

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE <i>(South African National Biodiversity Institute)</i>					
BID NUMBER:	SANBI: HR452/2022	CLOSING DATE:	14 APRIL 2023	CLOSING TIME:	11:00am
DESCRIPTION	APPOINTMENT OF A PANEL OF FIVE (5) SERVICE PROVIDERS TO SUPPLY SUITABLY QUALIFIED AND EXPERIENCED CANDIDATES FOR PERMANENT AND FIXED-TERM CONTRACT APPOINTMENTS TO THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) FOR A PERIOD OF FIVE (5) YEARS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT:					
Biodiversity Centre Pretoria National Botanical Garden, 2 Cussonia Avenue, Brummeria Pretoria					
Compulsory briefing session date: 27 March 2023 at 10:00am. Please use Microsoft Teams link on page 16 to join the meeting.					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON		CONTACT PERSON			
TELEPHONE NUMBER		TELEPHONE NUMBER			
FACSIMILE NUMBER		FACSIMILE NUMBER			
E-MAIL ADDRESS	sanbi.tenders@sanbi.org.za	E-MAIL ADDRESS	V.Mncwango@sanbi.org.za		
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		TICK APPLICABLE BOX] ☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? DOES THE ENTITY HAVE A BRANCH IN THE RSA? DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ NO DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? 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.	☐ YES ☐ NO ☐ YES ☐ NO ☐ YES ☐ YES ☐ NO ☐ YES ☐

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA .
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

DATE:

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....Bid number: **SANBI:HR452/2022**

Closing Time 11:00

Closing date: **14 April 2023**

OFFER TO BE VALID FOR **120 DAYS** FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY
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**** (ALL APPLICABLE TAXES INCLUDED)**

-
- Required by:
 - At:
.....
 - Brand and model
 - Country of origin
 - Does the offer comply with the specification(s)?
*YES/NO
 - If not to specification, indicate deviation(s)
 - Period required for delivery
*Delivery: Firm/not firm
 - Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

**** “all applicable taxes”** includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

***Delete if not applicable**

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

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

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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:

	POINTS
PRICE	
SPECIFIC GOALS	
Total points for Price and SPECIFIC GOALS	100

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

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20	or	90/10
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	or	$Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$

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:

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \quad \text{or} \quad Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

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

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)

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:	
	
	
	

REQUEST FOR TENDER

FOR

APPOINTMENT OF A PANEL OF FIVE (5) SERVICE PROVIDERS TO SUPPLY SUITABLY QUALIFIED AND EXPERIENCED CANDIDATES FOR PERMANENT AND FIXED-TERM CONTRACT APPOINTMENTS TO THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) FOR A PERIOD OF FIVE (5) YEARS

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

Tender No: SANBI:HR452/2022

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1. Introduction and background

The South African National Biodiversity Institute (SANBI) is a public entity that is mandated by the National Environmental Management: Biodiversity Act (NEMBA), Act No. 10 of 2004. SANBI's mission is to champion the exploration, conservation, sustainable use, appreciation and enjoyment of South Africa's exceptionally rich biodiversity for all people. SANBI contributes to South Africa's sustainable development by facilitating access to biodiversity data, generating information and knowledge, building capacity, providing policy advice, and showcasing and conserving biodiversity in its national botanical and zoological gardens.

SANBI is a Schedule 3A Public Entity with a national footprint. SANBI intends to appoint a panel of five service providers to supply suitably qualified and experienced candidates for permanent and fixed-term contract appointments to SANBI for a period of five (5) years. As shown by Annexure B, SANBI has a total of 1164 positions, some of which are vacant. A large component of the staff complement is comprised of scientific research and technical posts in the fields of ecology, biodiversity, conservation, biology etc. The basis of engaging service providers will be on specific assignments as and when required. The successful service providers will be used to supply candidates in cases where SANBI is unable to fill the vacant position because of being unable to attract candidates who meet all job requirements for the vacant position. The appointed service providers before supplying candidates to SANBI they will be expected to conduct preliminary interviews and all background checks, including reference checks, security clearance, credit checks, qualification checks, and criminal record checks; and facilitate for final interviews to be conducted by SANBI.

SANBI shall manage the performance of the appointed permanent and fixed-term contract candidates and shall also manage their conduct and leave of absence in accordance with approved SANBI's policies and procedures. In the event that the supplied permanent or fixed-term contract employee at the expiry of the probation is failing to perform the duties and responsibilities attached to his or her position satisfactorily, the successful bidder who supplied the employee shall be obligated to replace the employee with a suitably qualified, experienced, and competent employee within fifteen (15) working days by supplying two (2) or more candidates for SANBI to conduct the final interview and appoint of the best candidate out of the supplied candidates.

Outline of the method of working with five (5) successful bidders:

For vacant positions classified as not core, critical and scarce skills, the rotational method shall be followed with the appointed bidders. For vacant positions classified as core, critical and scarce skills the rotational method will not be followed and there will be no minimum or maximum number of candidates to be supplied by each appointed service provider. For vacant positions classified as core, critical and scarce skills, after receiving all supplied candidates from service providers, SANBI will subject them to the final selection process and the bidder whose candidate performed the highest during the interview is the only one who will be paid for the service.

2. Invitation to tender

Tenderers are hereby invited to tender for appointment as one of five service providers to supply SANBI with suitably qualified and experienced candidates for permanent and fixed-term contract appointments for a period of five (5) years. The purpose of this Request for Tender (RFT) is to provide potential service providers with directives of the relevant services required by SANBI; and to provide information on how SANBI will consider tender responses from suitably qualified, experienced, and professional service providers.

The tender process will be coordinated by SANBI's Supply Chain Management (SCM) Directorate, contactable at the following address:

Deputy Director: Supply Chain Management
The South African National Biodiversity Institute (SANBI)
Private Bag X101
Silverton
0184
Email: sanbi.tenders@sanbi.org.za

The tender closes at 11:00 on 14 April 2023

3. Compulsory online briefing session and email enquiries:

A virtual compulsory briefing session will take place as follows:

Date: **27 March 2023**

Time: **10:00 to 11:30**

Venue: Microsoft Teams, via the following link:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_NTVjMDEwYTEtNTRjNC00ZjdjLWlzODQtNmM2NTM5NzgzMmE2%40thread.v2/0?context=%7b%22Tid%22%3a%220b847c5e-73e2-4441-8789-9c092d2dd489%22%2c%22Oid%22%3a%22e4ac6017-5bc2-4a6f-a7bf-f314aa5da08b%22%7d

Bidders are encouraged to direct all technical and bidding procedure enquiries to the email addresses below. All responses to questions via email and at the compulsory briefing session will be communicated via this tender's advertisement webpage on the SANBI website www.sanbi.org.

- For bidding procedure enquiries: sanbi.tenders@sanbi.org.za
- For technical enquiries: v.mncwango@sanbi.org.za

Cut-off date for enquiries: 7 April 2023 at 12:00.

4. SCOPE OF WORK

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

- a) for positions classified as not core, critical, and scarce, to supply a maximum of five (5) suitably qualified and experienced candidates within five (5) working days for each request and assist SANBI to make the final shortlist;
- b) for positions classified as core, critical, and scarce, there will be no minimum and maximum number of candidates to be supplied by each service provider, but all appointed service providers shall be requested to supply candidates within five (5) working days;
- c) ensure that candidates supplied to SANBI in as far as possible, are in line with the Employment Equity targets;
- d) conduct preliminary interviews to all candidates to be supplied to SANBI, and all background checks, including reference checks, security clearance, credit checks, qualification checks, experience checks, criminal record checks, and competency assessment tests for salary levels 11 to 15 only; and
- e) facilitate the interview process to be conducted by SANBI.

4.2 Required capacity of the service providers:

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 supplying suitably qualified and experienced candidates at lower, middle, and senior management levels including specialists, horticulturalists and scientists. Please refer to Annexure C;
- b) bidders must be able to access candidates nationally using available technology. Please refer to Annexure D;
- c) bidders must have all necessary resources, expertise, and information to supply suitably qualified and experienced candidates in accordance with SANBI Recruitment, Selection, and Appointment policy requirements; and
- d) bidders must demonstrate an in-depth experience and expertise in the field of supplying suitably qualified and experienced candidates at lower, middle, and senior management levels including specialists, horticulturalists and scientists within public and private sector, with relevant supporting documents provided.

5. Requirements for proposals

5.1 Mandatory requirements / documents

Tenders must include the following documentation (**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.
- c) duly signed and fully completed standard bidding document (SBD) forms; and
- d) compulsory briefing session certificate of attendance.

5.2 Documentation required to undertake functionality evaluation

Service providers interested in this RFT must submit a concise written proposal that addresses the scope of work including the documents listed below. Failure to submit these documents will not result in disqualification, however, the information contained in them is required for evaluation purposes.

- 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 tender;
- 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 activities;
- d) bidders must be able to provide 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 the tender;
- e) 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);
- f) a list of similar projects carried out within the past five years, with a short description of work, monetary value of the work done, the scale of the work (e.g. how many candidates successfully supplied over a five year period; ability to supply suitably qualified and experienced candidates nationally, proof of national footprint, etc.), success metrics for each project, and positive references for each project (names and contact details of clients). Please refer to Annexure G; and
- g) quotations clearly stipulating the amount to be charged as required by Annexure E with VAT listed separately. Use Annexure E for the quotations. **Note that financial and pricing details must only be included in the pack marked "ORIGINAL" (see section 7).**

6. Pricing requirements

The final price, using the format provided in Annexure E, must be inclusive of VAT and must include the total cost for the duration of the contract. Please note the important information about the quotation provided in 5.1(g) above, and about the two-envelope process under section 7 below. Please note that SANBI will request appointed bidders to charge a flat rate for supplying suitably qualified and experienced candidates which should be in accordance with the salary notches as indicated in Annexure E.

7. Submission of tender

In Respect of Bids that include Functionality as a Criterion for Evaluation (Issued 3 September 2010), the two-envelope system will be used for this bid. Service providers are to submit one (1) printed document pack with pricing included in

an envelope marked 'ORIGINAL', and in a separate envelope (marked 'COPY') provide a copy of the document pack without pricing as PDF file(s) on a memory stick.

NB: Financial or pricing details should ONLY be included in the printed document pack marked 'ORIGINAL', and not in the PDF file(s) of the document(s) on the memory stick.

NB: Failure to submit one printed document pack with pricing in one envelope, and a document pack without pricing on a memory stick will lead to your bid being disqualified.

Tenders must be submitted in the tender box located in the reception area of the Biodiversity Centre Building at the Pretoria National Botanical Garden, 2 Cussonia Avenue, Brummeria, Pretoria, during office hours before the tender closing date and time.

Normal office hours are from 08:00 to 16:00 daily. Emailed and faxed submissions will not be accepted. Late submissions will be disqualified.

Tender closing date and time: 11:00 on 14 April 2023

8. 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
Implementation method and project plan: Company profile, structure, vision, mission, and infrastructure Service provider strategy and method to deliver the project		25	
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		
Financial Capability: 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	
Sub-Criteria	Points		
No submission	0		
The amount of the enquiry is too high for the subject and terms given. (Bank code: E)	2		
The financial position of the subject is modest or unknown, but where the account is satisfactorily conducted, and the subject is considered business commitments. (Bank code: D)	4		
The subject has a good record, the amount may appear high in relation to normal transactions on the account. (Bank code: C)	6		
The subject has a good record of meeting their financial commitments, and the amount is well within the capacity of an ordinary business commitment. (Bank code: B)	8		
Undoubted for the amount of enquiry or Good for the amount of enquiry. (Bank code: A)	10		
Past experience of the service provider in the past five (5) years to undertake the scope of the work as defined in this Request for Tender			35
Three positive reference letters regarding work of similar scope and scale completed in the last five (5) years:		15	
Sub-Criteria	Points		
No submission	0		
One positive reference letter	5		
Two positive reference letters	10		

CRITERIA FOR EVALUATING FUNCTIONALITY		WEIGHT / POINTS	
Three positive reference letters or more	15		
List of at least five (5) similar projects(see item 5.1(f) with positive references and indicating value of works completed in the last five (5) years:		20	30
Sub-Criteria	Points		
No submission	0		
One Project	4		
Two Projects	8		
Three Projects	12		
Four Projects	16		
Five or more Projects	20		
Capacity of the team members in the past five (5) years to undertake the scope of work as defined in this Request for Tender			
CV for proposed key personnel and Annexure F: ○ Previous work experience of similar projects ○ Total number of years' working experience in supplying candidates ○ Individual and team experience on similar work in the last five (5) years			
Sub-Criteria	Points		
Qualification requirements:			
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		
Experience requirements:			
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	15		

CRITERIA FOR EVALUATING FUNCTIONALITY		WEIGHT / POINTS	
experience of 10 years or more			
TOTAL			100

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 **second stage** will be to evaluate the price and Specific goals of those bids that meet the minimum threshold for functionality, in accordance with the Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act (No. 5 of 2000), the 80/20-point system will be applied in evaluating proposals that qualify for further consideration, where price constitutes 80 points and a maximum of 20 points will be awarded based on the bidder's specific goals.

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. The information will be verified on the CSD report. CSD report must be attached as proof.	(10)	
Categories of persons historically disadvantaged by unfair discrimination on the basis of gender. The information will be verified on the CSD report. CSD report must be attached as proof.	(10)	
Total	(20)	

Sufficient information must be provided to allow the evaluation panel to evaluate proposals against the above specific goals.

9. Contract period

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

ANNEXURE A: Special conditions of contract

1. SPECIAL CONDITIONS OF CONTRACT

Any award made to a bidder(s) under this bid is conditional, amongst others, upon –

- a. The bidder(s) accepting the terms and conditions contained in the Special Conditions of Contract as the minimum terms and conditions upon which SANBI is prepared to enter into a contract with the successful Bidder(s).
- b. The bidder submitting the Special Conditions of Contract to SANBI together with its bid, duly signed by an authorised representative of the bidder.

2. SERVICE LEVEL AGREEMENT

- 2.1. Upon award, SANBI and the successful bidder will conclude a Service Level Agreement regulating the specific terms and conditions applicable to the services being procured by SANBI, more or less in the format of the draft Service Level Indicators included in this tender pack.
- 2.2. SANBI reserves the right to vary the proposed draft Service Level Indicators during the course of negotiations with a bidder by amending or adding thereto.
- 2.3. Bidder(s) are requested to:
 - a. Comment on draft Service Level Indicators and where necessary, make proposals to the indicators;
 - b. Explain each comment and/or amendment; and
 - c. Use an easily identifiable colour font or “track changes” for all changes and/or amendments to the Service Level Indicators for ease of reference.
- 2.4. SANBI reserves the right to accept or reject any or all amendments or additions proposed by a bidder if such amendments or additions are unacceptable to SANBI or pose a risk to the organisation.

3. SPECIAL CONDITIONS OF THIS BID

SANBI reserves the right:

- 3.1. To award this tender to a bidder that did not score the highest total number of points, only in accordance with section 2(1)(f) of the PPPFA (Act 5 of 2000)
- 3.2. To negotiate with one or more preferred bidder(s) identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other bidder(s) who has not been awarded the status of the preferred bidder(s).
- 3.3. To accept part of a tender rather than the whole tender.
- 3.4. To carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the services offered by the bidder(s), whether before or after adjudication of the Bid.
- 3.5. To correct any mistakes at any stage of the tender that may have been in the Bid documents or occurred at any stage of the tender process.
- 3.6. To cancel and/or terminate the tender process at any stage, including after the Closing Date and/or after presentations have been made, and/or after tenders have been evaluated and/or after the preferred bidder(s) have been notified of their status as such.
- 3.7. Award to multiple bidders based either on size or geographic considerations.

4. SANBI REQUIRES BIDDER(S) TO DECLARE

In the Bidder's Technical response, bidder(s) are required to declare the following:

4.1. Confirm that the bidder(s) is to: –

- a. Act honestly, fairly, and with due skill, care and diligence, in the interests of SANBI ;
- b. Have and employ effectively the resources, procedures and appropriate technological systems for the proper performance of the services;
- c. Act with circumspection and treat SANBI fairly in a situation of conflicting interests;
- d. Comply with all applicable statutory or common law requirements applicable to the conduct of business;
- e. Make adequate disclosures of relevant material information including disclosures of actual or potential own interests, in relation to dealings with SANBI;
- f. Avoidance of fraudulent and misleading advertising, canvassing and marketing;
- g. To conduct their business activities with transparency and consistently uphold the interests and needs of SANBI as a client before any other consideration; and
- h. To ensure that any information acquired by the bidder(s) from SANBI will not be used or disclosed unless the written consent of the client has been obtained to do so.

5. CONFLICT OF INTEREST, CORRUPTION AND FRAUD

5.1. SANBI reserves its right to disqualify any bidder who either itself or any of whose members (save for such members who hold a minority interest in the bidder through shares listed on any recognised stock exchange), indirect members (being any person or entity who indirectly holds at least a 15% interest in the bidder other than in the context of shares listed on a recognised stock exchange), directors or members of senior management, whether in respect of SANBI or any other government organ or entity and whether from the Republic of South Africa or otherwise ("Government Entity")

- a. engages in any collusive tendering, anti-competitive conduct, or any other similar conduct, including but not limited to any collusion with any other bidder in respect of the subject matter of this bid;
- b. seeks any assistance, other than assistance officially provided by a Government Entity, from any employee, advisor or other representative of a Government Entity in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity;
- c. makes or offers any gift, gratuity, anything of value or other inducement, whether lawful or unlawful, to any of SANBI's officers, directors, employees, advisors or other representatives;
- d. makes or offers any gift, gratuity, anything of any value or other inducement, to any Government Entity's officers, directors, employees, advisors or other representatives in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity;
- e. accepts anything of value or an inducement that would or may provide financial gain, advantage or benefit in relation to procurement or services provided or to be provided to a Government Entity;
- f. pays or agrees to pay to any person any fee, commission, percentage, brokerage fee, gift or any other consideration, that is contingent upon or results from, the award of any tender, contract, right or entitlement which is in any way related to procurement or the rendering of any services to a Government Entity;
- g. has in the past engaged in any matter referred to above; or
- h. has been found guilty in a court of law on charges of fraud and/or forgery, regardless of whether or not a prison term was imposed and despite such bidder, member or director's name not specifically appearing on the List of Tender Defaulters kept at National Treasury.

6. MISREPRESENTATION DURING THE LIFECYCLE OF THE CONTRACT

- 6.1. The bidder should note that the terms of its Tender will be incorporated in the proposed contract by reference and that SANBI relies upon the bidder's Tender as a material representation in making an award to a successful bidder and in concluding an agreement with the bidder.
- 6.2. It follows therefore that misrepresentations in a Tender may give rise to service termination and a claim by SANBI against the bidder notwithstanding the conclusion of the Service Level Agreement between SANBI and the bidder for the provision of the Service in question. In the event of a conflict between the bidder's proposal and the Service Level Agreement concluded between the parties, the Service Level Agreement will prevail.

7. PREPARATION COSTS

The Bidder will bear all its costs in preparing, submitting and presenting any response or Tender to this bid and all other costs incurred by it throughout the bid process. Furthermore, no statement in this bid will be construed as placing SANBI, its employees or agents under any obligation whatsoever, including in respect of costs, expenses or losses incurred by the bidder(s) in the preparation of their response to this bid.

8. INDEMNITY

If a bidder breaches the conditions of this bid and, as a result of that breach, SANBI incurs costs or damages (including, without limitation, the cost of any investigations, procedural impairment, repetition of all or part of the bid process and/or enforcement of intellectual property rights or confidentiality obligations), then the bidder indemnifies and holds SANBI harmless from any and all such costs which SANBI may incur and for any damages or losses SANBI may suffer.

9. PRECEDENCE

This document will prevail over any information provided during any briefing session whether oral or written, unless such written information provided, expressly amends this document by reference.

10. LIMITATION OF LIABILITY

A bidder participates in this bid process entirely at its own risk and cost. SANBI shall not be liable to compensate a bidder on any grounds whatsoever for any costs incurred or any damages suffered as a result of the Bidder's participation in this Bid process.

11. TAX COMPLIANCE

No tender shall be awarded to a bidder who is not tax compliant. SANBI reserves the right to withdraw an award made, or cancel a contract concluded with a successful bidder in the event that it is established that such bidder was in fact not tax compliant at the time of the award, or has submitted a fraudulent Tax Clearance Certificate to SANBI or whose verification against the Central Supplier Database (CSD) proves non-compliant. SANBI further reserves the right to cancel a contract with a successful bidder in the event that such bidder does not remain tax compliant for the full term of the contract.

12. TENDER DEFAULTERS AND RESTRICTED SUPPLIERS

No tender shall be awarded to a bidder whose name (or any of its members, directors, partners or trustees) appear on the Register of Tender Defaulters kept by National Treasury, or who have been placed on National Treasury's List of Restricted Suppliers. SANBI reserves the right to withdraw an award, or cancel a contract concluded with a Bidder should it be established, at any time, that a bidder has been blacklisted with National Treasury by another government institution.

13. GOVERNING LAW

South African law governs this bid and the bid response process. The bidder agrees to submit to the exclusive jurisdiction of the South African courts in any dispute of any kind that may arise out of or in connection with the subject matter of this bid, the bid itself and all processes associated with the bid.

14. RESPONSIBILITY FOR SUB-CONTRACTORS AND BIDDER'S PERSONNEL

A bidder is responsible for ensuring that its personnel (including agents, officers, directors, employees, advisors and other representatives), its sub-contractors (if any) and personnel of its sub-contractors comply with all terms and conditions of this bid. In the event that SANBI allows a bidder to make use of sub-contractors, such sub-contractors will at all times remain the responsibility of the bidder and SANBI will not under any circumstances be liable for any losses or damages incurred by or caused by such sub-contractors.

15. CONFIDENTIALITY

Except as may be required by operation of law, by a court or by a regulatory authority having appropriate jurisdiction, no information contained in or relating to this bid or a bidder's tender(s) will be disclosed by any bidder or other person not officially involved with SANBI's examination and evaluation of a Tender.

No part of the bid may be distributed, reproduced, stored or transmitted, in any form or by any means, electronic, photocopying, recording or otherwise, in whole or in part except for the purpose of preparing a Tender. This bid and any other documents supplied by SANBI remain proprietary to SANBI and must be promptly returned to SANBI upon request together with all copies, electronic versions, excerpts or summaries thereof or work derived there from.

Throughout this bid process and thereafter, bidder(s) must secure SANBI's written approval prior to the release of any information that pertains to (i) the potential work or activities to which this bid relates; or (ii) the process which follows this bid. Failure to adhere to this requirement may result in disqualification from the bid process and civil action.

16. SANBI PROPRIETARY INFORMATION

Bidder will on their bid cover letter make declaration that they did not have access to any SANBI proprietary information or any other matter that may have unfairly placed that bidder in a preferential position in relation to any of the other bidder(s).

17. AVAILABILITY OF FUNDS

Should funds no longer be available to pay for the execution of the responsibilities of this bid, SANBI may terminate the Agreement at its own discretion or temporarily suspend all or part of the services by notice to the successful bidder who shall immediately make arrangements to stop the performance of the services and minimize further expenditure: Provided that the successful bidder shall thereupon be entitled to payment in full for the services delivered, up to the date of cancellation or suspension.

Should POPIA not be complied with in this part of the Annexure for Tender Like SANBI will not share tender information and strategies provided by the service providers and also they in turn need to keep the information of the candidates that would be potential employees confidential in line with POPIA.

ANNEXURE B: List of SANBI work centres and number of employees per centre

PROVINCE	NAME OF THE CENTER	ESTIMATED NUMBER OF EMPLOYEES (Permanent/ Contract)
Free State Province	Free State National Botanical Garden, Bloemfontein	32
Northern Cape Province	Hantam National Botanical Garden, Nieuwoudtville	8
Western Cape Province	Harold Porter National Botanical Garden, Betty's Bay	31
	Karoo Desert National Botanical Garden, Worcester	34
	Kirstenbosch National Botanical Garden, Cape Town	334
Eastern Cape Province	Kwelera National Botanical Garden, East London	11
KwaZulu-Natal Province	KwaZulu-Natal Herbarium, Durban	8
	KwaZulu-Natal National Botanical Garden, Pietermaritzburg	26
Mpumalanga Province	Lowveld National Botanical Garden, Mbombela	49
Gauteng Province	Pretoria National Botanical Garden, Pretoria	253
	Walter Sisulu National Botanical Garden, Roodepoort	59
	National Zoological Garden, Pretoria	293
Limpopo Province	Mokopane Biodiversity Conservation Center, Mokopane	19
	Thohoyandou Botanical Garden, Thohoyandou	7
TOTAL		1164

ANNEXURE C: Specifications for supplying suitably qualified and experienced candidates

Supplying permanent and fixed-term contract appointments to SANBI, will require the bidders to have experience in supplying suitably qualified and experienced candidates in the following areas of specialisation. Bidders are required to clearly indicate by tick in the relevant box the area of specialisation they have experience in.

Area of specialisation	Tick to indicate area of specialisation
Receptionists	
Technical Assistants	
Conservation Workers	
Administrators	
Officers	
Technicians	
Artisans	
Supervisors	
Office Managers	
Veterinary Nurses	
Specialists	
Horticulturalists	
Scientists	
Veterinarians	
Assistant Directors	
Deputy Directors	
Directors	
Chief Directors	

ANNEXURE D: National footprint specification

Bidders are required to clearly indicate (by a tick in the relevant box) a province the bidder will be able to service using available technology:

PROVINCE	TICK
Eastern Cape	
Free State	
Gauteng	
KwaZulu-Natal	
Limpopo	
Mpumalanga	
North West	
Northern Cape	
Western Cape	

ANNEXURE E: Quotation template

Please note that SANBI will request appointed bidders to charge a flat rate for supplying suitably qualified and experienced candidates which is in accordance with the salary notches indicated below. However, to facilitate this process of negotiation and also to evaluate bidders in the second stage of the evaluation process, all bidders are requested to provide a quotation as per the below table.

NB: Financial or pricing details should ONLY be included in the printed document pack marked 'ORIGINAL', and not in the PDF file(s) of the document(s) on the memory stick.

Salary Levels	Salary Notches	Amount in Rand including VAT
2	107 196	
3	128 166	
4	151 884	
5	181 599	
6	218 064	
7	269 214	
8	331 188	
9	393 711	
10	491 403	
11	766 584	
12	908 502	
13	1 105 383	
14	1 308 051	
15	1 590 747	
TOTAL		

ANNEXURE F: Bidders are required to submit the list of their team members' qualifications and experiences in the supply of suitably qualified and experienced candidates for five (5) years or more

Name	Position & Qualifications	Role/Duties in this Project	Project Period (Start & End Dates)	Relevant Project Experience	
				Client Name, Contacts, Project Description, Project Period.	Project Value

ANNEXURE G: Bidders are required to submit a list of at least five (5) similar projects with telephonic references and indicating value of works completed in the last five (5) years

Client's Name	Project Description	Project Cost	Project Period (Start & End Dates)	Description of service performed and extent of Bidder's responsibilities	Name, title and telephone and email of client