SBD1

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
RFQ NUMBER:	**Q10834/2024**	CLOSING DATE:	**04 September 2024**	CLOSING TIME:	**11H00am**

DESCRIPTION

THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) REQUIRES SERVICE PROVIDERS TO CONDUCT EMPLOYEE MEDICAL SURVEILLANCE TO ENSURE COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY ACT (ACT 85 OF 1993) FOR A PERIOD OF THREE YEARS AT THE LOWVELD NATIONAL BOTANICAL GARDEN IN MBOMBELA, MPUMALANGA.

BID RESPONSE DOCUMENTS MAY BE E-MAILED TO BELOW ADDRESSES:

Submission of proposals: Proposals must be emailed to **S.SCM-Quotations@sanbi.org.za**
and **Ms. Ripfumelo Fumani @ r.fumani@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	**Ripfumelo Fumani**	CONTACT PERSON	Carona Mathipa
TELEPHONE NUMBER	**012 843 5035**	TELEPHONE NUMBER	013 752 8880
FACSIMILE NUMBER	**n/a**	FACSIMILE NUMBER	**n/a**
E-MAIL ADDRESS	**r.fumani@sanbi.org.za**	E-MAIL ADDRESS	C.mathipa@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]1

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: ……

SBD 4

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.

2.2

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

……

……

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

2.3.1 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.

SANBI
Biodiversity for Life
South African National Biodiversity Institute

……

……

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.

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

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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:

80/20 **or** **90/10**

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right) \text{ or } \quad Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

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**

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

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 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	
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

THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) REQUIRES SERVICE PROVIDERS TO CONDUCT EMPLOYEE MEDICAL SURVEILLANCE TO ENSURE COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY ACT (ACT 85 OF 1993) FOR A PERIOD OF THREE YEARS AT THE LOWVELD NATIONAL BOTANICAL GARDEN IN MBOMBELA, MPUMALANGA.

1. Background

SANBI seeks to appoint a suitable, reliable and qualified service provider to conduct employee annual medical check-ups at the Lowveld National Botanical Garden (Lowveld NBG) campus for a period of three (3) years. The service provider will be required conduct employee annual medical surveillance in order to comply with the Occupational Health and Safety Act (Act 85 of 1993).

The purpose of this Request for Quotation (RFQ) is to invite prospective Service Providers to submit quotations to conduct employee annual medical surveillance check-ups at the Lowveld NBG for the period of 3 years.

2. Invitation to Quote

Quotations are invited from service providers to conduct employee annual medical check-ups at the Lowveld NBG for the period of 3 years. The procurement process will be co-ordinated by SANBI's Supply Chain Management (SCM) section at the following address:

SCM Manager
South African National Biodiversity Institute (SANBI)
Private Bag X101
Silverton
0184

3. Scope of Work

The service provider will be responsible for:

- Perform medical surveillance tests as per employee medical surveillance matrix- entry, periodic and exit medicals and any ad hoc examinations when required
- Ensure that appropriate professional assessment and diagnosis of employees undergoing medical screening are done.
- Must provide results with the written report regarding findings on screening/examination.

- Provide recommendations regarding findings.
- All results and report must be signed by an Occupational Medical Practitioner.
- Issue referrals where necessary.
- Issue Certificate of Fitness for all assessed employees.
- The medicals must be conducted on site (at Lowveld National Botanical Garden Botanical Garden Entry Off Madiba Drive, Riverside, Nelspruit,1200)

The medical check-up should cover the following.

Description	**Number of people**
Audiogram Keystone vision test Physical examination Chest X- ray Spirometry/ Lung function test Cholesterol Urine and blood glucose test Work at height exam	
Note Proof of valid calibration must be submitted for all the medical equipment that will be used to conduct the relevant hearing and lung function tests.	
TOTAL	**One (01) Person**

5. PRICING

The rates will be fixed for duration of twelve months; after 12 months the service providers need to indicate yearly escalation rate and include these for the projected year two and year three of the contract period.

ITEM	DESCRIPTION OF SERVICE	Year 1 Unit price/ Each	Year 2 Unit price/ Each	Year 3 Unit price/ Each
1.	Baseline medical check-up.			
2.	Periodic Medicals			
3.	Exit medical check-up.			
	Sub total			
	Vat			
	Total amount including vat			

NB. The Service provider will be provided with number of employees, thereafter, a quotation for the work to be done be sent to SANBI for approval and authorization prior commencement of the works.

6. Evaluation process

The evaluation process will be based on the price and Specific goals of those bids that meet the minimum threshold for functionality. By Preferential Procurement Regulations, 2022 about the Preferential Procurement Policy Framework Act (No. 5 of 2000).

6.1. Specific goals

	OBJECTIVE GOALS	TARGETED SCORE	BIDDERS SCORE
a	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	

b	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	

Sufficient information must be provided to allow the evaluation panel to score bids against all these criteria.

Failure to do so may result in the disqualification of bids.

6.2. Evaluation Criteria

Evaluation of proposals will be done according to the following criteria (all relevant information should be provided):

<table>
<tr><th colspan="4">CRITERIA FOR EVALUATING FUCTIONALITY</th></tr>
<tr><th>Ref</th><th>Criteria</th><th>Sub criteria</th><th>Total Points</th></tr>
<tr><td>1.</td><td colspan="3">Company profile</td></tr>
<tr><td></td><td>Brief overview of the company with an indication of its expertise in the Scope work- Health Medical Surveillance</td><td>
<table>
<tr><th>Sub-criteria</th><th>Points</th></tr>
<tr><td>No experience</td><td>0</td></tr>
<tr><td>Less than one (1) year relevant experience</td><td>5</td></tr>
<tr><td>One (1) to two (2) years relevant experience.</td><td>10</td></tr>
<tr><td>Three (3) to four (4) years relevant experience.</td><td>15</td></tr>
<tr><td>Four (4) to five (5) years relevant experience</td><td>20</td></tr>
<tr><td>Six (6) years or more relevant experience.</td><td>25</td></tr>
</table>
</td><td>25</td></tr>
<tr><td>2.</td><td colspan="3">Reference letters</td></tr>
<tr><td></td><td>Provide a list of similar projects undertaken on Medical Surveillance.

A minimum of three (3) signed letters of reference from other clients for work done in the past five (5) years to be attached.</td><td>
<table>
<tr><th>Sub-criteria</th><th>Points</th></tr>
<tr><td>No reference letters for similar projects</td><td>0</td></tr>
<tr><td>One (1) letter of reference</td><td>5</td></tr>
<tr><td>Two (2) letters of reference.</td><td>10</td></tr>
<tr><td>Three (3) letters of reference.</td><td>15</td></tr>
</table>
</td><td>25</td></tr>
</table>

	Reference letters must indicate the following: • Must be on the company letterhead of the client. • Contact details of the client. • Year in which the service was rendered. • Description of work performed. • Must be signed and dated.	Four (4) letters of reference. — 20 Five (5) or more letters of reference. — 25	
3.	**Capacity of key personnel**		
	Demonstrate the capacity and relevant experience of key personnel who will be working on the project. • Submit their individual Curriculum Vitae (CV), relevant Qualifications and Certifications.	**Sub-criteria** — **Points** No submission of CV and qualifications — 0 Less than one (1) year relevant experience — 5 One (1) to two (2) years' relevant experience — 10 Three (3) to four (4) years relevant experience — 15 Four (4) to five (5) years relevant experience — 20 More than five (5) years of relevant experience — 25	**25**
		Sub-criteria — **Points** No submission of Qualifications and Professional Registration Certificates — 0 Qualifications and Professional Registration submitted — 25	**25**
		TOTAL	**100**

NB: Service providers 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.

7. MANDATORY DOCUMENTATION REQUIRED: (Failure to submit this required documentation will lead to disqualification)

- **SBD Forms (1,4 and 6.1) The standard Bidding Forms (included in the bid documentation) must be completed, signed and submitted with proposal.**
- **A copy of the Central Suppliers Database (CSD) registration report.**
- **Pricing details (see pricing schedule).**
- **A valid proof of Liability Insurance Cover for the company and the amount available per claim.**
- **A valid Letter of Good Standing from the Compensation Commissioner as required by the Compensation for Occupational Injuries and Diseases Act (COIDA**).
- **Quotations must include cost breakdown of all the specifications and the price must be VAT-inclusive.**

7.1. Additional Mandatory Documents to be submitted with the bid:

- **The Occupational Medical Practitioner (OMP) must provide proof of qualifications for Bachelor of Medicine and Bachelor of Surgery (MBChB) and qualifications in Occupational Health.**
- **The OMP must be registered with the Health Professionals Council of SA (HPCSA) with a valid certificate**
- **The Occupational Health Nurse Practitioner (OHNP) provide proof of qualifications – a Degree or Diploma in Nursing.**
- **The OHNP must be registration with South African Nursing Council (SANC) with a valid certificate.**
- **Provide proof of a valid profession's registration with either SASOM (South African Society of occupation medicine) and/ or SASOHN (South African Society of Occupational Health Nurses) must be attached.**
- **Details, qualifications, and relevant experience of contractor/owner/members, including specialists.**

8. Contract duration:
Three (3) years.

9. QUOTATION SUBMISSION
Closing date for submission of responses: 04 September 2024 @ 11:00am

Submission of proposals must be emailed to S.SCM-Quotations@sanbi.org.za. **with a copy to Ms R Fumani at.** r.fumani@sanbi.org.za

For technical enquiries please contact Ms Chulumanca Kgafela on C.Kgafela@sanbi.org.za or Carona Mathipa C.Mathipa@sanbi.org.za

NB: Late submissions will be disqualified.

PLEASE NOTE: Emailed applications must not be more than 8MB.

Consent form in terms of section 11 of the Protection of Personal Information Act No 4 of 2013 (POPIA)

In order for the South African National Biodiversity Institute (SANBI) to consider the bidder's response to the RFQ / RFP to become a service provider of the SANBI, it will be necessary for the SANBI to process certain personal information which the service provider may share with SANBI for the purpose of the RFQ / RFP, including personal information, which may include special personal information (all hereafter referred to as "Personal Information")

The SANBI will process the Service Provider's Personal Information in accordance with the SANBI Privacy Policy.

Access to your Personal Information and purpose specification
Personal Information will be processed by SANBI for purposes of assessing the service provider's submission in relation to the RFQ / RFP i.e. the purposes of assessing current services required by the SANBI. We may also share the service provider's Personal Information with third parties, both within the Republic of South Africa and in other jurisdictions, including to carry out verification, background checks and Know Your Customer obligations in terms of the Financial Intelligence Centre Act, No. 38 of 2001 ("FICA"). In this regard, the service provider acknowledges that SANBI's authorised verification agent(s) and service providers will access Personal Information and conduct background screening.

Consent
By [ticking/clicking] "Yes" and signing below, you agree and voluntarily consent to the SANBI's processing of the service provider's Personal Information for the purposes of evaluating its RFQ / RFP submission, including to confirm and verify any information provided in the submission and service provider gives SANBI permission to do so. The service provider understands that it is free to withdraw its consent on written notice to SANBI and the service provider agrees that the Personal Information may be disclosed by the SANBI to third parties, including SANBI's affiliates, service providers and associates (some of which may be located outside of the Republic of South Africa). Please note that if you withdraw your consent at any stage, we may be unable to process your RFQ / RFP.

Yes ☐

No ☐

_____ _____ _____

Supplier Name Date Signature

_____

Authorised representative, who warrants that he/she is duly authorised.