

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
RFQ NUMBER:	Q10874/2024	CLOSING DATE:	16 September 2024	CLOSING TIME:	11H00 AM
APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT A COMPREHENSIVE WORK STUDY ON THE BRANCH BIODIVERSITY SCIENCE AND POLICY ADVICE AT THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI).					
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	Delphina Sassman	
TELEPHONE NUMBER	012 843 5000		TELEPHONE NUMBER	021 799 8410/081 578 8854	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	A.Mbadla@sanbi.org.za		E-MAIL ADDRESS	D.Sassman@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

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

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.

controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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.

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:

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

Where

- P_s = Points scored for price of tender under consideration
- P_t = 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:
--

QUOTATION NUMBER: Q10874/2024

TERMS OF REFERENCE

**APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT A COMPREHENSIVE
WORK STUDY ON THE BRANCH BIODIVERSITY SCIENCE AND POLICY ADVICE
AT THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI)**

South African National Biodiversity Institute (SANBI)

Private Bag X101

Silverton

0184

CLOSING DATE: 16 SEPTEMBER 2024 @ 11:00AM

RFQ documents are to be submitted via email. No hand delivery will be accepted.

1. INTRODUCTION

The South African National Biodiversity Institute (SANBI) is a Schedule 3A public entity established in terms of the National Environmental Management Biodiversity Act (Act No. 10 of 2004), whose mission is to champion the exploration, conservation, sustainable use, appreciation and enjoyment of South Africa's exceptionally rich biodiversity for all people. SANBI has been mandated to monitor and report on the status of the Republic's biodiversity. Its activities include undertaking and promoting research on indigenous biodiversity and its sustainable use; establishing and managing collections of plant and animal specimens; managing and maintaining national botanical and zoological gardens, with their facilities for horticultural display, environmental education, visitor amenities and research; collecting and disseminating information about biodiversity; assisting in the development of a national biodiversity framework, including bioregional plans and strategies; and coordinating programmes in conservation and sustainable use of indigenous biological resources and the rehabilitation of ecosystems.

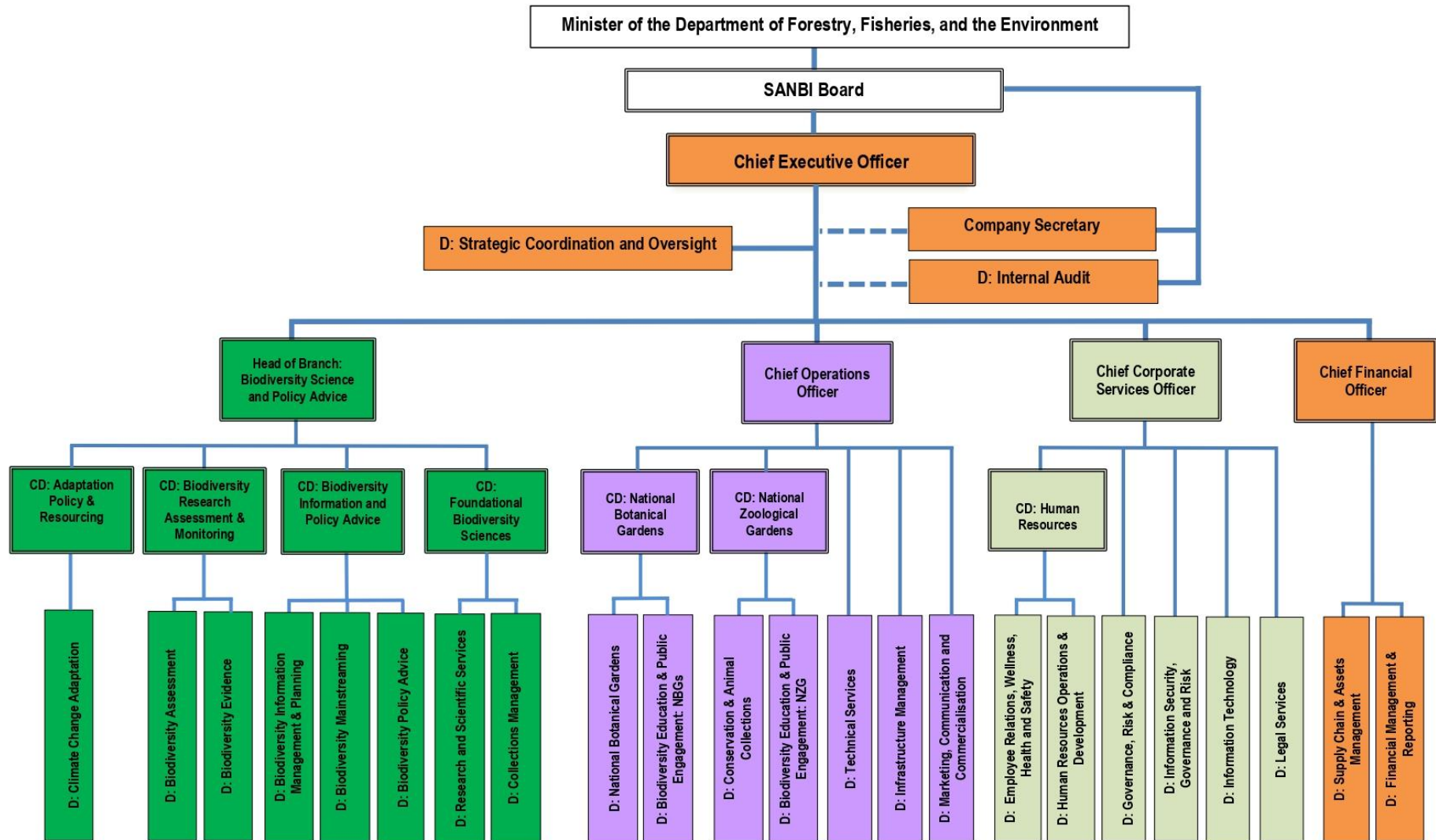
SANBI would like to appoint a reputable service provider to conduct a comprehensive work study on the Branch Biodiversity Science and Policy Advice. The purpose of the work study is to inform SANBI in terms of the human resources capacity required in order for SANBI to achieve its mandate and emerging opportunities.

2. BACKGROUND

In order to achieve the mandate, the Branch has been structured, comprising four Divisions each with Directorates. Below is a detailed description of the purpose of each Division.

Biodiversity Science and Policy Advice

Name of Division/Directorate	Summary of the purpose of the Division
Head of Branch	Providing strategic leadership in biodiversity science and policy matters.
Adaptation Policy and Resourcing Division	To mobilise climate finance in support of South Africa's National Climate Change Adaptation Strategy. To provide policy support, promote and operationalize/mainstream Ecosystem based Approaches to climate change adaptation.
Biodiversity Research, Assessment and Monitoring Division	To assess and report on the status of biodiversity, threatened or protected species, biological invasions and the impact of genetically modified organisms on the environment. To undertake relevant research and provide the evidence in support of decision making for sustainable use of indigenous biological resources.
Biodiversity Information and Policy Advice Division	Facilitates the translation of biodiversity science into policy and action. Knowledge generated by SANBI, and its partners, is interpreted into decision-support tools, providing policy advice and mainstreaming biodiversity assets and ecological infrastructure into other sectors. The division works within the context of South Africa's development goals, using biodiversity science to understand how healthy ecological infrastructure can deliver services to people and improve human wellbeing.
Foundational Biodiversity Science Division	To ensure that foundational information on species and ecosystems is generated and collated. This involves the describing and classifying species and ecosystems in South Africa.



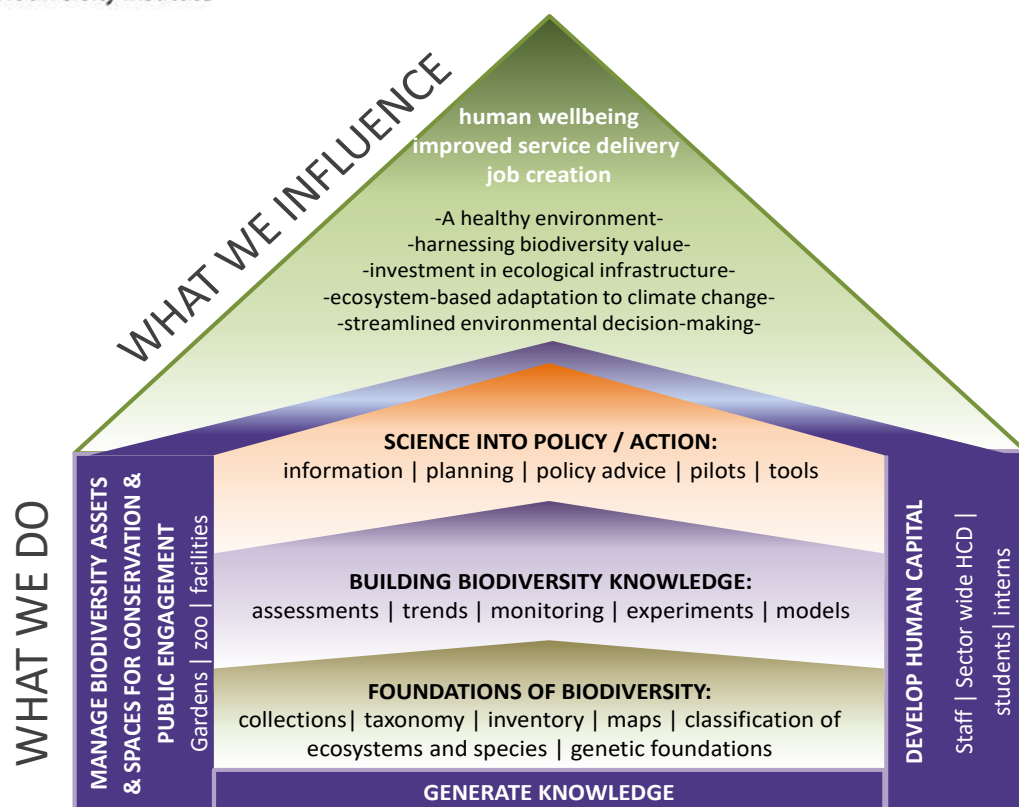


Figure 1 is a schematic representation of the SANBI value chain illustrating the activities that SANBI undertakes and the outcomes it wishes to influence.

3. SPECIFICATIONS/SCOPE OF WORK

3.1 Scope of work

The service provider will be required to undertake the following tasks:

- Analyse the National Environmental Management: Biodiversity Act no.10 of 2004 and assess if SANBI's Branch Biodiversity Science and Policy Advice is structured in an effective and efficient manner in order to achieve its mandate and respond to emerging opportunities.
- Read, analyse and take into account previous ad hoc work studies, the current workforce plan and the Branch review.
- Understand the SANBI network of partners and its contribution to complementing the shortage of skills in SANBI.
- Analyse objectives of each and every division/directorate and assess if each and every division/directorate has adequate human resources capacity to achieve the objectives.
- Identify areas which are over capacitated in terms of human resources.
- Make recommendations in terms of areas where additional human resources capacity is required.
- Give an indication of the ideal span of control for the diverse portfolio of specialist work undertaken by SANBI.
- Compile a comprehensive report with findings and recommendations and submit to SANBI for consideration.
- The work study must be completed within 8 weeks, before the end of November 2024.

3.2 Capacity of the Service Provider

The service provider is required to meet the following requirements in terms of skills and experience:

- A minimum of 10 years of experience in conducting work study.
- Must have capacity and skills to conduct this work study nationally throughout the Branch Biodiversity Science and Policy Advice.
- Must have skill sets to understand the knowledge/core area of SANBI.

4. REQUIREMENTS FOR PROPOSALS

4.1 Required documents

Service Providers interested in this project should submit the following documents for the evaluation of functionality criteria:

- Company profile, which includes a brief overview of the company with an indication of relevant experience to the scope of work.
- Three **signed** letters of reference which must include summary for work study assignments done within the last five (5) years. (Reference letters should include but not limited to company name, contact person, contact details, total value of the contract and contract duration and performance of the service provider).
- Indicate capacity and provide relevant experience of key personnel who will be working on this project. Submit their individual three (3) paged Curriculum Vitae (CV)
- A concise written summary of no more than five (5) pages that demonstrates the methodology and approach to be used for this project.

Additional requirements

Service providers are required to submit the below mandatory documents together with their proposals (failure to submit will lead to disqualification):

- Completed and signed SBD forms (SBD 1, SBD 4, SBD 6.1).
- A formal quotation with a clear total bidding price.

The following proof is required but not a disqualifying factor:

- Proof of CSD registration.

5. EVALUATION PROCESS AND CRITERIA

This bid will be evaluated in two stages:

5.1 The first stage will evaluate functionality, and the minimum threshold will be 70 points.

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

Criteria for measuring Functionality		Weight
1. Company profile, which includes brief overview of the company with an indication of relevant experience to the scope of work.		(10)
		Scales
	More than 9 years of experience in the relevant to the scope of work.	5
	7 to 8 years of experience relevant to the scope of work.	4
	5 to 6 years of experience in the relevant to the scope of work.	3
	3 to 4 years of experience in the relevant to the scope of work.	2
	1 to 2 years of experience in the relevant to the scope of work.	1
	0 years of experience in the relevant to the scope of work.	0
2. Three signed letters of reference which must include summary for work study assignments done within the last five (5) years. (Reference letters should include but not limited to company name, contact person, contact details, total value of the contract and contract duration and performance of the service provider)		(20)
		Scales
	Three or more signed letters of reference with the relevant summary for work study assignments done in the last five (5) years.	5
	Two signed letters of reference with the relevant summary for work study assignments done in the last five (5) years.	4
	One signed letter of reference with the relevant summary for work study assignments done in the last five (5) years.	3
	Three or less signed letters of reference with a vague summary of work study assignments done in the last five (5) years.	2
	Three or less signed letters of reference with an irrelevant summary for work study assignments done in the last five (5) years.	1
	No submission of signed letters of reference with the relevant summary for work study assignments done in the last five (5) years.	0
3. Indicate capacity and provide relevant experience of key personnel who will be working on this project. Submit their individual three (3) paged		

Curriculum Vitae (CV)	(20)
Lead Director's experience (10):	Scale
▪ More than 9 years of experience in the relevant field	5
▪ 7 to 8 years of experience in the relevant field.	4
▪ 5 to 6 years of experience in the relevant field.	3
▪ 3 to 4 years of experience in the relevant field.	2
▪ 1 to 2 years of experience in the relevant field.	1
▪ 0 years of experience in the relevant field.	0
Senior Associate or such equivalent (10):	
▪ More than 9 years of experience in the relevant field.	5
▪ 7 to 8 years of experience in the relevant field.	4
▪ 5 to 6 years of experience in the relevant field.	3
▪ 3 to 4 years of experience in the relevant field.	2
▪ 1 to 2 years of experience in the relevant field.	1
▪ 0 years of experience in the relevant field.	0
4. A concise written summary of no more than five (5) pages that demonstrates the methodology and approach to be used for this project.	(50)
	Scale
▪ Methodology with activities; with timelines and deliverables linked to the activities. Methodology also indicating responsibilities of key project resources and ensuring all services are available on commencement of the contract. High quality and depth reflected in methodology.	5
▪ Methodology with activities; with timelines and deliverables linked to the activities.	4
▪ Methodology with activities and timelines or deliverables.	3
▪ Methodology with activities only.	2
▪ Methodology irrelevant to the scope of work.	1
▪ No methodology submitted.	0
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.**

5.2 The second stage will evaluate price and equity according to the 80/20-point system, where price constitutes 80 points and a maximum of 20 points will be awarded based on specific goals as follows.

Specific Goals	
Specific goals	Points Allocated
Categories of persons historically disadvantaged by unfair discrimination on the basis of race 100% black ownership (Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof)	10
Categories of persons historically disadvantaged by unfair discrimination on the basis of gender. 100 % female ownership (Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof)	10
Total points	20
Preference Point System	
Description	Points Allocated
Price	80 Points

Specific goals	20 Points
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6. CONTRACTUAL ARRANGEMENTS

- a) A contract will be drawn up between SANBI and the Service Provider.
- b) Invoice will be paid after completion of the project.
- c) No upfront payments will be made. SANBI will pay for satisfactory completion of work within 30 days of submission of invoice.
- d) Invoice to SANBI must be addressed to SANBI Head of Branch: Biodiversity Science and Policy Advice.

7. SUBMISSION AND CLOSING DATE

Closing date for submission of responses: **16 September 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 6MB in size.

Any further enquiries in this regard should be directed to Ms. Delphina Sassman at D.Sassman@sanbi.org.za