

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
RFQ NUMBER:	Q10479/2023	CLOSING DATE:	17 APRIL 2024	CLOSING TIME:	11H00 AM
APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE ASSISTANCE DURING THE ANNUAL STATUTORY AUDIT FOR A PERIOD OF TWO YEARS					
BID RESPONSE DOCUMENTS MAY BE E-MAILED TO BELOW ADDRESSES:					
Submission of proposals: Proposals must be emailed to Ms. Anathi Mbadla @ a.mbadla@sanbi.org.za and copy 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	Anathi Mbadla		CONTACT PERSON	Alan Smith	
TELEPHONE NUMBER	012 843 5085		TELEPHONE NUMBER	021 799 8754	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	A.Mbadla@sanbi.org.za		E-MAIL ADDRESS	A.Smith@sanbi.org.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
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

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the

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.

procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

3 **DECLARATION**

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in 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

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.

Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

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

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

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

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

$$\begin{array}{ccc}
 \text{80/20} & \text{or} & \text{90/10} \\
 \\
 P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) & \text{or} & P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)
 \end{array}$$

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

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

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

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)
1. Categories of persons historically	10	

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)		
2. 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 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:	
	
	
	

TERMS OF REFERENCE

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE ASSISTANCE DURING THE ANNUAL STATUTORY AUDIT FOR A PERIOD OF TWO YEARS

1. INTRODUCTION AND BACKGROUND

The South African National Biodiversity Institute (SANBI) derives its mandate from the National Environmental Management: Biodiversity Act (NEMBA), No. 10 of 2004. Chapter 1, Section 2 of NEMBA defines the following objectives:

- (a) To provide for the management and conservation of biological diversity within the Republic of South Africa and of the components of such biological diversity; the use of indigenous biological resources in a sustainable manner; and the fair and equivalent sharing among stakeholders of benefits arising from bioprospecting involving indigenous biological resources.
- (b) To give effect to ratified international agreements, relating to biodiversity, that are binding on the Republic.
- (c) To provide for co-operative governance in biodiversity management and conservation.
- (d) To provide for a South African National Biodiversity (SANBI) Institute to assist in achieving the objectives of this Act.

SANBI's Finance Management and Reporting Unit is based at the Kirstenbosch National Botanical Garden (KNBG) whilst the Supply Chain and Assets Management Unit is located at the Pretoria National Botanical Garden. The financial leg of the statutory audit is conducted by the National Office of the Auditor-General at the SANBI offices located at the KNBG.

2. SCOPE OF WORK

The main scope of work will focus on the following:

- (a) Receive requests for information from the auditors;
- (b) Where relevant, obtain clarity of the requested information from the auditors and negotiate extended timeframes for submission of information;
- (c) Distribute the requests to the various units who are required to submit the requested information and follow up as required;
- (d) Receive the information and ensure that all the requested information has been provided before submitting it to the auditors;
- (e) Identify potential audit differences and issues and escalate as appropriate.
- (f) Adhere to and monitor timeframes for submissions;
- (g) Liaise with the auditors to ensure that the audit proceeds according to agreed timelines.

3. REQUIREMENTS

3.1 The appointed Service Provider must have the following qualifications, extensive experience and sound track record in auditing.

- Registration as Chartered Accountants (SA);
- Experience in liaising with external auditors;
- Exposure to the public sector and the relevant legislation;
- Being located at the SANBI Cape Town office during the assignment with an ability to travel nationally as and when required.

3.2 REQUIRED DOCUMENTS

Submission of responses must include the following documentation:

- A copy of the Central Suppliers Database (CSD) report.
- Completed and signed SBD forms as advertised by SANBI.

- A formal quotation with company letter head.

4. DELIVERABLES AND MILESTONES

The necessary reports or other deliverables will be agreed with the Service Provider. The final report must include recommendations for improvement of the operational processes for the statutory audit process.

5. TIMELINES

The assignment will begin in

- April 2024 and must be finalised when the statutory audit is completed on 31 July 2024 or earlier for the first year;
- March 2025 and must be finalised when the statutory audit is completed on 31 July 2025 or earlier for the second year.

6. CONTRACTUAL ARRANGEMENTS

- The contract will be drawn up between the SANBI and the appointed Service Provider.
- Invoices will be paid on completion of deliverables in accordance with the contract.
- Work will commence on signature of the contract.
- Invoices must be accompanied by necessary reports or other deliverables as will be agreed per the contract.

7. EVALUATION CRITERIA

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:

Stage 1: Functionality Criteria

The first stage will evaluate functionality according to the criteria listed in the tables below.

Criteria for measuring functionality		Weight												
1. <u>Capability and Capacity</u>		(40)												
a) The service provider should demonstrate the ability to carry out the work required in this project. The team must possess the qualifications, and submissions should demonstrate their expertise and competencies relevant to this project.		20												
<table><tr><th>Sub-criteria</th><th>Points</th></tr><tr><td>Registration as Chartered Accountants (SA)</td><td>20</td></tr><tr><td>No proof submitted</td><td>0</td></tr></table>			Sub-criteria	Points	Registration as Chartered Accountants (SA)	20	No proof submitted	0						
Sub-criteria	Points													
Registration as Chartered Accountants (SA)	20													
No proof submitted	0													
b) Expertise and competencies of personnel to be assigned to SANBI. Curriculum Vitae of staff who will be available for the duration of the contract should be included, highlighting their experience and competency for the assignment.														
<table><tr><th>Sub-criteria</th><th>Points</th></tr><tr><td>Demonstrated experience for 3 or more years</td><td>20</td></tr><tr><td>Demonstrated experience for between two (2) and 3 years</td><td>15</td></tr><tr><td>Demonstrated experience for between one (1) and two (2) years</td><td>10</td></tr><tr><td>Demonstrated experience for less than one (1) year</td><td>5</td></tr><tr><td>No submission</td><td>0</td></tr></table>		Sub-criteria	Points	Demonstrated experience for 3 or more years	20	Demonstrated experience for between two (2) and 3 years	15	Demonstrated experience for between one (1) and two (2) years	10	Demonstrated experience for less than one (1) year	5	No submission	0	20
Sub-criteria	Points													
Demonstrated experience for 3 or more years	20													
Demonstrated experience for between two (2) and 3 years	15													
Demonstrated experience for between one (1) and two (2) years	10													
Demonstrated experience for less than one (1) year	5													
No submission	0													
2. <u>Past experience</u>		(50)												

a) 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): <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 (6) and nine (9) clients</td><td>12</td></tr><tr><td>Between three (3) and six (6) clients</td><td>8</td></tr><tr><td>Between one (1) and 3 clients</td><td>4</td></tr><tr><td>No submission</td><td>0</td></tr></table>	Sub-criteria	Points	More than nine (9) clients	15	Between six (6) and nine (9) clients	12	Between three (3) and six (6) clients	8	Between one (1) and 3 clients	4	No submission	0	15		
Sub-criteria	Points														
More than nine (9) clients	15														
Between six (6) and nine (9) clients	12														
Between three (3) and six (6) clients	8														
Between one (1) and 3 clients	4														
No submission	0														
b) Sample audit file <table><tr><th>Sub-criteria</th><th>Points</th></tr><tr><td>Provide a sample audit file (for submission with the Annual Financial Statement to National Treasury) that has been produced in a similar current and/or previous assignment</td><td>20</td></tr><tr><td>No submission of sample</td><td>0</td></tr></table>	Sub-criteria	Points	Provide a sample audit file (for submission with the Annual Financial Statement to National Treasury) that has been produced in a similar current and/or previous assignment	20	No submission of sample	0	20								
Sub-criteria	Points														
Provide a sample audit file (for submission with the Annual Financial Statement to National Treasury) that has been produced in a similar current and/or previous assignment	20														
No submission of sample	0														
c) Supply traceable reference letters from current and/or previous clients. These should reflect similar services provided, period the work was undertaken and the Rand values of the services. References should be current (no more the three (3) years old). <table><tr><th>Sub-criteria</th><th>Points</th></tr><tr><td>Five (5) or more relevant references</td><td>15</td></tr><tr><td>Four (4) relevant references</td><td>12</td></tr><tr><td>Three (3) relevant references</td><td>9</td></tr><tr><td>Two (2) relevant references</td><td>6</td></tr><tr><td>One (1) relevant reference</td><td>3</td></tr><tr><td>No submission</td><td>0</td></tr></table>	Sub-criteria	Points	Five (5) or more relevant references	15	Four (4) relevant references	12	Three (3) relevant references	9	Two (2) relevant references	6	One (1) relevant reference	3	No submission	0	15
Sub-criteria	Points														
Five (5) or more relevant references	15														
Four (4) relevant references	12														
Three (3) relevant references	9														
Two (2) relevant references	6														
One (1) relevant reference	3														
No submission	0														

3. <u>Location</u>	
a) Proof of residence in Cape Town – copy of lease or Title Deeds of Cape Town business premises (only based in Cape Town)	(10)
No proof submitted	0
TOTAL	100

*Service providers who fail to score a minimum of **70 points** out of 100 points for functionality will not be considered for stage 2.*

Stage 2: Specific Goals

The second 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.

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

Specific Goals	Total Points
1. 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	(10)

proof).	
2. 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 Points	20

8. General terms

All documents submitted in the response to this Request for Quotation (RFQ) must be written in English.

Security Service Providers shall not assume that information and/or documents supplied to SANBI before at any time prior to this RFQ are still available or that they will be considered and shall not make any reference to such information and/or documentation in their response to the RFQ.

Each Quotation shall be valid for a period of three months calculated from the closing date of this Quotation.

For any technical information the following persons may be contacted:

Mr Alan Smith, Director Financial Management: SANBI Pretoria at the following email address:

A.Smith@sanbi.org.za .

NB: The deadline for submission of enquiries is 11:00AM on 17 April 2024. Feedback will only be provided to the recommended service provider after the deadline.

The appointment of a successful Service Provider shall be subject to all parties agreeing to mutually acceptable contractual Terms and Conditions. In the event of all parties failing to reach an agreement within 30 days from the appointment date, SANBI reserves the right and shall be entitled to appoint the second contractor or to re-advertise should the second tenderer not be acceptable.

SANBI has the right:

- To verify any information supplied in the tender documents.
- Not to appoint any Service Provider.
- To cancel or withdraw this RFQ at any time without attracting any penalties or liabilities.
- To appoint one or more Service Providers, depending on the outcome, to separately or jointly be responsible for the provision of security services on the campus.
- To have the final say in the appointment and that this will be binding.
- To disqualify a tender or cancel any subsequent contracts should it be found that information disclosed was factually inaccurate and/or that a misrepresentation of facts may have occurred.

9. Submission

Closing date for submission of responses: 17 April 2024 @ 11:00am

Submission of proposals must be emailed to Ms. Anathi Mbadla @ a.mbadla@sanbi.org.za and copy S.SCM-Quotations@sanbi.org.za

Emailed applications must not be more than 8MB in size.

Any further enquiries in this regard should be directed to Mr. Alan Smith, at the following address A.Smith@sanbi.org.za