

**PART A INVITATION TO BID**

|                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                  |               |                                                |                                                                      |                                                                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|------------------------------------------------|----------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)</b>                                                                                                                                    |                                                                                                                                                                                                                                                                  |               |                                                |                                                                      |                                                                                   |
| BID NUMBER:                                                                                                                                                                                                                                     | <b>Q9183/2022</b>                                                                                                                                                                                                                                                | CLOSING DATE: | <b>24 March 2023</b>                           | CLOSING TIME:                                                        | <b>11:00</b>                                                                      |
| DESCRIPTION                                                                                                                                                                                                                                     | <b>SANBI REQUIRES A SERVICE PROVIDER PROPOSAL AND QUOTATION FOR CONDUCTING ALL BACKGROUND CHECKS, INCLUDING REFERENCE CHECKS, QUALIFICATION CHECKS, CREDIT CHECKS, SECURITY CLEARANCES, AND CRIMINAL RECORD CHECKS NATIONALLY AT ALL SANBI GARDENS/CAMPUSES.</b> |               |                                                |                                                                      |                                                                                   |
| <p>Submission of proposals: proposals must be emailed to <a href="mailto:S.SCM-Quotations@sanbi.org.za">S.SCM-Quotations@sanbi.org.za</a> with a copy to Ms. Masowa at <a href="mailto:S.Mamabolo@sanbi.org.za">S.Mamabolo@sanbi.org.za</a></p> |                                                                                                                                                                                                                                                                  |               |                                                |                                                                      |                                                                                   |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>                                                                                                                                                                                           |                                                                                                                                                                                                                                                                  |               | <b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b> |                                                                      |                                                                                   |
| CONTACT PERSON                                                                                                                                                                                                                                  | Setimpu Mamabolo                                                                                                                                                                                                                                                 |               | CONTACT PERSON                                 | Vusumuzi Mncwango                                                    |                                                                                   |
| TELEPHONE NUMBER                                                                                                                                                                                                                                | (012)843-5075                                                                                                                                                                                                                                                    |               | TELEPHONE NUMBER                               | (012) 843-5223/0827372125                                            |                                                                                   |
| FACSIMILE NUMBER                                                                                                                                                                                                                                | N/A                                                                                                                                                                                                                                                              |               | FACSIMILE NUMBER                               | N/A                                                                  |                                                                                   |
| E-MAIL ADDRESS                                                                                                                                                                                                                                  | <a href="mailto:S.Mamabolo@sanbi.org.za">S.Mamabolo@sanbi.org.za</a>                                                                                                                                                                                             |               | E-MAIL ADDRESS                                 | <a href="mailto:v.mncwango@sanbi.org.za">v.mncwango@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 LEVEL VERIFICATION CERTIFICATE                                                                                                                                                                                                           | STATUS<br>[TICK APPLICABLE BOX]<br><input type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                                                                                      |               | STATUS<br>SWORN<br>AFFIDAVIT                   |                                                                      | [TICK APPLICABLE BOX]<br><input type="checkbox"/> Yes <input type="checkbox"/> No |

|                                                                                                                                                                                                  |                                                                                                                                                                                               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</p> <p><input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>[IF YES ENCLOSE PROOF]</p> | <p>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</p> <p><input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>[IF YES, ANSWER THE QUESTIONNAIRE BELOW]</p> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

#### 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](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: .....

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

## **BIDDER'S DISCLOSURE**

### **1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### **2. Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling 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.

| <b>Full Name</b> | <b>Identity Number</b> | <b>Name of State institution</b> |
|------------------|------------------------|----------------------------------|
|                  |                        |                                  |
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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.

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

2.2.1 If so, furnish particulars:

.....  
 .....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

**YES/NO**

2.3.1 If so, furnish particulars:

.....  
 .....

### **3 DECLARATION**

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read, and I understand the contents of this disclosure.

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or 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

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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.

or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature Date

.....  
Position Name of bidder

## **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**

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 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>SPECIFIC GOALS</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 PREFERENCE POINT SYSTEMS

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

**80/20**

$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

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:

**80/20**

$$P_s = 80 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

- $P_s$  = Points scored for price of tender under consideration  
 $P_t$  = Price of tender under consideration  
 $P_{max}$  = 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 (80/20 system)<br>(To be completed by the tenderer) |
|-------------------------------------------------------------|-----------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
|                                                             |                                                                                         |                                                                              |
|                                                             |                                                                                         |                                                                              |
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|                                                             |                                                                                         |                                                                              |

#### **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:** .....

.....

.....

## **Terms of Reference / Request for Proposal and Quotation for conducting background checks to recommended candidates**

**Quotation number: Q9183/2023**

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*The South African National Biodiversity Institute (SANBI) seeks to appoint a suitably qualified and experienced service provider to conduct background checks to recommended candidates.*

### **1. Introduction and Background**

SANBI's mandate comes from the National Environmental Management Biodiversity (NEMBA) Act No. 10 of 2004. The mandate is to explore, reveal, celebrate and champion biodiversity for the benefit and enjoyment of all South Africans, which includes managing the National Botanical and Zoological Gardens as 'windows' to South Africa's biodiversity for enjoyment and education.

SANBI is a Schedule 3A Public Entity with a national footprint. SANBI intends to appoint a suitably qualified and experienced service provider to conduct background checks to recommended candidates.

### **2. Purpose**

SANBI intends to appoint a service provider to conduct background checks to recommended candidates for a period of five (5) years. SANBI has a total of 1164 filled and unfilled positions. The basis of engaging the successful service provider will be on specific assignments and as and when required.

Therefore, these terms of reference seek to invite prospective service providers to submit quotations to:

- a) conduct all background checks, including reference checks, qualification checks, credit checks, security clearances, and criminal record checks; and
- b) submit a report for the outcome of conducting background checks, reference checks, qualification checks, credit checks, security clearances, and criminal record checks.

### **3. Scope of work**

**The successful bidders will be required to undertake the following tasks:**

- a) conduct all background checks, including reference checks, qualification checks, credit checks, security clearance, and criminal record checks; and
- b) submit a report for the outcome of conducting background checks, reference checks, qualification checks, credit checks, security clearance, and criminal record checks.

### **4. Required capacity of the service provider**

Service providers are required to meet the following requirements in terms of skills and experience:

- a) bidders must have a minimum of five (5) years' experience in conducting all background checks, including reference checks, qualification checks, credit checks, security

- clearances, and criminal record checks;
- b) bidders must be able to operate and conduct background checks nationally;
- c) bidders must have all necessary resources, expertise, and information to conduct background checks in line with SANBI Recruitment, Selection, Appointment Policy; and
- d) bidders must demonstrate an in-depth experience and expertise in the field of conducting background checks.

#### **4.1 Other documentation required to undertake functionality evaluation**

Service Providers interested in this RFQ must submit a concise written proposal that addresses the scope of work. Failure to submit these documents will not result in disqualification, however, the information contained in them is required for evaluation purposes. The proposal must include:

- a) company profile, structure, vision, mission, and infrastructure and service provider strategy and method to deliver the project;
- b) short CVs (each CV not more than three (3) pages in total) of each team member who will be involved in this work, detailing their qualifications/training, specialist skills and knowledge, and their relevant experience of similar work related to their role for this RFQ.
- c) detailed proposal and work plan that explains how service providers plan to fulfil the scope of work, with the proposed start and completion date and timeframes for the project.
- d) a list of five (5) similar projects (i.e. conducting background checks) carried out within the past five (5) years, with a short description of work, monetary value of the work done, the scale of the work (e.g. how many positions were job evaluated etc.), success metrics for each project, and contactable references for each project (names and contact details of clients).
- e) quotations clearly stipulating the amount to be charged for conducting all background checks, including reference checks, qualification checks, credit checks, security clearance, and criminal record checks, with VAT listed separately. **Note that financial and pricing details must only be included in the pack marked “ORIGINAL”.**
- f) bidders must provide three (3) positive reference letters from clients in the past five (5) years (company name, contact person, telephone number, services provided, total value of the contract and contract duration with dates, performance of the service provider per service provided). The reference letters must be relevant to this RFQ; and
- g) bidders must submit bank rating code letter valid for three (3) months showing the conduct of the account which must be supplemented by Audited Financial Statements showing financial capacity to implement and run the project without unforeseen cashflow challenges, and liquidity).

### **5.1 Mandatory requirements / documents**

Bidders must submit the following documents. **Please note that failure to submit this required documentation will lead to disqualification:**

- a) a letter of Good Standing from the Office of the Compensation Commissioner as required by the Compensation for Occupational Injuries and Diseases Act (COIDA), if applicable. The letter must be issued by the Department of Labour;
- b) a copy of the company Central Supplier Database (CSD) registration report. The bidder must ensure that the tax status is compliant throughout the tender process; and
- c) duly signed and fully completed standard bidding document (SBD) forms.

## 6. Evaluation criteria

In accordance with the National Treasury Instruction Note on the Amended Guidelines in Respect of Bids that include Functionality as Criterion for Evaluation (issued 3 September 2010), this bid will be evaluated in the following stages:

The **first stage** will evaluate functionality according to the criteria listed in the table below:

| CRITERIA FOR EVALUATING FUNCTIONALITY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |        | WEIGHT / POINTS |  |              |        |               |   |                                                                                                       |    |                                                                                                                                                                                                   |   |                                                                                                                                             |    |                                                                                                                                                                                     |   |                                                                                              |    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-----------------|--|--------------|--------|---------------|---|-------------------------------------------------------------------------------------------------------|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---------------------------------------------------------------------------------------------------------------------------------------------|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|----------------------------------------------------------------------------------------------|----|
| Detailed Proposal and Work Plan (see item 5.2(c))                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |        | 35              |  |              |        |               |   |                                                                                                       |    |                                                                                                                                                                                                   |   |                                                                                                                                             |    |                                                                                                                                                                                     |   |                                                                                              |    |
| <b>Implementation method and project plan:</b><br>Company profile, structure, vision, mission, and infrastructure<br>Service provider strategy and method to deliver the project                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |        | 25              |  |              |        |               |   |                                                                                                       |    |                                                                                                                                                                                                   |   |                                                                                                                                             |    |                                                                                                                                                                                     |   |                                                                                              |    |
| <table><tr><th>Sub-Criteria</th><th>Points</th></tr><tr><td>No submission</td><td>0</td></tr><tr><td>Governance and staffing structure</td><td>10</td></tr><tr><td>Infrastructure required to provide services (e.g. hardware and software)</td><td>5</td></tr><tr><td>Service provider strategy and method to deliver the project</td><td>10</td></tr></table>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |        |                 |  | Sub-Criteria | Points | No submission | 0 | Governance and staffing structure                                                                     | 10 | Infrastructure required to provide services (e.g. hardware and software)                                                                                                                          | 5 | Service provider strategy and method to deliver the project                                                                                 | 10 |                                                                                                                                                                                     |   |                                                                                              |    |
| Sub-Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Points |                 |  |              |        |               |   |                                                                                                       |    |                                                                                                                                                                                                   |   |                                                                                                                                             |    |                                                                                                                                                                                     |   |                                                                                              |    |
| No submission                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 0      |                 |  |              |        |               |   |                                                                                                       |    |                                                                                                                                                                                                   |   |                                                                                                                                             |    |                                                                                                                                                                                     |   |                                                                                              |    |
| Governance and staffing structure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 10     |                 |  |              |        |               |   |                                                                                                       |    |                                                                                                                                                                                                   |   |                                                                                                                                             |    |                                                                                                                                                                                     |   |                                                                                              |    |
| Infrastructure required to provide services (e.g. hardware and software)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 5      |                 |  |              |        |               |   |                                                                                                       |    |                                                                                                                                                                                                   |   |                                                                                                                                             |    |                                                                                                                                                                                     |   |                                                                                              |    |
| Service provider strategy and method to deliver the project                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 10     |                 |  |              |        |               |   |                                                                                                       |    |                                                                                                                                                                                                   |   |                                                                                                                                             |    |                                                                                                                                                                                     |   |                                                                                              |    |
| <b>Financial Capability:</b><br>Bidders must submit bank rating code letter valid for three (3) months showing the conduct of the account which must be supplemented by Audited Financial Statement showing financial capacity to implement and run the project without unforeseen cashflow challenges, and liquidity.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |        | 10              |  |              |        |               |   |                                                                                                       |    |                                                                                                                                                                                                   |   |                                                                                                                                             |    |                                                                                                                                                                                     |   |                                                                                              |    |
| <table><tr><th>Sub-Criteria</th><th>Points</th></tr><tr><td>No submission</td><td>0</td></tr><tr><td>The amount of the enquiry is too high for the service provider and terms given. <b>(Bank code: E)</b></td><td>2</td></tr><tr><td>The financial position of the service provider is modest or unknown, but where the account is satisfactorily conducted, and the subject is considered business commitments. <b>(Bank code: D)</b></td><td>4</td></tr><tr><td>The service provider has a good record, the amount may appear high in relation to normal transactions on the account. <b>(Bank code: C)</b></td><td>6</td></tr><tr><td>The service provider has a good record of meeting their financial commitments, and the amount is well within the capacity of an ordinary business commitment. <b>(Bank code: B)</b></td><td>8</td></tr><tr><td>Undoubted for the amount of enquiry or good for the amount of enquiry. <b>(Bank code: A)</b></td><td>10</td></tr></table> |        |                 |  | Sub-Criteria | Points | No submission | 0 | The amount of the enquiry is too high for the service provider and terms given. <b>(Bank code: E)</b> | 2  | The financial position of the service provider is modest or unknown, but where the account is satisfactorily conducted, and the subject is considered business commitments. <b>(Bank code: D)</b> | 4 | The service provider has a good record, the amount may appear high in relation to normal transactions on the account. <b>(Bank code: C)</b> | 6  | The service provider has a good record of meeting their financial commitments, and the amount is well within the capacity of an ordinary business commitment. <b>(Bank code: B)</b> | 8 | Undoubted for the amount of enquiry or good for the amount of enquiry. <b>(Bank code: A)</b> | 10 |
| Sub-Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Points |                 |  |              |        |               |   |                                                                                                       |    |                                                                                                                                                                                                   |   |                                                                                                                                             |    |                                                                                                                                                                                     |   |                                                                                              |    |
| No submission                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 0      |                 |  |              |        |               |   |                                                                                                       |    |                                                                                                                                                                                                   |   |                                                                                                                                             |    |                                                                                                                                                                                     |   |                                                                                              |    |
| The amount of the enquiry is too high for the service provider and terms given. <b>(Bank code: E)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 2      |                 |  |              |        |               |   |                                                                                                       |    |                                                                                                                                                                                                   |   |                                                                                                                                             |    |                                                                                                                                                                                     |   |                                                                                              |    |
| The financial position of the service provider is modest or unknown, but where the account is satisfactorily conducted, and the subject is considered business commitments. <b>(Bank code: D)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 4      |                 |  |              |        |               |   |                                                                                                       |    |                                                                                                                                                                                                   |   |                                                                                                                                             |    |                                                                                                                                                                                     |   |                                                                                              |    |
| The service provider has a good record, the amount may appear high in relation to normal transactions on the account. <b>(Bank code: C)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 6      |                 |  |              |        |               |   |                                                                                                       |    |                                                                                                                                                                                                   |   |                                                                                                                                             |    |                                                                                                                                                                                     |   |                                                                                              |    |
| The service provider has a good record of meeting their financial commitments, and the amount is well within the capacity of an ordinary business commitment. <b>(Bank code: B)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 8      |                 |  |              |        |               |   |                                                                                                       |    |                                                                                                                                                                                                   |   |                                                                                                                                             |    |                                                                                                                                                                                     |   |                                                                                              |    |
| Undoubted for the amount of enquiry or good for the amount of enquiry. <b>(Bank code: A)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 10     |                 |  |              |        |               |   |                                                                                                       |    |                                                                                                                                                                                                   |   |                                                                                                                                             |    |                                                                                                                                                                                     |   |                                                                                              |    |
| <b>Past experience of the service provider</b> in the past five (5) years to undertake the scope of the work as defined in this Request for Quotation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |        | 15              |  |              |        |               |   |                                                                                                       |    |                                                                                                                                                                                                   |   |                                                                                                                                             |    |                                                                                                                                                                                     |   |                                                                                              |    |
| Three positive reference letters regarding work of similar scope and scale completed in the last five (5) years:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |        |                 |  |              |        |               |   |                                                                                                       |    |                                                                                                                                                                                                   |   |                                                                                                                                             |    |                                                                                                                                                                                     |   |                                                                                              |    |

| CRITERIA FOR EVALUATING FUNCTIONALITY                                                                                                                                                                                                                                                         |               | WEIGHT / POINTS |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-----------------|--|
| <b>Sub-Criteria</b>                                                                                                                                                                                                                                                                           | <b>Points</b> |                 |  |
| No submission                                                                                                                                                                                                                                                                                 | 0             |                 |  |
| One positive reference letter                                                                                                                                                                                                                                                                 | 5             |                 |  |
| Two positive reference letters                                                                                                                                                                                                                                                                | 10            |                 |  |
| Three positive reference letters or more                                                                                                                                                                                                                                                      | 15            |                 |  |
| List of at least five (5) similar projects(see item 4.1(d); with positive references and indicating value of works completed in the last five (5) years:                                                                                                                                      |               | <b>20</b>       |  |
| <b>Sub-Criteria</b>                                                                                                                                                                                                                                                                           | <b>Points</b> |                 |  |
| No submission                                                                                                                                                                                                                                                                                 | 0             |                 |  |
| One Project                                                                                                                                                                                                                                                                                   | 4             |                 |  |
| Two Projects                                                                                                                                                                                                                                                                                  | 8             |                 |  |
| Three Projects                                                                                                                                                                                                                                                                                | 12            |                 |  |
| Four Projects                                                                                                                                                                                                                                                                                 | 16            |                 |  |
| Five or more Projects                                                                                                                                                                                                                                                                         | 20            |                 |  |
| <b>Capacity of the team members</b> in the past five (5) years to undertake the scope of work as defined in this Request for Quotation.                                                                                                                                                       |               | <b>30</b>       |  |
| CV for proposed key personnel: <ul style="list-style-type: none"><li>○ Previous work experience of similar projects</li><li>○ Total number of years' working experience in supplying candidates</li><li>○ Individual and team experience on similar work in the last five (5) years</li></ul> |               |                 |  |
| <b>Sub-Criteria</b>                                                                                                                                                                                                                                                                           | <b>Points</b> |                 |  |
| <b>Qualification requirements:</b>                                                                                                                                                                                                                                                            |               |                 |  |
| No submission                                                                                                                                                                                                                                                                                 | 0             |                 |  |
| A team leader or a team leader with two (2) or more team members with relevant tertiary qualification at NQF 5                                                                                                                                                                                | 2             |                 |  |
| A team leader or a team leader with two (2) or more team members with relevant tertiary qualification at NQF 6                                                                                                                                                                                | 5             |                 |  |
| A team leader or a team leader with two (2) or more team members with relevant tertiary qualification at NQF 7                                                                                                                                                                                | 7             |                 |  |
| A team leader or a team leader with two (2) or more team members with relevant tertiary qualification at NQF 8                                                                                                                                                                                | 10            |                 |  |
| A team leader or a team leader with two (2) or more team members with relevant tertiary qualification at NQF 9 or more                                                                                                                                                                        | 15            |                 |  |
|                                                                                                                                                                                                                                                                                               |               |                 |  |

| CRITERIA FOR EVALUATING FUNCTIONALITY                                                                         |    | WEIGHT / POINTS |
|---------------------------------------------------------------------------------------------------------------|----|-----------------|
| <b>Experience requirements:</b>                                                                               |    |                 |
| No submission                                                                                                 | 0  |                 |
| A team leader or a team leader with two (2) or more team members with relevant experience of 2 years or more  | 2  |                 |
| A team leader or a team leader with two (2) or more team members with relevant experience of 4 years or more  | 5  |                 |
| A team leader or a team leader with two (2) or more team members with relevant experience of 6 years or more  | 7  |                 |
| A team leader or a team leader with two (2) or more team members with relevant experience of 8 years or more  | 10 |                 |
| A team leader or a team leader with two (2) or more team members with relevant experience of 10 years or more | 15 |                 |
| <b>TOTAL</b>                                                                                                  |    | <b>100</b>      |

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

**The proposals will be evaluated against the specific goals for this RFQ** 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.

| The specific goals allocated points in terms of this tender                                                                                                                                                                                                                                           | Number of points allocated (80/20 system) | Number of points claimed (80/20 system) |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|-----------------------------------------|
| Categories of persons historically disadvantaged by unfair discrimination on the basis of race.<br><br>100% black ownership =Max Points<br><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>   | <b>(10)</b>                               |                                         |
| Categories of persons historically disadvantaged by unfair discrimination on the basis of gender.<br><br>100 % female ownership=Max Points<br><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> | <b>(10)</b>                               |                                         |
| <b>Total</b>                                                                                                                                                                                                                                                                                          | <b>(20)</b>                               |                                         |

## **7. Contract period**

A five (5) year contract will be entered into with the five successful service provider and SANBI will enter into a Service Level Agreement (SLA) with the successful service provider for monitoring and compliance purposes which will be signed with the successful service provider during contracting. The performance of the successful bidder will be monitored through compliance meetings which will take place quarterly. The contract will be subjected to an annual performance review which will be performed on the anniversary of the contract.

## **8. Service agreement arrangements**

- a) The interviews sessions should be facilitated on dates agreed beforehand, suitable to both the service provider, employees, and line managers.
- b) Venues can be provided by SANBI for on-site sessions.
- c) Invoices will be paid on completion of each task.
- d) Invoices for all workshops must be accompanied by detailed reports.

## **9. Proposal submission**

Enquiries and requests for further information to these ToR must be emailed to Mr. Vusi Mncwango [v.mncwango@sanbi.org.za](mailto:v.mncwango@sanbi.org.za)

## **10. Submission**

Submission Deadline:

**Closing date for submission of responses: 24 March 2023 at 11h00**

Submission of proposals must be emailed to [S.SCM-Quotations@sanbi.org.za](mailto:S.SCM-Quotations@sanbi.org.za) with a copy to Ms. Masowa at. [S.Mamabolo@sanbi.org.za](mailto:S.Mamabolo@sanbi.org.za)

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

For more information about the Terms of Reference, please contact Mr. V Mncwango at [v.mncwango@sanbi.org.za](mailto:v.mncwango@sanbi.org.za)

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

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

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

*Access to your Personal Information and purpose specification*

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

*Consent*

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

Yes ☐

No ☐

---

Supplier Name

---

Date

---

Signature

---

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