

PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
RFQ NUMBER:	10049/2023	CLOSING DATE:	20 February 2024	CLOSING TIME:	11H00 am
THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) REQUIRE A SERVICE PROVIDER TO PROVIDE FORENSIC INVESTIGATION SERVICES FOR THE PERIOD OF TWELVE (12) MONTHS					
BID RESPONSE DOCUMENTS MAY BE E-MAILED TO BELOW ADDRESSES:					
Submission of proposals: Proposals must be emailed to Ms. K. Hlatshwayo@ K.hlatshwayo@sanbi.org.za and copy S.SCM-Quotations@sanbi.org.za					
<u>Please state the Bid number as the reference number on the subject line when responding to the RFQ</u>					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Khanyisile Hlatshwayo		CONTACT PERSON	Shaun Nkumane	
TELEPHONE NUMBER	(012)843-5336		TELEPHONE NUMBER	(012) 843- 5000	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	k.hlatshwayo@sanbi.org.za		E-MAIL ADDRESS	S. nkumane@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-BEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX		B-BEE STATUS LEVEL SWORN AFFIDAVIT		TICK APPLICABLE BOX
	☐ Yes ☐ No				☐ Yes ☐ No
[A B-BEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BEE]					
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

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

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

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

DATE:

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

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

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

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether 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

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.

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

SBD 6.1

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 regarding preferences, in any manner required by the organ of state.

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where?

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20

or

90/10

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

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

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 based on 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 based on 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 because 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 because of that person's conduct.
 - (c) cancel the contract and claim any damages which it has suffered because of having to make less favourable arrangements due to such cancellation.
 - (d) recommend that the tenderer or contractor, its shareholders, and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

TERMS OF REFERENCE

**THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE
(SANB) REQUIRE SERVICE PROVIDER TO PROVIDE FORENSIC
INVESTIGATION SERVICES FOR THE PERIOD OF TWELVE (12)
MONTHS**

QUOTATION NUMBER: Q10049/2023

Introduction and 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, showcasing, and conserving biodiversity in its national botanical and zoological gardens.

SANBI is wholly owned by the South African Government, and whose mandate is to lead and coordinate research, monitor, and report on the state of biodiversity in South Africa. The institute provides knowledge and information, gives planning and policy advice and pilots' best-practice management models in partnership with stakeholders ("SANBI").

Governance, Risk, Compliance and Ethics (GRC&E) division under Corporate Services has as one of its core responsibilities, the responsibility to combat fraud, corruption, and unethical behaviour. The division receives allegations of fraud, corruption and unethical behaviour resulting from:

- Anonymous callers
- Hotline
- Emails
- Telephone etc., whichever method used.

The division is currently not coping with the volume of allegations received within SANBI and hereby request a service provider to render forensic investigation services.

Invitation to tender

Tenders are hereby invited for the appointment of qualified professional firm to provide forensic investigation services for a period of twelve (12) months to SANBI.

No briefing session

Scope of work

The service provider will be required to:

- Conduct forensic investigations of alleged fraud, corruption and unethical behavior matters reported to SANBI GRC&E through:
 - ✓ The hotline platform
 - ✓ Emails
 - ✓ Telephone etc., whichever method is used.
- Initiate and support disciplinary actions relating to incidents of fraud, corruption and issues relating to unethical behavior against SANBI officials, including testifying during disciplinary proceedings.
- Refer criminal allegations of fraud and corruption to the relevant law enforcement agencies.
- Provide training on fraud prevention strategies.

SANBI Centres that require forensic investigation services:

- Pretoria National Botanical Garden
- Pretoria National Zoological Garden
- Kwekwe National Botanical Garden
- Walter Sisulu National Botanical Garden
- Thohoyandou National Botanical Garden
- Mokopane Biodiversity Conservation Centre
- Lowveld National Botanical Garden
- Free State National Botanical Garden
- Hantam National Botanical Garden
- Harold Porter National Botanical Garden
- Karoo Desert National Botanical Garden
- Kirstenbosch National Botanical Garden
- Pietermaritzburg Herbarium
- East London Offices
- Durban Offices

5. Requirements for proposals

5.1. Minimum requirements compliance responsiveness criteria (Compliance to legislative and treasury requirements)

In this phase all responses received will be verified for compliance and completeness of the submitted proposal per the below set of mandatory requirements

- SBD Forms (1,4 and 6.1) The standard Bidding Forms (included in the bid documentation) must be completed and submitted with proposal.
- The equity status of the interested party per the attached form SBD 6.1.
- A copy of the Central Suppliers Database (CSD) registration report.
- 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.
- Pricing details (see Annexure A).

5.2. Other documents for evaluation

Service provider interested in contributing towards this work should submit a concise written proposal that addresses the scope of work and the above requirements and deliverables. Failure to submit these documents will not result in disqualification, however, the information contained in them is required for evaluation purposes. The proposal must include:

- Company information and profile: mission statement with an indication of its expertise, management, and supervision structures.
- Provide a list of current and previous clients (company name, contact person, telephone number, services provided, total value of the contract and contract duration with dates) Reference letters of at least three current or recent clients for which similar work has been done in the last five years. A summary of the scope of the work for each client must be provided.
- Details of the service provider highlight relevant experience, skills, competencies, and track record of personnel that will be directly engaged with forensic investigation services to SANBI. An up-to-date CV(s) must be included.

- Forensic investigation approach and methodology

6.EVALUATION CRITERIA

Evaluation process

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

The first stage will evaluate functionality according to the criteria listed in the table below. Bids that fail to score a minimum of 70 points out of a possible 100 points for functionality will not be eligible for further consideration.

FUNCTIONALITY CRITERIA	POINTS																		
Company information and profile: a) Brief overview of the company with an indication of its expertise to the scope of work. <table> <tr> <th>Sub-criteria</th><th>Points</th></tr> <tr> <td>More than nine (9) years' relevant experience</td><td>20</td></tr> <tr> <td>More than six (6) to nine (9) years' relevant experience</td><td>15</td></tr> <tr> <td>More than three (3) to six (6) years' relevant experience</td><td>10</td></tr> <tr> <td>One (1) to three (3) years' relevant experience</td><td>5</td></tr> <tr> <td>Less than one (1) year relevant experience</td><td>1</td></tr> </table>	Sub-criteria	Points	More than nine (9) years' relevant experience	20	More than six (6) to nine (9) years' relevant experience	15	More than three (3) to six (6) years' relevant experience	10	One (1) to three (3) years' relevant experience	5	Less than one (1) year relevant experience	1	20						
Sub-criteria	Points																		
More than nine (9) years' relevant experience	20																		
More than six (6) to nine (9) years' relevant experience	15																		
More than three (3) to six (6) years' relevant experience	10																		
One (1) to three (3) years' relevant experience	5																		
Less than one (1) year relevant experience	1																		
Firms past experience: a) Provide a <u>list</u> of current and previous clients (company name, contact person, telephone number, services provided, total value of the contract and contract duration with dates): <table> <tr> <th>Sub-criteria</th><th>Points</th></tr> <tr> <td>More than nine (9) clients</td><td>15</td></tr> <tr> <td>Between six (7) and 9 clients</td><td>12</td></tr> <tr> <td>Between three (4) and six (6) clients</td><td>9</td></tr> <tr> <td>Between two (2) and three (3) clients</td><td>6</td></tr> <tr> <td>Only one client</td><td>3</td></tr> <tr> <td>No submission</td><td>0</td></tr> </table> b) Supply traceable <u>reference letters</u> of previous clients. (This should reflect nature of forensic investigation, name of client/project conducted and Rand value of the project). References should be current (not more than five (5) years old): <table> <tr> <th>Sub-criteria</th><th>Points</th></tr> <tr> <td>More than eight (8) relevant reference letters with requested supporting documents</td><td>15</td></tr> </table>	Sub-criteria	Points	More than nine (9) clients	15	Between six (7) and 9 clients	12	Between three (4) and six (6) clients	9	Between two (2) and three (3) clients	6	Only one client	3	No submission	0	Sub-criteria	Points	More than eight (8) relevant reference letters with requested supporting documents	15	30
Sub-criteria	Points																		
More than nine (9) clients	15																		
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Only one client	3																		
No submission	0																		
Sub-criteria	Points																		
More than eight (8) relevant reference letters with requested supporting documents	15																		

	<table><tr><td>Between three (6) and seven (7) relevant reference letters with requested supporting documents</td><td>12</td></tr><tr><td>Between four (4) and five (5) relevant reference letters with requested supporting documents</td><td>9</td></tr><tr><td>Between (2) and three (3) relevant reference letters with requested supporting documents</td><td>6</td></tr><tr><td>Only one reference letter submitted</td><td>3</td></tr><tr><td>No submission</td><td>0</td></tr></table>	Between three (6) and seven (7) relevant reference letters with requested supporting documents	12	Between four (4) and five (5) relevant reference letters with requested supporting documents	9	Between (2) and three (3) relevant reference letters with requested supporting documents	6	Only one reference letter submitted	3	No submission	0					
Between three (6) and seven (7) relevant reference letters with requested supporting documents	12															
Between four (4) and five (5) relevant reference letters with requested supporting documents	9															
Between (2) and three (3) relevant reference letters with requested supporting documents	6															
Only one reference letter submitted	3															
No submission	0															
Qualifications and experience of personnel on the professional forensic investigation team: a) Level of expertise and qualifications of personnel that will be directly providing the forensic investigation services to SANBI. Each CV submitted be structured as follows: - Brief description of individual's experience that will be directly providing forensic investigation services: <table><tr><th>Sub-criteria</th><th>Points</th></tr><tr><td>More than six (6) years' experience</td><td>25</td></tr><tr><td>Between four (4) and six (6) years' experience</td><td>20</td></tr><tr><td>Between three (3) and four (4) years' experience</td><td>15</td></tr><tr><td>Between than one (1) and three (3) years' experience</td><td>10</td></tr><tr><td>Below one (1) year experience</td><td>5</td></tr><tr><td>No submission of CV</td><td>0</td></tr></table> - Qualifications of personnel that will be directly providing forensic investigation services to SANBI (proposed team). (5)	Sub-criteria	Points	More than six (6) years' experience	25	Between four (4) and six (6) years' experience	20	Between three (3) and four (4) years' experience	15	Between than one (1) and three (3) years' experience	10	Below one (1) year experience	5	No submission of CV	0	25	
Sub-criteria	Points															
More than six (6) years' experience	25															
Between four (4) and six (6) years' experience	20															
Between three (3) and four (4) years' experience	15															
Between than one (1) and three (3) years' experience	10															
Below one (1) year experience	5															
No submission of CV	0															
Forensic investigation and approach Service provider must clearly outline and explain the methodology that will be used to conduct forensic investigations, stipulate the approach and provide a step-by-step explanation of the proposed process. <table><tr><th>Sub-criteria</th><th>Points</th></tr><tr><td>Defined and documented Investigation including a detailed project plan with project deliverables logistical plan, milestones, scope, schedule & resources.</td><td>10</td></tr><tr><td>Cyber Forensic and/or Data Analytics tools and technologies utilised and proof experience therein.</td><td>5</td></tr><tr><td>Defined and documented Investigation Methodology outlining management of project</td><td>5</td></tr></table>	Sub-criteria	Points	Defined and documented Investigation including a detailed project plan with project deliverables logistical plan, milestones, scope, schedule & resources.	10	Cyber Forensic and/or Data Analytics tools and technologies utilised and proof experience therein.	5	Defined and documented Investigation Methodology outlining management of project	5	20							
Sub-criteria	Points															
Defined and documented Investigation including a detailed project plan with project deliverables logistical plan, milestones, scope, schedule & resources.	10															
Cyber Forensic and/or Data Analytics tools and technologies utilised and proof experience therein.	5															
Defined and documented Investigation Methodology outlining management of project	5															

No methodology submitted	0	
Capability of the Company: a) Training available on fraud prevention and investigation strategies. (5)		5
TOTAL		100

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

Stage 2 will be evaluated on the price and specific goals of those bids that meet the minimum threshold for functionality.

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 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:

The 80/20-point system will be applied in evaluating proposals. Evaluation of proposals will be done according to the following criteria:

Preference Point System	
Description	Points Allocated
Price	80 Points
Specific goals	20 Points

The following specific goals will be applied.

Specific Goal	Total Points
1. Categories of persons historically disadvantaged by unfair discrimination based on 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)
2. Categories of persons historically disadvantaged by unfair discrimination based on 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 Points	20

7. Fraud and Corruption

- Any effort by a Bidder to influence the bid evaluation, bid comparisons or bid award decisions in any matter, may result in rejection of the bid concerned.
- The SANBI shall reject a submission if the Bidder has committed a proven corrupt, fraudulent act or in any improper conduct in bidding for any other work.
- The SANBI may disregard any submission if that Bidder, or any of its directors -
 - ✓ have abused the Supply Chain Management (SCM) system of any Government Department/ institution.
 - ✓ have committed proven fraud, corruption, or any other improper conduct in relation to such system.
 - ✓ have failed to perform on any previous contract and the proof thereof exists; and/or is restricted from doing business with the public sector if such a bidder obtained preferences fraudulently or if such bidder failed to perform on a contract based on the specific goals.

8. General

SANBI reserves the right:

- To verify any information supplied in the tender submission.
- To not appoint any service provider.
- To cancel or withdraw this tender at any time without attracting any penalties or liabilities.
- To have the final say in the appointment of the service provider and that this will be binding.
- To disqualify a tender or cancel any subsequent contracts should it be found that:
 - Information was omitted that should have been disclosed.
 - Factually inaccurate information was provided and/or
 - That a misrepresentation of facts has occurred.

SANBI shall not be held liable for any cost that has been incurred by the service provider in the preparation of the proposal, the obtaining of certificates or any other cost that might be incurred in submitting the proposal.

9. Submission

Closing date for submission of responses: 20 February 2024@11: am.

Submission of proposals must be emailed to S.SCM-Quotations@sanbi.org.za with a copy to Ms. Khanyisile Hlatshwayo @ K.Hlatshwayo@sanbi.org.za

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

For more information about the Terms of Reference, please contact Mrs Portia Mpolaise @ P.Mpolaise@sanbi.org.za and/or Mr Shaun Nkumane @ S.Nkumane@sanbi.org.za

PRICING SCHEDULE BREAKDOWN

	YEAR 1
Person and position	Hourly rate
Director / Partner	R
Associate Director	R
Senior Manager (Investigations)	R
Manager (Investigations)	R
Assistant Manager (Investigations)	R
Senior Associate	R
Associate	R
Support staff	R

NB: The hourly rates as laid down by the Auditor-General must be used as a guideline and should not be exceeded.

Costing should include disbursements (travelling, accommodation etc).