

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
BID NUMBER:	Q9402/2023	CLOSING DATE:	09 June 2023	CLOSING TIME:	11:00 AM
DESCRIPTION	THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) SEEKS TO APPOINT A SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDER TO PROVIDE AND MANAGE E-RECRUITMENT SERVICES AT SANBI FOR A PERIOD OF THREE (3) YEARS				
Submission of proposals: proposals must be emailed to at S.SCM-Quotations@sanbi.org.za with a copy to Ms. R Maleka at ra.maleka@sanbi.org.za					
Please state the Bid number as the reference number on the subject line when responding to the RFQ					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ramakgahlele Maleka		CONTACT PERSON	Vusumuzi Mncwango	
TELEPHONE NUMBER	012 843 5109		TELEPHONE NUMBER	(012) 843-5223/0827372125	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	ra.maleka@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]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					

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IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.	

PART B TERMS AND CONDITIONS FOR BIDDING

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

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

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

DATE:

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

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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

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.

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 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

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.



South African National Biodiversity Institute

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

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
 PROCUREMENT REGULATIONS 2022**

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

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

1. GENERAL CONDITIONS

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

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

1.2 **To be completed by the organ of state**

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

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

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

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

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

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- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

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

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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:

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

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 (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Categories of persons historically disadvantaged by unfair discrimination on the basis of race. 100% black ownership equal to maximum points (Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof)	10	
Categories of persons historically disadvantaged by unfair discrimination on the basis of gender. 100% female ownership equals to maximum points (Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof)	10	
Total Points	20	

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

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- ☐ 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:

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Terms of Reference for appointment of a suitably qualified and experienced service provider to provide and manage e-recruitment services at SANBI for a period of three (3) years.

Quotation number: Q9402/2023

The South African National Biodiversity Institute (SANBI) seeks to appoint a suitably qualified and experienced service provider to provide and manage e-recruitment services at SANBI for a period of three (3) years.

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 suitably qualified and experienced service provider to provide and manage e-recruitment services at SANBI for a period of three (3) years.

2. Purpose

SANBI intends to appoint a suitably qualified and experienced service provider to appoint a suitably qualified and experienced service provider to provide and manage e-recruitment services at SANBI for a period of three (3) years. SANBI has a total of 972 filled positions and 243 vacant positions. The availability of the e-recruitment services at SANBI will fast-track the filling of vacant positions to be within the stipulated period as required by Recruitment, Selection, and Appointment Policy. It will also improve the efficiency and effectiveness of the Human Resources Division when filling vacant positions. Therefore, these terms of reference seek to invite prospective service providers to submit quotations to:

- a) provide and manage e-recruitment at SANBI; and
- b) ensure that the e-recruitment services provided are able to cater for permanent and contract employments including donor-funded projects, internships, and work integrated learnings, which must be linked to the proposed e-recruitment system.

3. Scope of work

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

3.1 Job requisition and job profile

- The proposed system must provide the user with the ability to set up the job advertisement based on a competency based job profile consisting of accurate job descriptions that are non-discriminatory and legally compliant.

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3.2 Job advertisements

- The system must have an ability to circulate advertised jobs to multiple channels including the client's own website and SANBI website, as well as an extended reach and exposure to leading South African websites for added exposure, ensuring that the client's brand and jobs receive maximum exposure to South Africa's largest pool of quality candidates.

3.3 Candidate database

- The system must be able to generate 'talent pool' and search for resumes with advanced search tools. The resume database will be automatically searched for candidates who match our job requisition requirements.

3.4 Response handling

- The system must be able to save time and increase efficiency with superior response handling tools including online screening, multiple regret, contacting tools and resume shortlist features. The response handling should contain the following functionality: requisition, job posting, candidate management, searching, screening and short-listing, interview, selection, offer, reporting, and hiring manager information.

3.5 Integration

- The system must elegantly accommodate a flexible organizational structure that will be created and will be specifically based on the requirements of SANBI.
- The system should be flexible to allow for multiple recruitment processes and permissions and takes into account the recruitment process per division and the corresponding approvals framework per process.
- The system should be an interactive system which sends email triggers to the relevant parties (HR and line management) to advise on actions needed to move forward in the process (Including automatic closing of adverts and status changes).

3.6 Confidentiality and Security

The system should comply with the following security requirements:

- Candidates should be able to apply on line and create profiles/application using unique ID and strong password.
- The application or system must be encrypted.
- Candidates must Not be authorized to see other candidates' information.
- SANBI must have its own database where information is stored.
- Once SANBI's data had been migrated from the service provider's database to SANBI's identified system, such information must be deleted from the service provider's database and proof must be provided to SANBI.

3.7 HR-XML Compliance

- The technology should be developed in line with international HR-XML standards allowing for the easy integration with all interfaces and systems that are HR-XML compliant.

3.8 Legal Compliance

- The bidder should provide us with proof that the e-recruitment system adheres to and is in line with all relevant legislation.

3.9 Business Continuity (avoid down time)

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- The bidder must provide proof that there is a backup system and solution in place to ensure that data is backed up and can be restored as-and-when required.
- The bidder must provide evidence of an existing disaster recovery solution to ensure that the system can be restored in case of a disaster.
- The bidder must provide evidence indicating some level of high availability.

3.10 System support (need to have SLA)

The service provider should indicate the technical support and services that they provide as part of the e-recruitment system. The support should indicate the following:

- A process for reporting technical issues.
- A support SLA which outlines response time to technical issues.
- At the end of the contract period between SANBI and the service provider, the service provider must migrate all SANBI information from the system's database to the system which will be specified by SANBI .

3.11 Multiple job boards

- The system must enable recruiters to post or select multiple employment sites, job boards, social media and other platforms for job advertisement. In addition, the bidder should also provide SANBI with research, information and support on the best way to source talent using this media.

3.12 Candidate data and search functionality

- The bidder should provide information on how and where candidate information will be stored, managed and utilized in the system. Provide guidelines on how to manage this data in the system. An easy to use functionality should be provided to search for candidate data and store reports that can be used by the recruitment team.

3.13 Reporting

- The system should enable placement reports and turn-around times reports.
- The system should enable recruitment reports from candidate activities, recruitment activities, recruiter performance management and SLA adherence, and turnaround times to fill vacancies. Although not a pre-requisite for reporting the system must also be able to provide customer feedback on each placement or placements per business area.
- The system should have the functionality to generate reports according to organizational requirements. The bidder should as part of the response attach some of the reports to give a good picture of the "look and feel" of those reports.

3.14 Training

- The service provider must provide information on the training that is used to accredit users, different types of users, and related information. In addition, training information such as materials, trainers' profile and evaluation of training conducted should ideally be shared.

3.15 Agency portal and Agency performance management

- The e-recruitment system must provide an agency portal for all the agencies on the preferred supplier list, which allows agencies to register on the system their candidates, communication with the organization via the system and to allow the recruitment team to manage issues of which agencies' candidates belong to. The agency portal must also

have functionality for performance management, so that this helps in selecting our preferred suppliers.

3.16 Candidate types and duplicates

- The system must not allow for duplications where we do not know nor are not certain of candidates whether candidates are registered with which agency, which agencies send the candidate first and whether the same candidates is registered on our database or applied for positions before.

3.17 Position job codes

- The system must allow for each position to have a unique job code that links to the job profile or job description and will provide simplified reporting.

3.18 Document formatting

- The system must allow for a document to be formatted for instance to transfer a document PDF to a word document or from html to another format.

3.19 Attaching documents

- The system must allow applicants to attach all specified and required documents.

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 providing and managing e-recruitment services;
- b) Bidders must be able to provide and facilitate e-recruitment services nationally in all SANBI campuses and centres;
- c) Bidders must have all necessary resources, expertise, and information to provide and manage e-recruitment services in line with SANBI policies and procedures; and
- d) Bidders must demonstrate an in-depth experience and expertise in the field of providing and managing e-recruitment services.

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. in providing and managing e-recruitment services) carried out within the past five (5) years, with a short description of work, monetary value

South African National Biodiversity Institute

of the work done, the scale of the work, success metrics for each project, and positive references for each project (names and contact details of clients).

- e) Quotations clearly stipulating the amount to be charged for providing and managing e-recruitment services, with VAT listed separately.
- 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 Required documents

Bidders must submit the following documents.

- 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		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 service provider and terms given. (Bank code: E)	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. (Bank code: D)	4		
The service provider has a good record, the amount may appear high in relation to normal transactions on the account. (Bank code: C)	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. (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 Quotation		35	
Three positive reference letters regarding work of similar scope and scale completed in the last five (5) years:		15	

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CRITERIA FOR EVALUATING FUNCTIONALITY		WEIGHT / POINTS	
Sub-Criteria	Points		
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:		20	
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 Quotation.		30	
CV for proposed key personnel: ○ Previous work experience of similar projects ○ Total number of years of working experience in providing and managing e-recruitment services ○ 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		

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CRITERIA FOR EVALUATING FUNCTIONALITY		WEIGHT / POINTS
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 experience of 10 years or more	15	
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 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. 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)	

7. Contract period

A three (3) year contract will be entered into with the 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.

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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

10. Submission

Submission Deadline:

Closing date for submission of responses: 09 June 2023 at 11h00 AM.

Submission of proposals must be emailed to S.SCM-Quotations@sanbi.org.za with a copy to ra.maleka@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

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.

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