

## PART A INVITATION TO BID

|                                                                                                                                                                                                                                                                                                       |                                                                                      |               |                                                                          |                                                                    |                                                                                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|---------------|--------------------------------------------------------------------------|--------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)</b>                                                                                                                                                                                          |                                                                                      |               |                                                                          |                                                                    |                                                                                                      |
| RFQ NUMBER:                                                                                                                                                                                                                                                                                           | <b>SANBI: Q9131/2022</b>                                                             | CLOSING DATE: | 10 March 2023                                                            | CLOSING TIME:                                                      | 11H00 am                                                                                             |
| <b>APPOINTMENT OF A SERVICE PROVIDER FOR A THREE-YEAR PERIOD TO PROVIDE HOSTING AND TECHNICAL MAINTENANCE FOR EXISTING WEBSITES FOR THE NATURAL SCIENCE COLLECTIONS FACILITY (NSCF), THE FOUNDATIONAL BIODIVERSITY INFORMATION PROGRAMME (FBIP) AND THE BIODIVERSITY BIOBANKS SOUTH AFRICA (BBSA)</b> |                                                                                      |               |                                                                          |                                                                    |                                                                                                      |
| <b>BID RESPONSE DOCUMENTS MAY BE E-MAILED TO BELOW ADDRESSES:</b>                                                                                                                                                                                                                                     |                                                                                      |               |                                                                          |                                                                    |                                                                                                      |
| Submission of proposals: Proposals must be emailed to Ms. Anathi Mbadla @ <a href="mailto:a.mbadla@sanbi.org.za">a.mbadla@sanbi.org.za</a> and copy <a href="mailto:S.SCM-Quotations@sanbi.org.za">S.SCM-Quotations@sanbi.org.za</a>                                                                  |                                                                                      |               |                                                                          |                                                                    |                                                                                                      |
| <b>Please state the Bid number as the reference number on the subject line when responding to the RFQ</b>                                                                                                                                                                                             |                                                                                      |               |                                                                          |                                                                    |                                                                                                      |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>                                                                                                                                                                                                                                                 |                                                                                      |               | <b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>                           |                                                                    |                                                                                                      |
| CONTACT PERSON                                                                                                                                                                                                                                                                                        | Anathi Mbadla                                                                        |               | CONTACT PERSON                                                           | Shanelle Ribeiro                                                   |                                                                                                      |
| TELEPHONE NUMBER                                                                                                                                                                                                                                                                                      | 012 843 5085                                                                         |               | TELEPHONE NUMBER                                                         | 082 787 8455                                                       |                                                                                                      |
| FACSIMILE NUMBER                                                                                                                                                                                                                                                                                      |                                                                                      |               | FACSIMILE NUMBER                                                         |                                                                    |                                                                                                      |
| E-MAIL ADDRESS                                                                                                                                                                                                                                                                                        | A.Mbadla@sanbi.org.za                                                                |               | E-MAIL ADDRESS                                                           | <a href="mailto:S.Ribeiro@sanbi.org.za">S.Ribeiro@sanbi.org.za</a> |                                                                                                      |
| <b>SUPPLIER INFORMATION</b>                                                                                                                                                                                                                                                                           |                                                                                      |               |                                                                          |                                                                    |                                                                                                      |
| 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]<br><br><input type="checkbox"/> Yes <input type="checkbox"/> No |               | B-BBEE STATUS LEVEL SWORN AFFIDAVIT                                      |                                                                    | [TICK APPLICABLE BOX]<br><br><input type="checkbox"/> Yes <input type="checkbox"/> No                |
| <b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>                                                                                                                                 |                                                                                      |               |                                                                          |                                                                    |                                                                                                      |
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?                                                                                                                                                                                                         | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES ENCLOSE PROOF]   |               | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? |                                                                    | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES, ANSWER THE QUESTIONNAIRE BELOW] |
| <b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>                                                                                                                                                                                                                                                     |                                                                                      |               |                                                                          |                                                                    |                                                                                                      |
| IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?                                                                                                                                                                                                                                       |                                                                                      |               |                                                                          |                                                                    | <input type="checkbox"/> YES <input type="checkbox"/> 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](http://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 interest<sup>1</sup> 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 |
|-----------|-----------------|---------------------------|
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |

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:

.....  
 .....

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<sup>1</sup> 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 consortium<sup>2</sup> 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.

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<sup>2</sup> 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 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

### **1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to invitations to tender:

- 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 To be completed by the organ of state**

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) The **80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

### **1.4 To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

|                                                  | <b>POINTS</b> |
|--------------------------------------------------|---------------|
| <b>PRICE</b>                                     | <b>80</b>     |
| <b>SPECIFIC GOALS</b>                            | <b>20</b>     |
| <b>Total points for Price and SPECIFIC GOALS</b> | <b>100</b>    |

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

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

### **2. DEFINITIONS**

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

### 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

#### 3.1. POINTS AWARDED FOR PRICE

##### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right) & \text{or} & Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right) \end{array}$$

Where

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

#### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

##### 3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right) & \text{or} & Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right) \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmax = Price of highest acceptable tender

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

**(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)**

**Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)**

| The specific goals allocated points in terms of this tender                                                                                                                                                                                                                        | Number of points allocated<br>(80/20 system)<br>(To be completed by the organ of state) | Number of points claimed<br>(80/20 system)<br>(To be completed by the tenderer) |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| 1. Categories of persons historically disadvantaged by unfair discrimination on the basis of race.<br>100% black ownership<br><br>(Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof )    | 10                                                                                      |                                                                                 |
| 2. Categories of persons historically disadvantaged by unfair discrimination on the basis of gender.<br>100 % female ownership<br><br>(Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof) | 05                                                                                      |                                                                                 |
| 3. Categories of persons historically disadvantaged by unfair discrimination on the basis of disability.<br><br>(Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof)                       | 05                                                                                      |                                                                                 |



## DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary

.....  
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....

**SANBI: Q9131/2022**

**TERMS OF REFERENCE**

**APPOINTMENT OF A SERVICE PROVIDER FOR A THREE-YEAR PERIOD TO PROVIDE  
HOSTING AND TECHNICAL MAINTENANCE FOR EXISTING WEBSITES FOR THE  
NATURAL SCIENCE COLLECTIONS FACILITY (NSCF), FOUNDATIONAL BIODIVERSITY  
INFORMATION PROGRAMME (FBIP) AND THE BIODIVERSITY BIOBANKS SOUTH AFRICA  
(BBSA)**

**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 is responsible for the co-ordination and leadership of three national scale projects that are funded by the Department of Science & Innovation (DSI). The three projects all involve multiple institutions in South Africa, and so communication between participants and SANBI is a critical activity. Communication is also important to promote the projects and their outputs to a wide range of society.

SANBI seeks to appoint a service provider for a three-year period to provide hosting and technical maintenance for existing websites for the Natural Science Collections Facility (NSCF), Foundational Biodiversity Information Programme (FBIP) and the Biodiversity Biobanks South Africa (BBSA).

## 2. BACKGROUND

The details of the three projects and their websites are as follows:

**a. The Natural Science Collections Facility (NSCF)** is one of the Research Infrastructure projects selected by the Department of Science & Innovation (DSI) for implementation from 2016/17 onwards. The NSCF comprises a network of institutions (universities, museums, science councils) that hold natural science collections, with a Co-ordinating Hub based at SANBI. The existing NSCF website is at <https://nscf.org.za> and the NSCF has a Facebook page and Twitter account. The purpose of the website and social media platforms is (i) to promote communication from the Co-ordinating Hub at SANBI to participants in other institutions about activities, opportunities and to provide access to a range of resource documents, and (ii) to showcase the natural science collections, associated discoveries and the work of the NSCF to the broader public. The NSCF uses Google Workspace for sharing of working documents including spreadsheets, presentations and Word documents.

**b. The Foundational Biodiversity Information Programme (FBIP)** provides grants to academic institutions and science councils nationally, and promotes data standards and dissemination, as well as capacity development in relevant fields. The FBIP website is at [www.fbip.co.za](http://www.fbip.co.za), and the Programme has a Facebook page and Twitter account. The objectives of the communication platforms of the FBIP are to provide information to the foundational biodiversity community about (i) opportunities for funding, (ii) relevant events including FBIP Forum, workshops, professional society conferences (iii) projects sponsored and to provide access to the data sets generated through FBIP-funded projects.

**c. Biodiversity Biobanks South Africa (BBSA)** is also a Research Infrastructure project funded by the DSI that was implemented from 2021. The BBSA is a network of institutions that manage collections of cryopreserved materials including tissues of plants and animals, DNA extracts, microbes, and reproductive materials such as seeds, eggs and sperm. The BBSA website is at [www.bbsa.org.za](http://www.bbsa.org.za). The website and social media platforms are required to co-ordinate and promote the work of the BBSA and to provide information about the holdings of the biobanks. The BBSA will be using Google Workspace for sharing of working documents including spreadsheets, presentations and Word documents.

## 3. SPECIFICATIONS/SCOPE OF WORK

### 3.1 Scope of work

The service provider is expected to perform the following activities:

- a) Set up the websites and content on the new hosting platform.
- b) Migrate three WordPress websites from existing hosting service provider.
- c) Install an appropriate plugin for easy viewing of tabular data on the websites and load current data tables for viewing with this plugin.
- d) Carry out ongoing technical maintenance of the WordPress websites of the FBIP, NSCF and BBSA. This maintenance includes resolving technical functionality problems, and on request from the relevant SANBI staff, changes to layout or

other minor modifications, as well as NSCF domain email addresses management.

- e) Provide access for NSCF, BBSA and FBIP staff to upload and manage content on the websites.
- f) Transfer and ensure annual registration of domains for the three websites.
- g) Ensure annual renewal of NSCF and BBSA Google Business Standard Workspace.
- h) Provide secure hosting for the three websites (HTTPS), either on own servers or through a reputable hosting service provider.
- i) Provide appropriate cybersecurity mechanisms for the three websites to protect these from hacking, malware
- j) Provide regular backup service for website content.

### 3.2 Capacity of the Service Provider

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

- a) Key staff responsible for the migration and maintenance of the websites listed above with a **minimum of three years' experience** in developing and maintaining responsive websites using WordPress, including the use of plug ins, domain registration, migrating and setting up of websites on servers, addressing system problems and carrying out regular backups.
- b) Experience in development and maintenance of **academic or research related websites**.

## 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 for relevant contracts (website hosting and technical maintenance) within 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.

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

## 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 <ul style="list-style-type: none"> <li>• Profile that includes best practice brief descriptions of the products and services and clients serviced in the last five (5) years.</li> <li>• Profile that includes more than acceptable brief descriptions of the products and services and clients serviced in the last five (5) years.</li> <li>• Profile that includes acceptable brief descriptions of the products and services and clients serviced in the last five (5) years.</li> <li>• Profile that includes poor brief descriptions of the products and services and clients serviced in the last five (5) years.</li> <li>• Profile that includes unacceptable brief descriptions of the products and services and clients serviced in the last five (5) years.</li> <li>• No profile that has brief descriptions of the products and services and clients serviced in the last five (5) years.</li> </ul>                                                                                                                                       |  | <b>30</b>     |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  | <b>Scales</b> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  | • 5           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  | • 4           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  | • 3           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  | • 2           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  | • 1           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  | • 0           |
| 2. Three signed letters of reference for relevant contracts within the last five (5) years. <ul style="list-style-type: none"> <li>• Three signed letters of reference for relevant contracts done in the last five (5) years – all positive comments, work directly relevant to website hosting and maintenance.</li> <li>• Three signed letters of reference for relevant contracts done in the last five (5) years - 2 with positive comments, 2 directly relevant to website hosting and maintenance,</li> <li>• Three signed letters of reference for relevant contracts done in the last five (5) years – 1 with positive comments, 1 directly relevant to website hosting and maintenance.</li> <li>• Three signed letters of reference for relevant contracts done in the last five (5) years – no positive comments, only 1 with direct relevance to website hosting and maintenance</li> <li>• Three signed letters of reference for relevant contracts done in the last five (5) years – no positive comments, none with direct relevance to website hosting and maintenance</li> <li>• No three signed letters of reference for relevant contracts done in the last five (5) years.</li> </ul> |  | <b>10</b>     |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  | <b>Scales</b> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  | • 5           |
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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  | • 3           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  | • 2           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  | • 1           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  | • 0           |
| 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) <ul style="list-style-type: none"> <li>• Best practice evidence of capacity and relevant experience of key personnel who will be working on the project as per Curriculum Vitae (CV).</li> <li>• More than acceptable evidence of capacity and relevant experience of key personnel who will be working on the project as per Curriculum Vitae (CV).</li> <li>• Acceptable evidence of capacity and relevant experience of key personnel who will be working on the project as per Curriculum Vitae (CV).</li> <li>• Poor evidence of capacity and relevant experience of key personnel who will be working on the project as per Curriculum Vitae (CV).</li> <li>• Unacceptable evidence of capacity and relevant experience of key personnel who will be working on the project as per Curriculum Vitae (CV).</li> <li>• No evidence of capacity and relevant experience of key personnel who will be working on the project as per Curriculum Vitae (CV).</li> </ul>                                                                   |  | <b>30</b>     |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  | <b>Scales</b> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  | • 5           |
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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  | • 0           |
| 4. A concise written summary of no more than five (5) pages that demonstrates the methodology and approach to be used for this project. <ul style="list-style-type: none"> <li>• Summary that demonstrates the best practice methodology and approach to be used for the project.</li> <li>• Summary that demonstrates more than acceptable methodology and approach to be used for the project.</li> <li>• Summary that demonstrates acceptable methodology and approach to be used for the project.</li> <li>• Summary that demonstrates poor methodology and approach to be used for the project.</li> <li>• Summary that demonstrates unacceptable methodology and approach to be used for the project.</li> <li>• No summary that demonstrates methodology and approach to be used for the project.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                        |  | <b>30</b>     |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  | <b>Scales</b> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  | • 5           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  | • 4           |
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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  | • 0           |
| <b>TOTAL</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  | <b>100</b>    |

**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 – Specific Goals

The second stage will evaluate the price and specific goals of those bids that meet the minimum threshold for functionality. In accordance with the Preferential Procurement Regulations, 2022 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 based on the bidder's specific goals

| Specific Goal                                                                                                                                                                                                                                                                         | Total Points |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 1. Categories of persons historically disadvantaged by unfair discrimination on the basis of race.<br>100% black ownership<br><b>(Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof)</b>     | (10)         |
| 2. Categories of persons historically disadvantaged by unfair discrimination on the basis of gender.<br>100 % female ownership<br><b>(Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof)</b> | (05)         |
| 3. Categories of persons historically disadvantaged by unfair discrimination on the basis of disability.<br><b>(Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof)</b>                       | (05)         |
| <b>Total Points</b>                                                                                                                                                                                                                                                                   | <b>20</b>    |

## 6. CONTRACTUAL ARRANGEMENTS

- A contract will be drawn up between SANBI and the Service Provider.
- Invoices to be submitted to SANBI on a monthly or quarterly basis.
- No upfront payments will be made. SANBI will pay for satisfactory completion of work within 30 days of submission of invoice.
- Invoice to SANBI must be addressed to SANBI Director, Collections Management, Foundational Biodiversity Science.

## 7. PROPOSAL SUBMISSIONS

**Closing date for submission of responses: 10 March 2023 @ 11:00am**

**Submission of proposals must be emailed to Ms. Anathi Mbadla @ [a.mbadla@sanbi.org.za](mailto:a.mbadla@sanbi.org.za) and copy S.SCM-Quotations@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 Project Manager, Natural Science Collections Facility, Ms Shanelle Ribeiro at [S.Ribeiro@sanbi.org.za](mailto:S.Ribeiro@sanbi.org.za) or 082 787 8455.**