

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
RFQ NUMBER:	Q9829/2023	CLOSING DATE:	16 October 2023	CLOSING TIME:	11h00
DESCRIPTION:	THE SOUTH AFRICAN BIODIVERSITY INSTITUTE (SANBI) REQUIRES THE APPOINTMENT OF SERVICE PROVIDER FOR THE DEVELOPMENT OF RECORDS FILE PLAN				
BID RESPONSE DOCUMENTS MAY BE E-MAILED TO BELOW ADDRESSES:					
Submission of proposals: Proposals must be emailed to Mr. Setimpu Mamabolo at: S.Mamabolo@sanbi.org.za and copied to S.SCM-Quotations@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	Setimpu Mamabolo		CONTACT PERSON	Morwesi Diadla	
TELEPHONE NUMBER	012 843 5000		TELEPHONE NUMBER	012 843 5000	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	S.Mamabolo@sanbi.org.za		E-MAIL ADDRESS	M.Diadla@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 ☐ Yes ☐ No		[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					
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

BID SUBMISSION:

BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.

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.

THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).

TAX COMPLIANCE REQUIREMENTS

BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.

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.

APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.

BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.

IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.

WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

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 interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

.....

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.

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 relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
 I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

..... Signature	 Date
..... Position	 Name of bidder

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

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

- 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

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:

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{min} = Price of lowest acceptable tender

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

POINTS AWARDED FOR PRICE

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

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

Where

P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system;

or

- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (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 (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 (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	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
☐ Non-Profit Company
☐ State Owned Company
 [TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorized 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:

TERMS OF REFERENCE

APPOINTMENT OF SERVICE PROVIDER FOR THE DEVELOPMENT OF RECORDS FILE PLAN FOR SANBI.

1. SANBI BACKGROUND

The South African National Biodiversity Institute (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's mandate comes from the National Environmental Management Biodiversity (NEMBA) Act No. 10 of 2004.

You may visit the institute website on www.sanbi.org.za for further information.

2. BACKGROUND TO THE ASSIGNMENT

SANBI complies to National Archives and Records Management Act No. 43 of 1996 as amended. Currently SANBI has the footprint nationwide, there are fourteen (14) Gardens, Zoological Garden and Centres which are:

Gardens	Locations
1. Pretoria National Botanical Garden	Pretoria
2. Pretoria Zoological Garden	Pretoria
3. Kirstenbosch National Botanical Garden	Capetown
4. Hantam National Botanical Garden	Nieuwoudtville
5. Walter Sisulu Botanical Garden	Johannesburg
6. Karoo Desert National Botanical Garden	Karoo Desert
7. KwaZulu Herbarium	Pietermaritzburg
8. KwaZulu-Natal National Botanical Garden	Pietermaritzburg
9. Durban Office	Durban
10. Harold Porter Botanical Garden	Betty's Bay
11. Lowveld National Botanical Garden	Nelspruit/Mbombela
12. Mokopane Biodiversity Conservation Centre	Mokopane
13. Kwelera National Botanical Garden	East London
13. Thohoyandou National Botanical Garden	Thohoyandou
14. Eastern Cape Office	East London

The records exist as physical copies which are kept onsite and some are kept offsite through the appointed reputable service provider. The appointed service provider is expected to develop records management file Plan document and procedures to cover both electronic and manual records/documents for SANBI.

SANBI currently has 14 (fourteen) business Units excluding the 11 (eleven) National Botanical Gardens and 1 (one) National Zoological Garden. Within each of garden and the National Zoological Garden there are various business units. The table below shows how the departments are structured and their business units:

Department	Business Units
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Office of the CEO	- Strategic Coordination and Oversight - Legal Services - Office of Company Secretary
Office of the COO	- Governance, Risk, Compliance and Facilities Management. - Human Resource Management - National Botanical Gardens - Marketing, Commercialization and Communications - Information Security, Governance and Risk - National Zoological Garden
Office of the CFO	- Financial Management - Supply Chain Management
Head of branch	- Biodiversity Research, Assessment and Monitoring (BRAM) - Biodiversity Information and Policy Advice (BIPA) - Foundational Biodiversity Science (FBS) - Adaptation Policy and Resourcing (APR)

3. PURPOSE AND OBJECTIVES OF THE PROJECT

The SANBI seeks to appoints a suitably experienced service provider for the development of Records Management file plan, and procedures to cover both electronic and manual records/documents, to provide training and workshops to record users, and lastly to obtain approval for the file plan from the National Archives.

4. SCOPE OF WORK

SANBI hereby requests a suitably experienced service provider for the development of the SANBI File Plan and Procedures to cover both electronic and manual records/documents. The service provider is expected:

(a) To develop a File Plan by:

- I. Consulting the Head of department and business unit managers.
- II. The File Plan must cover all business activities of each department.

(b) To develop document and records management procedure:

- I. Consult with head of department, business unit managers and record users.
- II. The document and records management procedure must cover step-by-step process of document/records management from creation to destruction.
- III. To provide training and workshop to record users.
- IV. Hold one (1) training per department (that is 4 trainings).
- V. Hold one (1) training organisation wide.
- VI. Assist the SANBI to obtain approval of the file plan from the National Archives.
- VII. The service provider should ensure that the file plan and procedures align with the latest standards, legislation and best practice.

5. COMPETENCY AND EXPERTISE REQUIREMENTS

5.1 The service provider should be able to:

5.1.1 Provide signed references on the client's letterhead of a successfully executed project where a records management file plan was developed within the past five (5) years in the public sector.

5.1.2 The service provider should provide a summary of at least two (2) public sector clients to whom it provided training/workshops on records management processes within the last five (5) years. The summary should cover the Client's company name, the client's contact name and/or position, the client's email address or telephone/cell phone number, the type of training/ workshop conducted / The date the work was done (Month and Year).

5.1.3 The Project Manager's experience in developing records management file plans in the public sector, CV, and qualification in records/knowledge/information/library management or related qualifications indicating experience in developing records management file plans should be submitted.

6. DURATION OF THE CONTRACT

6.1 The contract will be valid from the contract signing date by both parties for a period of three (03) months. SANBI and the awarded service provider will agree on the completion dates of each part of the work which may have shorter completion dates.

7. PRICING STRUCTURE

N.B: The Pricing Schedule must be completed as per the attached annexure A. Bidders who fail to comply with this requirement will be disqualified because it will be impractical to compare across all submissions.

8. ENQUIRIES/COMMUNICATION

8.1. SCM related enquiries:

Mr S Mamabolo at S.Mamabolo@sanbi.org.za

Supply Chain Management Unit

8.2. Technical enquiries:

Ms M. Dladla

Facilities Management Unit

Email address: M.DLADLA@SANBI.ORG.ZA

Required Documents

Quotations must include the following documentation (**Failure to submit this required documentation WILL lead to disqualification**):

- The Standard Bidding Forms (SBD 1, 4, and 6.1) included in the bid documentation must be completed and submitted with this proposal.
- A copy of the company Central Supplier Database (CSD) registration report.
- Valid 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
- Proof of Public Liability

Other Supporting Documents

- Provide signed references on the client's letterhead of a successfully executed project where a records management file plan was developed within the past five (5) years in the public sector.
- Capacity and relevant experience of key personnel who will be working on this project Submit their individual three (3) paged Curriculum Vitae (CV).
- Provide a summary of at least two (2) public sector clients where it provided training/workshop on records management processes within the last five (5) years. The summary should cover the Client's company name, the client's contact name and/or position, the client's email address or telephone/cell phone number, the type of training/workshop conducted / The date the work was done (Month and Year).
- The Project Manager's experience in developing records management file plans in the public sector, CV and qualification in records/knowledge/information/library management or related qualifications indicating experience in developing records management file plans should be submitted

The proposal shall be assessed in three stages as follows

- Stage 1 – Assessment of Eligibility and Administrative Compliance
- Stage 2 – Evaluation of Functionality
- Stage 3 – Evaluation of Tender Price and Specific Goals

1 Stage 1: Eligibility and Administrative Compliance

The first stage will determine whether bids are compliant with all mandatory and disqualifiable submission requirements. Bidders that are deemed compliant will be eligible for further evaluation.

The criteria as identified in the mandatory documents will be used to determine the bidders' eligibility.

2 Stage 2: Functionality

The tenderers who complied with the eligibility and administrative criteria in stage 1 are considered for further evaluation of their capability to execute the project.

In this stage tenders will be evaluated on functionality according to the criteria listed below. Tenderers who fail to score a minimum of 70 points out of a possible 100 points on functionality criteria will not be eligible for further consideration.

9. FUNCTIONAL/TECHNICAL EVALUATION

CRITERIA	SUB CRITERIA WEIGHTING	WEIGHTING/ PERCENT
1. Qualifications and Experience of the Project Team.		
1.1. Project manager experience		20
The service provider should submit the Project Manager CV/ professional profile / resume indicating experience in developing of records management file plan and procedure. This Project Manager may be an employee or an individual contracted by the service provider to the team for this project and working under the service provider's direction. (The service provider should clearly indicate the role of the team members and failure do so will result in a bidder not scoring points). SANBI will evaluate as follows:		
(f) 5 years or more experience in developing of records management file plan and procedure	20	
(e) 4 to less than 5 years' experience in developing of records management file plan and procedure	15	
(d) 3 to less than 4 years' experience in developing of records management file plan and procedure	10	
(c) 2 to less than 3 years' experience in developing of records management file plan and procedure	5	
(b) 1 to less than 2 years' experience in developing of records management file plan and procedure	2	
(a) less than 1-year experience in developing of records management file plan and procedure	0	
1.2. Project manager qualification		10
The service provider should submit a qualification for the Project Manager in studies of management/science/stewardship in the field of Records/Knowledge/Information/Library Management		
Relevant Records Management / Knowledge / Information / Library Qualification submitted - NQF 9	10	
Relevant Records Management / Knowledge / Information / Library Qualification submitted – NQF 8	8	
Relevant Records Management / Knowledge / Information / Library Qualification submitted – NQF 7	6	
Relevant Records Management / Knowledge / Information / Library Qualification submitted – NQF 6	4	
Relevant Records / Knowledge / Information / Library – Qualification submitted - NQF 5	2	
Relevant Records / Knowledge / Information / Library Qualification not submitted	0	

1.3. Team Members experience		20
The service provider should submit the CVs of at least two (2) team members indicating experience in developing of records management file plan and procedure. These team members may be employees or individuals contracted by the service provider to the team for this project and working under the service provider's direction. (The service provider must clearly indicate the role of the team members and failure do so will result in a bidder not scoring points) SANBI will evaluate as follows:		
a) 5 years or more experience in developing of records management file plan and procedure	20	
b) Between 3 and 4 years' experience in developing of records management file plan and procedure	15	
c) Between 2 and 3 years' experience in developing of records management file plan and procedure	10	
d) Between 1 and 2 years' experience in developing of records management file plan and procedure	5	
e) less than 1-year experience in developing of records management file plan and procedure	0	
1.4. Team Members qualifications		10
The service provider should submit Records or Knowledge or Information or Library management/Science/Studies/ Stewardship qualification for at least (2) team members. (Half of the score is to be allocated per team member. Should the relevant qualification be submitted for only 1 member only half the scores will be allocated. SANBI will evaluate as follows:		
Records/Knowledge/Information/Library Qualification submitted – NQF 9	10	
Records/Knowledge/Information/Library Qualification submitted – NQF 8	8	
Records/Knowledge/Information/Library Qualification submitted – NQF 7	6	
Records/Knowledge/Information/Library Qualification submitted – NQF 6	4	
Records/Knowledge/Information/Library Qualification submitted – NQF 5	2	
Records/Knowledge/Information/Library Qualification not submitted	0	

2. Track record of the company (Reference Letters)		20
Company experience in developing records management file plans and procedures. The service provider should provide at least a minimum of five (5) signed reference letters on the client's letterhead, indicating the duration of the project, dates, be on the client's letterhead, contact details of the client, and project description. These should show the service provider has undertaken the records management file plan and procedures developed successfully within the past five (5) years (from the closing date of this tender.) SANBI will evaluate as follows:		
e) 5 or more reference letters submitted	20	
d) 4 reference letters submitted	16	
c) 3 reference letters submitted	12	
b) 2 reference letters submitted	8	
) 1 reference letter submitted	4	
c) No reference letter submitted	0	
3. List of public sector clients where training/workshop on records management processes conducted		20
The service provider should provide a summary of at least two (2) public sector clients whom it provided training/workshop on records management processes within the last ten (10) years. The list should show: - Client company name - contact name and/or position - email address or telephone/cellophane number - type of training/ workshop conducted. - The date the work was done (Month and Year) SANBI will evaluate follows:		
a) A list with 5 or more public sector clients submitted	20	
b) A list with 4 public sector clients submitted	16	
c) A list with 3 public sector clients submitted	12	
d) A list with 2 public sector clients submitted	8	
e) A list with 1 public sector client or less submitted	4	
	0	
TOTAL WEIGHTING		100
MINIMUM WEIGHTING THRESHOLD TO PASS TECHNICAL/FUNCTIONAL EVALUATION		70

The minimum weighting threshold for technical/functional evaluation is 70%. Any bidder scoring less than 70% or 70 weight will not be considered for further evaluation.

Stage 3: Specific Goals

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

PROJECT TEAM MEMBERS

Please indicate the role of team members as per the table below.

Team Member	Name and Surname
Project Manager	
Team Member 1	
Team Member 2	

ANNEXURE A

10. PRICING STRUCTURE

ITEM	SERVICE DESCRIPTION	COSTS
1.	Development of File Plan	
2.	Development of document and records management procedure	
3.	Provide training and workshops to record users:- • Hold one (1) training per department (that is 4 trainings). • Hold one (1) training organization-wide.	
4.	Obtain approval of the file plan from the National Archives.	
Total before Vat		
Vat (15%)		
Total amount including VAT		

11. Proposal Submission

Closing date for submission of responses: 16 October 2023 @ 11:00 am

Submission of proposals must be emailed to S.SCM-Quotations@sanbi.org.za and a copy to Mr Setimpu Mamabolo at S.Mamabolo@sanbi.org.za

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

Requests for further information on this Terms of Reference (ToR) must be directed to Ms Morwesi Dladla at M.Dladla@sanbi.org.za