

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
RFQ NUMBER: Q8560/2022		CLOSING DATE: 14 October 2022		CLOSING TIME: 11H00 am	
APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT A COMPREHENSIVE WORK STUDY AT THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI)					
BID RESPONSE DOCUMENTS MAY BE E-MAILED TO BELOW ADDRESSES:					
Submission of proposals: Proposals must be emailed to Ms. Anathi Mbadla @ a.mbadla@sanbi.org.za and copy S.SCM-Quotations@sanbi.org.za					
<u>Please state the Bid number as the reference number on the subject line when responding to the RFQ</u>					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Anathi Mbadla		CONTACT PERSON	Maano Netshiombo	
TELEPHONE NUMBER	012 843 5085		TELEPHONE NUMBER	082 453 0497	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	A.Mbadla@sanbi.org.za		E-MAIL ADDRESS	M.Netshiombo@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:

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.

2.2

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

.....

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.

2.3 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 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.

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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6
OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY
CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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

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

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

1. GENERAL CONDITIONS

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

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

- 1.2
- a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the **80/20** preference point system shall be applicable: or
- b) The 80/20 preference point system will be applicable to this tender.

1.3 Points for this bid shall be awarded for:

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

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

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

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

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

3. POINTS AWARDED FOR PRICE

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

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

or

80/20

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

Where

Ps = 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:

- What percentage of the contract will be subcontracted.....%
- The name of the sub-contractor.....
- The B-BBEE status level of the sub-contractor.....
- 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
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	√	√
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

.....

TERMS OF REFERENCE

APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT A COMPREHENSIVE WORK STUDY AT THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI)

**South African National Biodiversity Institute (SANBI)
Private Bag X101
Silverton
0184**

1. INTRODUCTION

The South African National Biodiversity Institute (SANBI) is a Schedule 3A public entity established in terms of the National Environmental Management Biodiversity Act (Act No. 10 of 2004), whose mission is to champion the exploration, conservation, sustainable use, appreciation and enjoyment of South Africa's exceptionally rich biodiversity for all people. SANBI has been mandated to monitor and report on the status of the Republic's biodiversity. Its activities include undertaking and promoting research on indigenous biodiversity and its sustainable use; establishing and managing collections of plant and animal specimens; managing and maintaining national botanical and zoological gardens, with their facilities for horticultural display, environmental education, visitor amenities and research; collecting and disseminating information about biodiversity; assisting in the development of a national biodiversity framework, including bioregional plans and strategies; and coordinating programmes in conservation and sustainable use of indigenous biological resources and the rehabilitation of ecosystems.

SANBI would like to appoint a reputable service provider to conduct a comprehensive work study. The purpose of the work study is to inform SANBI in terms of the human resources capacity required in order for SANBI to achieve its mandate.

2. BACKGROUND

In order to achieve the mandate, SANBI has been structured by the following Branches (comprising of Divisions and Directorates).

2.1. Biodiversity Science and Policy Advice

Name of Division/Directorate	Summary of the purpose of the Division	Number of filled positions	Number of unfilled positions
Head of Branch	Providing strategic leadership in biodiversity science matters	2	0
Adaptation Policy and Resourcing Division	To mobilise climate finance in support of South Africa's National Climate Change Adaptation strategy. To provide policy support, promote and operationalize/mainstream Ecosystem based Approaches to climate change	8	2
Biodiversity Research, Assessment and Monitoring Division	To assess and report on the status of biodiversity, threatened or protected species, biological invasions and the impact of genetically modified organisms on the environment. To undertake relevant research and provide the evidence in support of decision making for sustainable use of indigenous biological resources.	83	20
Biodiversity Information and Policy Advice Division	Facilitates the translation of biodiversity science into policy and action. Knowledge generated by SANBI, and its partners, is interpreted into decision-support tools, providing policy advice and mainstreaming biodiversity assets and ecological infrastructure into other sectors. The division works within the context of South Africa's development goals, using biodiversity science to understand how healthy ecological infrastructure can deliver services to people and improve human wellbeing	34	14
Foundational Biodiversity Science Division	To ensure that foundational information on species and ecosystems is generated and collated. This involves the describing and classifying species and ecosystems in South Africa.	109	24
Total		236	60

2.2. Corporate Services

Name of Division/Directorate	Summary of the purpose of the Division/Directorate	Number of filled positions	Number of unfilled positions
Chief Operations Office	Providing strategic leadership on corporate matters in the Institute	2	0
National Botanical Gardens Division	Promoting the conservation and awareness of South Africa's biodiversity and managing the National Botanical Gardens.	388	100
National Zoological Gardens Division	Promoting the conservation and awareness of South Africa's biodiversity and managing the National Zoological Gardens.	213	39
Human Resources Division	To provide operational and strategic support on human resources management in human resources administration, human capital development, employee relations, health, wellness and safety	28	7
Total		631	146

Name of Division/Directorate	Summary of the purpose of the Directorate	Number of filled positions	Number of unfilled positions
Governance, Risk and Compliance Directorate	To provide strategic direction relating to Risk Management processes as outlined in the PFMA, this includes Business Continuity Management, Fraud Prevention, hotline investigations and Ethics Management. To ensure Compliance with applicable legislation with the aim to achieve sound corporate governance and effective internal control systems. Rendering properties and facilities management services to the Institute.	20	7
Information Technology Directorate	To provide a wide range of Information Technology services to all SANBI staff	3	1
Information Security, Governance and Risk Directorate	To protect the Institute's information to maintain the level of information security risk acceptable in accordance with the security and cybersecurity policy. Establishing and maintaining information security and cybersecurity roles and access privileges and perform security monitoring.	0	1
Marketing, Communication and Commercialisation Directorate	To raise SANBI's profile and ensure that it gains its place as a highly recognisable and respected brand by internal and external stakeholders, to communicate SANBI's mandated work and to market its National Botanical and Zoological Gardens as valuable nature-based recreational facilities.	15	3
Total		38	12

2.3. Finance Division

Name of Division/Directorate	Summary of the purpose of the Directorate	Number of filled positions	Number of unfilled positions
Chief Financial Office	To provide strategic leadership in financial matters in the Institute	2	0
Financial Management and Reporting Directorate	To develop and maintain financial internal control policies and procedures and to provide sound financial accounting, reporting and management services as well as budget management. To effectively manage revenue, expenditure, assets and liabilities and to prepare unqualified financial statements, prepared on the accrual basis of accounting.	28	9
Supply Chain and Assets Management Directorate	Management of Supply Chain and Assets in the Institute.	30	3
Total		60	12

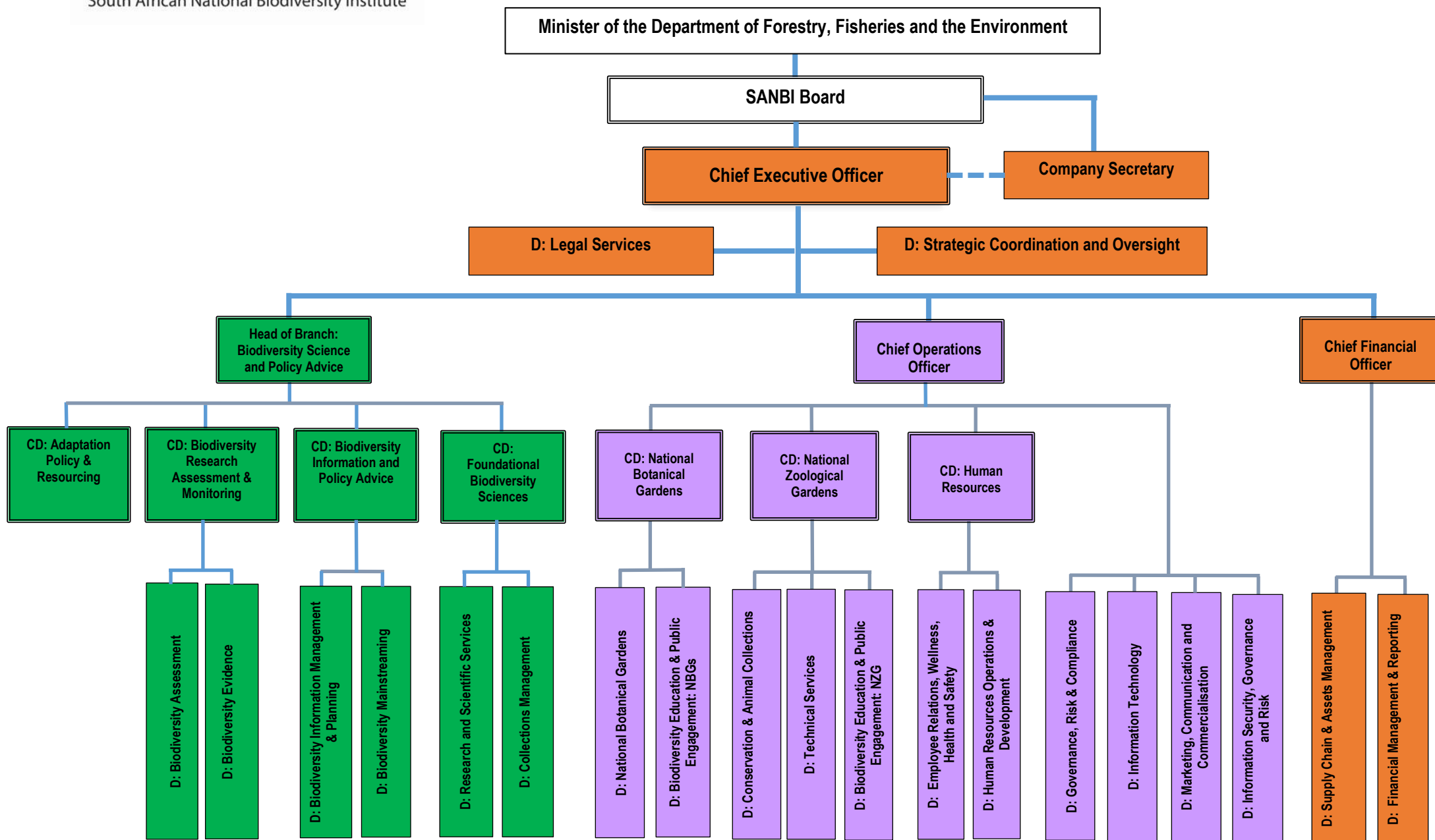
2.4. Chief Executive Office

Name of Directorate	Summary of the purpose of the Directorate	Number of filled positions	Number of unfilled positions
Chief Executive	To provide strategic leadership to the Institute	2	0
Company Secretary	To provide integrated and strategic statutory secretariat services to the SANBI Board and its Committee Structures.	2	0
Legal Services Directorate	To render professional, credible, accessible and quality-assured legal services to SANBI.	0	1
Strategic Coordination and oversight Directorate	To provide high-level strategic support in planning, organising and executing functions in the Office of the Chief Executive Officer.	1	1
Total		5	2

2.5. Organizational Summary

Name of Directorate	Number of filled positions	Number of unfilled positions
Biodiversity Science and Policy Advice	236	60
Corporate Services	669	158
Finance Division	60	12
Chief Executive Office	5	2
Total	970	232

The above is depicted in the high-level organogram reflected below



3. SPECIFICATIONS/SCOPE OF WORK

3.1 Scope of work

The service provider will be required to undertake the following tasks:

- a) Analyse the National Environmental Management: Biodiversity Act no.10 of 2004 and assess if SANBI is structured in an effective and efficient manner in order to achieve its mandate.
- b) Read, analyse and take into account previous ad hoc work studies and current workforce plan which were done in SANBI.
- c) Understand the SANBI network of partners and its contribution to complementing the shortage of skills in SANBI.
- d) Analyse objectives of each and every division/directorate and assess if each and every division/directorate has adequate human resources capacity to achieve the objectives.
- e) Identify areas which are over capacitated in terms of human resources.
- f) Give an indication of the ideal staff ratio between the corporate support staff and the knowledge/core area staff.
- g) Make recommendations in terms of areas where additional human resources capacity is required.
- h) Compile a comprehensive report with findings and recommendations and submit it to SANBI for consideration.

3.2 Capacity of the Service Provider

The service provider is required to meet the following requirements in terms of skills and experience:

- a) A minimum of 10 years of experience in conducting work study.
- b) Must have capacity and skills to conduct this work study nationally throughout SANBI.
- c) Must have skill sets to understand the knowledge/core area of SANBI as well as the corporate support area.

4. REQUIREMENTS FOR PROPOSALS

4.1 Mandatory documents required

Service Providers interested in this project should submit the following documents:

- a) Company profile, which includes brief descriptions of the products and services and clients that have been serviced in the last five (5) years.
- b) Three signed letters of reference which must include summary for work study assignments done in the last five (5) years.
- c) Capacity and relevant experience of key personnel who will be working on this project. Submit their individual three (3) paged Curriculum Vitae (CV).
- d) A concise written summary of no more than five (5) pages that demonstrates the methodology and approach to be used for this project. SBD 1, 4, 6.1 (**Must be fully completed and signed**)
- e) A copy of the company Central Supplier Database (CSD) registration report.
- f) A copy of a valid B-BBEE Status Level Certificate / sworn affidavit. (**Must be certified**)

Please note that failure to submit the mandatory documents may lead to disqualification of bids.

4.2 Details on the Consultant's contribution towards equity

- a) Details of any contribution to empowerment of historically disadvantaged individuals (HDI).

5. EVALUATION PROCESS AND CRITERIA

This bid will be evaluated in two stages:

5.1 The first stage will evaluate functionality, and the minimum threshold will be 70 points.

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

Criteria for measuring Functionality	Weight
1. Company profile, which includes brief descriptions of the products and services and clients that have been serviced in the last five (5) years - Profile that includes best practice brief descriptions of the products and services and clients serviced in the last five (5) years. - Profile that includes more than acceptable brief descriptions of the products and services and clients serviced in the last five (5) years. - Profile that includes acceptable brief descriptions of the products and services and clients serviced in the last five (5) years. - Profile that includes unacceptable brief descriptions of the products and services and clients serviced in the last five (5) years. - No profile that has brief descriptions of the products and services and clients serviced in the last five (5) years.	10 Scales • 5 • 4 • 3 • 2 • 1
2. Three signed letters of reference which must include summary for work study assignments done in the last five (5) years. - Three signed letters of reference with the best practice summary for work study assignments done in the last five (5) years. - Three signed letters of reference with more than acceptable summary for work study assignments done in the last five (5) years. - Three signed letters of reference with acceptable summary for work study assignments done in the last five (5) years. - Three signed letters of reference with unacceptable summary for work study assignments done in the last five (5) years. - No three signed letters of reference with summary for work study assignments done in the last five (5) years.	20 Scales • 5 • 4 • 3 • 2 • 1
3. Indicate capacity and relevant experience of key personnel who will be working on this project. Submit their individual three (3) paged Curriculum Vitae (CV) - Best practice evidence of capacity and relevant experience of key personnel who will be working on the project as per Curriculum Vitae (CV). - More than acceptable evidence of capacity and relevant experience of key personnel who will be working on the project as per Curriculum Vitae (CV). - Acceptable evidence of capacity and relevant experience of key personnel who will be working on the project as per Curriculum Vitae (CV). - Unacceptable evidence of capacity and relevant experience of key personnel who will be working on the project as per Curriculum Vitae (CV). - No evidence of capacity and relevant experience of key personnel who will be working on the project as per Curriculum Vitae (CV).	20 Scales • 5 • 4 • 3 • 2 • 1
4. A concise written summary of no more than five (5) pages that demonstrates the methodology and approach to be used for this project. - Summary that demonstrates the best practice methodology and approach to be used for the project. - Summary that demonstrates more than acceptable methodology and approach to be used for the project. - Summary that demonstrates acceptable methodology and approach to be used for the project. - Summary that demonstrates unacceptable methodology and approach to be used for the project. - No summary that demonstrates methodology and approach to be used for the project.	50 Scales • 5 • 4 • 3 • 2 • 1
TOTAL	100

NB**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.**

5.2 The second stage – Price and Preference

The second stage will evaluate the price and preference points of those bids that meet the minimum threshold for functionality. In accordance with the Preferential Procurement Regulations, 2017 pertaining to the Preferential Procurement Policy Framework Act (No.5 of 2000), the 80/20-point system will be applied in evaluating proposals that qualify for further consideration, where price constitutes 80 points and a maximum of 20 points will be awarded on the bidder's B-BBEE Status Level Certificate (certified certificate).

6. CONTRACTUAL ARRANGEMENTS

- a) A contract will be drawn up between SANBI and the Service Provider.
- b) Invoice will be paid after completion of the project.
- c) No upfront payments will be made. SANBI will pay for satisfactory completion of work within 30 days of submission of invoice.
- d) Invoice to SANBI must be addressed to SANBI Chief Director: Human Resources.

7. PROPOSAL SUBMISSIONS

Closing date for submission of responses: 14 October 2022 @ 11:00am

Submission of proposals must be emailed to S.SCM-Quotations@sanbi.org.za and a copy to Ms Anathi Mbadla at A.Mbadla@sanbi.org.za

Emailed applications must not be more than 6MB in size.

Requests for further information on this Terms of Reference (ToR) must be directed to the Chief Director: Human Resources,

Mr Maano Netshiombo at M.Netshiombo@sanbi.org.za or 082 453 0497