proposal.

10. Contract Period

The contract duration is 4 months from the date when the service provider signs the contract.

11. Compliance reports and meetings

Both the Service Provider and the Service Recipient will draw up a Service Level Agreement (SLA) for monitoring and compliance purposes. The SLA will be monitored through compliance meetings which will be held every month or more frequently as agreed.

The Service Provider will also meet the Service Recipient as and when it deems necessary.

12. General Information

SANBI may require information relating to the qualification and experience of persons who are proposed or available to provide services. This may include, but is not limited to, resumes, documentation of accreditations, and/or letters of reference.

13. PROPOSAL SUBMISSIONS

For Technical queries please contact Ms. Ebirth Adams at 012 843 5254 or at the following e-mail address: E.Adams@sanbi.org.za.

Submission of proposals must be emailed to SANBI SCM at S.SCM-Quotations@sanbi.org.za with a copy to Ms. Tryphina Lubisi T.Lubisi@sanbi.org.za.

Emailed applications must not be more than 5MB in size.

CLOSING DATE FOR SUBMISSIONS: 07 November 2022.