

**PART A  
INVITATION TO BID**

|                                                                                                                                                                                                                                                                                                                                                     |                                                                                      |               |                                                |                               |                                                                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|---------------|------------------------------------------------|-------------------------------|--------------------------------------------------------------------------------------|
| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)</b>                                                                                                                                                                                                                                        |                                                                                      |               |                                                |                               |                                                                                      |
| RFQ NUMBER:                                                                                                                                                                                                                                                                                                                                         | <b>SANBI: Q9704/2023</b>                                                             | CLOSING DATE: | <b>03 October 2023</b>                         | CLOSING TIME:                 | <b>11H00 AM</b>                                                                      |
| <b>THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) REQUIRES SERVICE PROVIDER TO UNDERTAKE FIELD-VALIDATED CONDITION ASSESSMENTS OF RIVERS, RIPARIAN AREAS, AND WETLANDS IN THE DEMONSTRATION CATCHMENTS OF THE EI4WS PROJECT</b>                                                                                                          |                                                                                      |               |                                                |                               |                                                                                      |
| <b>BID RESPONSE DOCUMENTS MAY BE E-MAILED TO BELOW ADDRESSES:</b>                                                                                                                                                                                                                                                                                   |                                                                                      |               |                                                |                               |                                                                                      |
| Submission of proposals: Proposals must be emailed to Ms. Noloyiso Giyama @ <a href="mailto:N.Giyama@sanbi.org.za">N.Giyama@sanbi.org.za</a> and copy <a href="mailto:S.SCM-Quotations@sanbi.org.za">S.SCM-Quotations@sanbi.org.za</a><br><b>Please state the Bid number as the reference number on the subject line when responding to the RFQ</b> |                                                                                      |               |                                                |                               |                                                                                      |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>                                                                                                                                                                                                                                                                                               |                                                                                      |               | <b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b> |                               |                                                                                      |
| CONTACT PERSON                                                                                                                                                                                                                                                                                                                                      | <b>Noloyiso Giyama</b>                                                               |               | CONTACT PERSON                                 | <b>Nancy Job</b>              |                                                                                      |
| TELEPHONE NUMBER                                                                                                                                                                                                                                                                                                                                    | <b>012 339 2750</b>                                                                  |               | TELEPHONE NUMBER                               | <b>021 799 8474</b>           |                                                                                      |
| FACSIMILE NUMBER                                                                                                                                                                                                                                                                                                                                    |                                                                                      |               | FACSIMILE NUMBER                               |                               |                                                                                      |
| E-MAIL ADDRESS                                                                                                                                                                                                                                                                                                                                      | <b>N.Giyama@sanbi.org.za</b>                                                         |               | E-MAIL ADDRESS                                 | <b>N.Job@sanbi.org.za</b>     |                                                                                      |
| <b>SUPPLIER INFORMATION</b>                                                                                                                                                                                                                                                                                                                         |                                                                                      |               |                                                |                               |                                                                                      |
| NAME OF BIDDER                                                                                                                                                                                                                                                                                                                                      |                                                                                      |               |                                                |                               |                                                                                      |
| POSTAL ADDRESS                                                                                                                                                                                                                                                                                                                                      |                                                                                      |               |                                                |                               |                                                                                      |
| STREET ADDRESS                                                                                                                                                                                                                                                                                                                                      |                                                                                      |               |                                                |                               |                                                                                      |
| TELEPHONE NUMBER                                                                                                                                                                                                                                                                                                                                    | CODE                                                                                 |               | NUMBER                                         |                               |                                                                                      |
| CELLPHONE NUMBER                                                                                                                                                                                                                                                                                                                                    |                                                                                      |               |                                                |                               |                                                                                      |
| FACSIMILE NUMBER                                                                                                                                                                                                                                                                                                                                    | CODE                                                                                 |               | NUMBER                                         |                               |                                                                                      |
| E-MAIL ADDRESS                                                                                                                                                                                                                                                                                                                                      |                                                                                      |               |                                                |                               |                                                                                      |
| VAT REGISTRATION NUMBER                                                                                                                                                                                                                                                                                                                             |                                                                                      |               |                                                |                               |                                                                                      |
| SUPPLIER COMPLIANCE STATUS                                                                                                                                                                                                                                                                                                                          | TAX COMPLIANCE SYSTEM PIN:                                                           |               | OR                                             | CENTRAL SUPPLIER DATABASE No: | MAAA                                                                                 |
| B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE                                                                                                                                                                                                                                                                                                        | TICK APPLICABLE BOX]<br><br><input type="checkbox"/> Yes <input type="checkbox"/> No |               | B-BBEE STATUS LEVEL SWORN AFFIDAVIT            |                               | TICK APPLICABLE BOX]<br><br><input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>                                                                                                                                                                               |                                                                                      |               |                                                |                               |                                                                                      |

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

#### QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

|                                                                                                                                                                                                                            |                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?                                                                                                                                                            | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| DOES THE ENTITY HAVE A BRANCH IN THE RSA?                                                                                                                                                                                  | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?                                                                                                                                                                 | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?                                                                                                                                                                      | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?                                                                                                                                                                  | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| <b>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.</b> |                                                          |

## PART B TERMS AND CONDITIONS FOR BIDDING

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. BID SUBMISSION:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.<br><br>1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b><br><br>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.<br><br>1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>2. TAX COMPLIANCE REQUIREMENTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.<br><br>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.<br><br>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE <a href="http://WWW.SARS.GOV.ZA">WWW.SARS.GOV.ZA</a> .<br><br>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.<br><br>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.<br><br>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.<br><br>2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE." |

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

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

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

DATE: .....

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

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

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

### 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

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

| Full Name | Identity Number | Name of State institution |
|-----------|-----------------|---------------------------|
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |

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**

---

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

2.3.1 If so, furnish particulars:

.....  
.....

### 3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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.

|                    |                         |
|--------------------|-------------------------|
| .....<br>Signature | .....<br>Date           |
| .....<br>Position  | .....<br>Name of bidder |

---

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

## 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         |
| <b>Total points for Price and SPECIFIC GOALS</b> | <b>100</b> |

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

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

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

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

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:

|              |           |              |
|--------------|-----------|--------------|
| <b>80/20</b> | <b>or</b> | <b>90/10</b> |
|--------------|-----------|--------------|

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

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.)***

| Specific Goals                                                                                                                                                         | Points    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| a) Categories of persons historically disadvantaged by unfair discrimination on the basis of race.                                                                     | 5         |
| b) Categories of persons historically disadvantaged by unfair discrimination on the basis of gender.                                                                   | 5         |
| h) Categories contributing to developing human resources of persons historically disadvantaged by unfair discrimination on the basis of race, youth, class and gender. | 10        |
| <b>TOTAL</b>                                                                                                                                                           | <b>20</b> |

## 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:** .....

.....

.....

# **SERVICE PROVIDER TO UNDERTAKE FIELD-VALIDATED CONDITION ASSESSMENTS OF RIVERS, RIPARIAN AREAS, AND WETLANDS IN THE DEMONSTRATION CATCHMENTS OF THE EI4WS PROJECT**

**QUOTATION NUMBER: Q9704/2023**

---

*The South African National Biodiversity Institute (SANBI) wishes to appoint a consultant on a short (two-month) contract to undertake field-validated condition assessments of selected rivers, riparian areas and wetlands in the Greater uMngeni and Berg-Breede demonstration catchments of the Ecological Infrastructure for Water Security (EI4WS) project.*

*These efforts will improve foundational data on ecosystem condition of wetlands, rivers, and riparian areas, information that is relevant to several aspects of the EI4WS project including amongst other things, ecosystem asset accounting and development of Ecological Infrastructure Management Plans.*

## **1. Background**

The South African National Biodiversity Institute (SANBI) is executing the Ecological Infrastructure for Water Security (EI4WS) Project, a five-year, multi-stakeholder project to unlock development finance to secure ecological infrastructure for water security in two critical catchments. SANBI executes the project together with DWS and other partners, with funding from the Global Environment Facility (GEF) and implemented through the Development Bank of Southern Africa (DBSA) with Department of Forestry, Fisheries and Environment (DFFE) as the national focal point. The project is scheduled to be completed in March 2025.

The EI4WS project focuses on unlocking the potential for ecological infrastructure to contribute to water security in South Africa. The EI4WS project aims to show how investments in ecological infrastructure can support and enhance investments in built water-related infrastructure such as dams and waste water treatment works, often in a cost-effective way. The EI4WS project is working directly in two catchments, the Berg-Breede catchment in the Western Cape (which supplies most of Cape Town's water) and the Greater uMngeni catchment in KwaZulu-Natal (which supplies most of Durban's water). Stakeholders from a range of sectors in these catchments are engaged in partnerships to identify priorities for maintaining and restoring ecological infrastructure, develop and implement plans to invest in ecological infrastructure, monitor and evaluate the impacts, and share lessons learnt in the process. In addition to on-the-ground work in demonstration catchments, the EI4WS project includes work on creating a strong enabling environment at the national level for investment in ecological infrastructure for water security, to facilitate such investment both in the demonstration catchments and in other catchments across the country.

The SANBI Freshwater Biodiversity Programme has led a process of desktop freshwater ecosystem mapping and assessment of condition. Field validation is now required to collect supporting field data to validate the mapping. Assistance is required from an experienced freshwater specialist service provider to undertake field-validated condition assessments of selected rivers, riparian areas and wetlands in the demonstration catchments of the EI4WS project. The deliverables will improve foundational data on ecosystem condition of wetlands, rivers, and riparian areas, information that is relevant to several aspects of the EI4WS project including amongst other things, ecosystem asset accounting and development of Ecological Infrastructure Management Plans in the demonstration catchments.

The Service Provider will be required to work closely with the Freshwater Biodiversity Programme lead and the project team for EI4WS Project, and actively share skills with the project team.

## **2. Objectives of work**

SANBI intends to contract a Service Provider as freshwater specialist(s) to undertake field-validated condition assessments of rivers, riparian areas and wetlands in the demonstration catchments of the EI4WS project studies.

### **3. Scope of work and requirements of the service provider**

#### **Service Provider Functions:**

- Review and further develop an existing rapid field condition assessment protocol together with SANBI.
- Review existing rivers, riparian and wetland condition data and compile additional information as needed to support the field validation.
- Conduct fieldwork using best practice methods and the field protocol to assess integrity and the conservation and rehabilitation potential of river, wetland, and riparian areas.
- The Service Provider will be expected to undertake field work in both the Berg-Breede and Greater uMngeni demonstration catchments. As such, Service Providers based both in KZN and Cape Town are preferred in order to reduce travel time and costs.
- Deliver a Technical Report, GIS shapefile, supporting photographs, and database of field results.

#### **Project Management Functions:**

- To engage with the SANBI Freshwater Biodiversity Programme Lead with regards to the project approach and development of the report and other project products.
- To liaise closely with the SANBI Freshwater Biodiversity Programme Lead with regards to any queries or challenges that emerge from this work.

### **4. Deliverables and timeframes**

- The Contract is expected to require an approximate time allocation of 40 days, and can be spread over several months, to be completed before March 31<sup>st</sup>, 2023.
- The service provider will be required to attend an inception meeting and project closeout meeting. After the inception meeting, an indicative project plan must be developed outlining the timeframes for expected tasks in line with the scope of work above.
- All documentation, including updated protocol, photos, database of field results (according to the field protocol), GIS shapefiles (incorporating updated condition assessment plus any associated GIS information e.g. mapping of drainage ditches, weirs), and the final technical report produced as an outcome of this ToR, must be provided to SANBI.

### **5. Skills and competencies required**

The service provider needs to have the necessary freshwater specialist background, understanding and working experience to be appointed.

Excellent knowledge, experience, demonstrable skills and competencies are required in the following areas:

- Demonstrated freshwater ecology, and ecosystem rehabilitation and assessment expertise.
- Experience in working with national and provincial spatial data layers (such as the National Wetland Map, National Freshwater Ecosystem Priority Areas data and National Biodiversity Assessment 2018 freshwater datasets).
- Appropriate experience in GIS projects and the data preparation and outputs required for such projects.
- Strong project implementation record with excellent organizational and coordination skills.
- Excellent writing skills, including proven ability to write technical reports.
- Evidence of professional registration with SACNASP.
- Ability to develop capacity, and experience in collaboration and mentoring.

### **6. Requirements for proposals and quotes**

Service providers interested in contributing towards this work should submit a concise written proposal that addresses the scope of work and the above requirements and outputs. The proposal must include:

**All responses received will be verified for compliance and completeness of the submitted proposal per the below set of mandatory requirements.**

- SBD Form 1, 4 and 6.1.
- The equity status of the interested party per the attached form SBD 6.1.
- A copy of the Central Suppliers Database (CSD) registration report.
- Evidence of professional registration should be provided in support of any claims (e.g. SACNASP).
- Letter of Good Standing from the office of the Compensation Commissioner as required by the Compensation for Occupational Injuries and Diseases Act (COIDA). The letter should be issued by the Department of Labour
- Contact details of at least 3 recent clients.

### **A response to the Terms of Reference**

- Details of the service provider, describing how the Service Provider's skills and experience suit the scope of work, including capacity building experience, relevant skills, and track record – short CV(s) must be included.
- A description of the service providers approach to and interpretation of the scope of the work set out in section 3. Above. This may include techniques for field investigation and data collection, literature reviews, meetings with SANBI and key stakeholders including the landowners, as needed, and any other techniques proposed by the Service Provider that will yield appropriate information. Provide detail, for example, on the output for each activity anticipated, an estimate of the time allocation to each activity and how activities may follow on from each other, and the responsible person in the Service Provider's team to undertake each activity.

### **Pricing**

- Provide a detailed and complete pricing for the proposed work, including:
- Professional fees (number of days and rate per day) and VAT separately if applicable.
- Subsistence and travel disbursements should NOT be included in the pricing. These costs will be covered by SANBI directly or may be claimed separately subject to prior approval by SANBI. All S&T, travel and accommodation costs will be subject to SANBI policies and rates.

### **7. Evaluation criteria**

The Preferential Procurement Policy Framework Action (No. 5 of 2000) and SANBI procurement processes applies to these Terms of Reference. Proposals will be evaluated in two stages:

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

| <b>Criteria for measuring functionality</b>                                                                                 |                          | <b>Weight</b> |
|-----------------------------------------------------------------------------------------------------------------------------|--------------------------|---------------|
| <b>1. Relevant freshwater ecology work undertaken in the past 3 years, reflecting contract duration and tasks:</b>          |                          | 30            |
| <b>Sub-criteria</b>                                                                                                         | <b>Points obtainable</b> |               |
| Many freshwater ecology projects undertaken in the past 3 years, > 70% tasks in line with current TOR                       | 30                       |               |
| Moderate number of freshwater ecology projects undertaken in the past 3 years, less than 70% tasks in line with current TOR | 15                       |               |

|                                                                                                                   |                          |            |
|-------------------------------------------------------------------------------------------------------------------|--------------------------|------------|
| Few freshwater ecology projects undertaken in the past 3 years, less than 50% tasks in line with current TOR      | 5                        |            |
| None / not described                                                                                              | 0                        |            |
| <b>Total</b>                                                                                                      | <b>30</b>                |            |
| <b>2. Appropriate experience in GIS projects and the data preparation and outputs required for such projects:</b> |                          | 10         |
| <b>Sub-criteria</b>                                                                                               | <b>Points obtainable</b> |            |
| Many relevant GIS projects undertaken in the past 3 years, > 50% data outputs in line with current TOR            | 10                       |            |
| Few relevant GIS projects undertaken in the past 3 years, less than 50% data outputs in line with current TOR     | 5                        |            |
| None / not described                                                                                              | 0                        |            |
| <b>Total</b>                                                                                                      | <b>10</b>                |            |
| <b>3. Ability to develop capacity, and experience in collaboration and mentoring:</b>                             |                          | 10         |
| <b>Sub-criteria</b>                                                                                               | <b>Points obtainable</b> |            |
| Extensive experience in collaboration and mentoring                                                               | 10                       |            |
| Limited experience in collaboration and mentoring                                                                 | 5                        |            |
| None / not described                                                                                              | 0                        |            |
| <b>Total</b>                                                                                                      | <b>10</b>                |            |
| <b>4. Qualifications of team lead:</b>                                                                            |                          | 10         |
| <b>Sub-criteria</b>                                                                                               | <b>Points obtainable</b> |            |
| More than 6 years relevant freshwater experience                                                                  | 10                       |            |
| Less than 6 years relevant freshwater experience                                                                  | 5                        |            |
| Less than 3 years relevant freshwater experience                                                                  | 0                        |            |
| <b>Total</b>                                                                                                      | <b>10</b>                |            |
| <b>5. Qualifications of team members:</b>                                                                         |                          | 10         |
| <b>Sub-criteria</b>                                                                                               | <b>Points obtainable</b> |            |
| More than 6 years relevant freshwater experience                                                                  | 10                       |            |
| Less than 6 years relevant freshwater experience                                                                  | 5                        |            |
| Less than 3 years relevant freshwater experience                                                                  | 0                        |            |
| <b>Total</b>                                                                                                      | <b>10</b>                |            |
| <b>6. Interpretation of proposed project and time allocation against the scope of work:</b>                       |                          | 30         |
| <b>Sub-criteria</b>                                                                                               | <b>Points obtainable</b> |            |
| Highly relevant, sufficiently detailed, aligned to the ToR                                                        | 30                       |            |
| Moderately relevant, moderate detail, components of the ToR missing                                               | 20                       |            |
| Lacking sufficient detail, components of the ToR missing                                                          | 10                       |            |
| <b>Total</b>                                                                                                      | <b>30</b>                |            |
| <b>TOTAL</b>                                                                                                      |                          | <b>100</b> |

Service Providers who fail to score a minimum of 70 points out of a possible 100 points on the functionality criteria will not be eligible for further consideration.

7.2 The second stage will evaluate the price and preference points of those bids that meet the minimum threshold for functionality. The 80/20 point system will be applied in evaluating proposals that qualify for further consideration, where price constitutes 80 points and the specific goals (as per SANBI SCM policy approved Feb 2023) constitutes 20 points.

| <b>Specific Goals</b>                                                                                                                                                  | <b>Points</b> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| a) Categories of persons historically disadvantaged by unfair discrimination on the basis of race.                                                                     | <b>5</b>      |
| b) Categories of persons historically disadvantaged by unfair discrimination on the basis of gender.                                                                   | <b>5</b>      |
| h) Categories contributing to developing human resources of persons historically disadvantaged by unfair discrimination on the basis of race, youth, class and gender. | <b>10</b>     |
| <b>TOTAL</b>                                                                                                                                                           | <b>20</b>     |

## **8 Reporting requirements and management**

- Accountability and reporting will be to the SANBI Freshwater Biodiversity Programme Lead, who will work closely with the Ecological Infrastructure Catchment Coordinators.
- An electronic version of all materials and reports must be submitted to SANBI, including an electronic version of all reports, field datasheets and photos, consolidated database and spatial data.

## **9 Contractual arrangements**

- A contract will be drawn up between SANBI and the service provider.
- Invoices will be paid for deliverables received as agreed in the contract. Final approval on all deliverables will rest with the Project Leader: Ecological Infrastructure for Water Security Project.
- Invoices must indicate the deliverables produced. No upfront payments will be made.
- SANBI will pay for the satisfactory completion of work within 30 days of submission of invoices.
- Invoices must be addressed to the South African National Biodiversity Institute, Project Leader: Ecological Infrastructure for Water Security Project.

## **10 Proposal submissions**

**Closing date for submissions: 03 October 2023 at 11:00 am**

Requests for further information to these TOR must be emailed to Nancy Job ([n.job@sanbi.org.za](mailto:n.job@sanbi.org.za)).

Submission of proposals: proposals must be emailed to Ms Noloyiso Giyama ([N.Giyama@sanbi.org.za](mailto:N.Giyama@sanbi.org.za)); with a copy mailed to [S.SCM-Quotations@sanbi.org.za](mailto:S.SCM-Quotations@sanbi.org.za)