

SBD1

**PART A
 INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
BID NUMBER:	Q11156-2024	CLOSING DATE:	06 December 2024	CLOSING TIME:	11:00
DESCRIPTION	THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) REQUIRES SERVICES OF A PROFESSIONAL LANDSCAPE ARCHITECT, PROFESSIONAL CIVIL ENGINEER, ENVIRONMENTAL ASSESSMENT PROFESSIONAL AND ECOLOGIST TO CONDUCT A FEASIBILITY STUDY FOR THE DEVELOPMENT OF THE NATIONAL BOTANICAL GARDEN WITHIN KGASWANE MOUNTAIN NATURE RESERVE IN NORTH WEST.				
<u>Compulsory Briefing Session</u> This is compulsory and will be conducted at the venue, time and date given below: Date: 27 November 2024 Time: 10h00 AM Venue: Kgaswane Nature Reserve, Rustenburg					
Submission of proposals: proposals must be emailed to S.SCM-Quotations@sanbi.org.za with a copy to Ms. Mogadingwane at R.modiba@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	Rorisang Mogadingwane		CONTACT PERSON	Tanaka Mupudzi	
TELEPHONE NUMBER	012 843 5332		TELEPHONE NUMBER	012 843 5000	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	R.modiba@sanbi.org.za		E-MAIL ADDRESS	T.Mupudzi@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	MAAA

				No:	
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:

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID

SBD 3.3

PRICING SCHEDULE (Professional Services)

NAME OF BIDDER: BID NO.: **Q11156/2024**
 CLOSING DATE: **06 December 2024** CLOSING TIME: **11:00**

OFFER TO BE VALID FOR **90** DAYS FROM THE CLOSING DATE OF BID.

ITEM CURRENCY NO TAXES INCLUDED)	DESCRIPTION	BID PRICE IN RSA ** (ALL APPLICABLE
---	-------------	--

1. The accompanying information must be used for the formulation of proposals.

2. Bidders are required to specify the aggregate (total) of all hourly rates indicated below in item 4. This summation will serve as the bidder's bid price for evaluation purposes.

R_____

3. Persons who will be involved in the project and rates applicable must be indicated below (certified invoices must be rendered)

4. KEY PERSONNEL

HOURLY RATE

Landscape Architect

R_____

Civil Engineer

R_____

Environmental Assessment Professional

R_____

Ecologist

R_____

Known costs (complete only which is applicable):

Kilometers to be claimed per site visit, return trip

_____ km

Km cost per site visit (current NDPW rate applies)

R_____

Accommodation/night (if applicable)

R_____

5. Contract amount (capped appointment value incl. VAT) **R 950,000.00**

6. Travel expenses are to be claimed based on the prevailing Department of Public Works' Rates for Reimbursable Expenses. Certified invoices will be checked for correctness.

7. Other expenses are to be claimed based on actual costs incurred. Proof of the expenses incurred must accompany certified invoices.

8. Period required for commencement with project after acceptance of bid

9. Are the rates quoted firm for the full period of contract?

YES / NO

10. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

**** "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills developm**

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.

Full Name	Identity Number	Name of State institution

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

2.2 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 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

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.

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

**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:

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

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:

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

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)
Categories of persons historically disadvantaged by unfair discrimination on the basis of race. 100% black ownership	10	

(Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof)		
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:

.....

.....

.....

REQUEST FOR QUOTATION

TERMS OF REFERENCE

THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) REQUIRES SERVICES OF A PROFESSIONAL LANDSCAPE ARCHITECT, PROFESSIONAL CIVIL ENGINEER, ENVIRONMENTAL ASSESSMENT PROFESSIONAL AND ECOLOGIST TO CONDUCT A FEASIBILITY STUDY FOR THE DEVELOPMENT OF THE NATIONAL BOTANICAL GARDEN WITHIN KGASWANE MOUNTAIN NATURE RESERVE IN NORTH WEST

1. Background and Discussion

The Department of Forestry, Fisheries and the Environment (DFFE) has allocated funds over the 2023/24 to 2025/26 Medium Term Expenditure Framework (MTEF) towards a national infrastructure programme at the various campuses and sites of the South African National Biodiversity Institute (SANBI). The programme includes infrastructural maintenance, refurbishments, upgrades, replacements and/or new infrastructure at all sites. Projects have been identified for implementation over the MTEF at each of the SANBI's existing campuses and sites across the country.

2. Aim

SANBI intends to establish a new national botanical garden within the North West Province and the proposed site is the Kgaswane Mountain Nature Reserve, Rustenburg and its buffer zone as identified by the 2019 public participation process and the Magaliesberg Biosphere NPC. The North West Parks and Tourism Board (NWPTB) has endorsed the proposal for a feasibility study to be conducted.

Kgaswane Mountain Nature Reserve is a nature reserve of 5,300 hectares consisting of veld and mountains run by the North West Parks and Tourism Board. It is located next to Rustenburg on the northern slopes of the Magaliesberg and is a core conservation area of the Magaliesberg Biosphere Reserve and alongside the western portion of the Magaliesberg Protected Environment. Kgaswane is home to many species of flora and bird life and large and small mammals notably leopard, sable, eland and oribi and has been designated as a protected Ramsar site since 2019.

SANBI therefore requires the services of independent, professional and suitably qualified service providers to conduct a feasibility study for the development of the North West National Botanical Garden in the Kgaswane Mountain Nature Reserve.

3. Invitation to Quote

Quotations are invited for a professional landscape architect, professional civil engineer, environmental assessment professional and ecologist to conduct a feasibility study for the development of the National Botanical Garden in North West.

The procurement process will be co-ordinated by SANBI's Supply Chain Management (SCM) section at the following address:

Submission of proposals: proposals must be emailed to S.SCM-Quotations@sanbi.org.za with a copy to Ms. Mogadingwane at R.modiba@sanbi.org.za

4. Terms of Reference

The scope of services required shall be managed in accordance with the relevant board notices providing the guideline scope of services and tariff fees for persons registered.

4.1. Scope of Work

The scope of work entails the development of a feasibility study for the possible establishment of a National Botanical Garden in the Kgaswane Mountain Nature Reserve, Rustenburg, North West as follows:

1. The feasibility assessment should consider the following:

1.1. Relevant environmental and other legislation, not limited to the following:

- National Environmental Management Act (NEMA).
- National Environmental Management Waste Act (NEMWA).
- National Water Act (NWA).
- National Heritage Resources Act.
- National Environmental Management: Protected Areas Act No. 53, 2003.
- National Environmental Management: Biodiversity Act.
- National Forests Act
- Spatial Planning and Land Use Management Act (SPLUMA)

- North West Parks and Tourism Board Act No. 2, 2022
- Intergovernmental Relations Framework Act No.13, 2005

1.2. National, Provincial and Municipal Documentation / Studies:

- National Development Plan: Vision for 2030 (Office of the Presidency, 2011)
- North West Spatial Development Framework (PSDF, 2016)
- Draft North West Land Use Management Bill (NW COGTA)
- North West Provincial Development Plan (NW PDP, 2030)
- Integrated Catchment Management Studies (DWS)
- National Protected Area Expansion Strategy (DFFE SANBI, 2008 & 2018)
- National Botanical Garden Expansion Strategy 2019 – 2030 (2020)
- All relevant Information from SANBI's Biodiversity GIS programme
- North West Biodiversity Conservation Assessment (BCA), 2009
- North West Biodiversity Sector Plan (BSP), 2015
- North West Province Protected Area Expansion Implementation Strategy (2011 – 2034)
- North West Environment Outlook, 2018
- The National Biodiversity Assessment (2018)
- National Biodiversity Framework (2019 to 2024)
- National Freshwater Ecosystems Priority Areas Atlas (SANBI, 2011)
- National List of Threatened Ecosystems (2009)
- Draft North West Climate Change Strategy and Implementation Plan
- Magaliesberg Protected Environment Environmental Management Framework (EMF)
- Bojanala Platinum District EMF
- Municipal SDFs
- Revised North West Vegetation map (2024)
- North West Wetland Inventory (2024)
- Any relevant strategic planning documents compiled within the afore-mentioned district and local municipalities
- The South Africa Strategy for the Biosphere Reserve Programme (2016 - 2020)
- Statutory Framework of the World Network of Biosphere Reserves (WNBR)
- MAB Strategy (2015 - 2025) for UNESCO's Man and the Biosphere (MAB) Programme and its World Network of Biosphere Reserves
- Lima Action Plan for UNESCO's Man and the Biosphere (MAB) Programme and its World Network
- Provisions of Convention on Wetlands Contracting Party (Ramsar agreement)
- Applicable Provincial Conservation ordinances
- Magaliesberg Biosphere Reserve Management Plan

- Administrator's Notice 127 of 4 May 1994 under the Environment Conservation Act, 1989 (Directions for the Magaliesberg Protected Environment)
 - Commercialisation Strategy for the North West Parks Board (2022)
 - NWPTB policies
 - Kgaswane Mountain Reserve management plan
 - Research studies done in Kgaswane Mountain Nature Reserve on key species incl. Tshenkeng 2017; Parrini et al. 2019; Powers et al. 2021; etc
- 1.3. Investigate and conduct assessments for the following in the Waterkloofspruit site in the Kgaswane Mountain Nature Reserve:
- Existing buildings, water supply network (both potable and for possible irrigation needs), stormwater drainage and sewer systems/options
 - Existing road network and access options
 - Impact of activities on the Kgaswane Mountain Nature Reserve's biodiversity and ecosystems
 - In consultation with NWPTB, DEDECT, DFFE, SANBI and other relevant expert groups (e.g. Dendrological Society of South Africa), conduct a biodiversity survey of the proposed site and record field data on the INaturalist app
 - Impact of perimeter fencing of the Waterkloofspruit site on wildlife in the area.
2. Develop and design a **Site Development Plan** for the Waterkloofspruit site in the Reserve, in accordance with SANBI requirements, but would as a minimum contain:
- Identifying design options for the landscaped portion and developed footprint of the Garden in the Waterkloofspruit area in Kgaswane Mountain Nature Reserve in consideration of the studies under point 1.3 above.
 - A **garden landscape master plan** with theme display gardens, pathways, nursery with shade houses, workshop and garages, staff facility, staff accommodation, office accommodation, public ablutions, staff and public parking area(s).
 - Outdoor areas for visitors, consisting of children's garden play areas, lawns, picnic area, tea garden, hiking trail (10km), wedding areas (similar to Pretoria National Botanical Garden).
 - Lay out of all the soft landscaping according to the different themes of the garden.
 - Provide a high-level cost estimate of establishing the national botanical garden in the Kgaswane Mountain Nature Reserve.
 - Review the impacts of the new botanical garden on the revenue generation of the existing nature reserve and develop possible revenue-sharing models for consideration.
3. Develop a report indicating:
- The legal requirements to be met and/or specialist studies required in terms of relevant legislation mentioned under point 1 above in developing the proposed national botanical garden.

- Mechanisms for cooperative governance in terms of managing the proposed garden and the nature reserve between different organs of state should also be reflected on.
 - Impact of activities on the Kgaswane Mountain Nature Reserve's biodiversity and ecosystems
 - The service provider must take into account the Kgaswane Mountain Nature Reserve management plan. Areas which conflict with the Kgaswane Mountain Nature Reserve's management plan should be highlighted.
4. Develop a Feasibility Report for establishing the landscaped/developed portion of the Garden in the Waterkloofspruit area of the Kgaswane Mountain Nature Reserve with actions, risks and recommendations to establish the national botanical garden in Kgaswane Mountain Nature Reserve, North West.
 5. Develop the Terms of Reference, based on the outcomes of the feasibility study, to outsource the further development of the project.

Site Plan

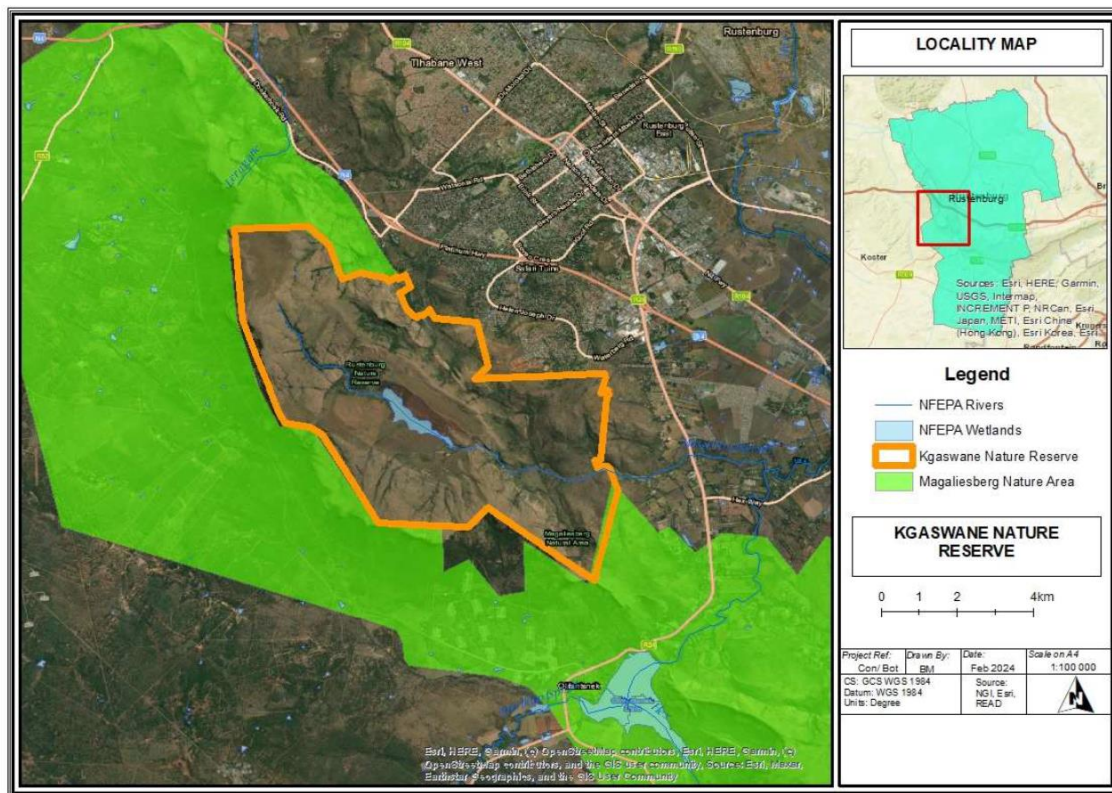


Fig.1 Site Plan of the Kgawane Mountain Nature Reserve

5. General

The PSP shall make no material deviation from the Client's instructions, and the Client's written authority must be obtained before undertaking any new work or proceeding to another stage of the work. The Client's written authority must also be obtained before issuing a variation/change order instruction which will have a cost implication.

The PSP shall not sub-commission work for which he or she has been engaged either in whole or in part without the prior agreement of the client as to the division of responsibilities that shall apply.

6. Extent of services

The services to be provided in terms of this project are inextricably linked to the employer's three-year capital budget cycle. All services to be provided and construction works to be executed shall therefore be programmed to make full use of, but not exceed, the budget provision in any given financial year.

It should be noted that while the employer has every intention of completing the full scope of work making full use of the budget provision given, the employer's budget is subject to periodic review. Should it become necessary to vary the scope of work or even suspend or terminate this contract, such variation, suspension, or termination shall be dealt with in accordance with the provisions of the CIDB Standard Professional Services Contract.

The service provider is required to provide all aspects of the service with reasonable care, diligence, and skill in accordance with generally accepted professional techniques and standards, and ensure that all legal requirements are met, and that all legal processes are adhered to.

7. Key Personnel

The service provider shall maintain the involvement of the key personnel as per the requirements of this contract. Should it become necessary to replace any of the key personnel listed at the time of tender during the course of this contract, they may only be replaced by individuals with similar or better qualifications and experience, who satisfy the minimum requirements and then only with the approval of the employer.

The involvement of the roles listed below are not guaranteed and will be dependent on the scope of works and discretion of SANBI.

Key Personnel	Minimum Requirements
Landscape Architect	Registered professional with 10 years' relevant experience
Civil Engineer	Registered professional with 10 years' relevant experience
Environmental Assessment Practitioner (EAP)	Registration with the Environmental Assessment Practitioner's Association of

	South Africa (EAPASA) – EAP with minimum 10 years’ post-qualification relevant experience Service Provider to have access to the following areas of expertise: • Environmental legislation and policies • Protected areas planning. • GIS. • Spatial analytical skills. • Local and indigenous knowledge, including socio-economic knowledge. • Biodiversity- and ecosystem management. • Wetland management • Public participation and facilitation.
Ecologist	Registration with the South African Council for Natural Scientific Professions (SACNASP) - Ecologist with minimum 10 years’ post qualification relevant experience Service Provider to have access to the following areas of expertise: • Ecological management • Wildlife management • Wetland management

8. Pricing Information

The appointment will be based on time-based fees/time charges, as set out in the professional fee guidelines issued in terms of the Engineering Profession Act 46 of 2000.

Bidders are required to provide hourly rates for the personnel stipulated in the Terms of Reference, by completing SBD 3.3: Pricing Schedule for Professional Services. Reasonable compensation will be received where no resource appears in respect of work required in the Scope of Works in terms of the Contract and which is not covered in any other rate.

Bids will be evaluated based on the aggregate hourly rate as calculated per SBD 3.3, after correction for arithmetic extension errors.

The contract amount/appointment value will be capped at the amount stipulated in SBD 3.3. The appointed service provider will be required to manage their time and costs within the allocated budget.

9. Evaluation

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:

A. The first stage will evaluate functionality according to the criteria listed in the table below:

FUNCTIONALITY EVALUATION CRITERIA		POINTS														
Implementation methodology Proposed methodology and approach addressing all the services identified in the scope of work. Methodologies and approach must be specific to the project and location of works.		25														
<table> <tr> <th>Sub-Criteria</th> <th>Points</th> </tr> <tr> <td>No Methodology</td> <td>0</td> </tr> <tr> <td>Poor Methodology</td> <td>5</td> </tr> <tr> <td>Average Methodology</td> <td>10</td> </tr> <tr> <td>Above Average Methodology</td> <td>15</td> </tr> <tr> <td>Good Methodology</td> <td>20</td> </tr> <tr> <td>Comprehensive (Exceptional) Methodology</td> <td>25</td> </tr> </table>			Sub-Criteria	Points	No Methodology	0	Poor Methodology	5	Average Methodology	10	Above Average Methodology	15	Good Methodology	20	Comprehensive (Exceptional) Methodology	25
Sub-Criteria	Points															
No Methodology	0															
Poor Methodology	5															
Average Methodology	10															
Above Average Methodology	15															
Good Methodology	20															
Comprehensive (Exceptional) Methodology	25															
Proposed work plan Proposed work plan with relative timelines towards activities and deliverables, including a clear allocation of resources towards the services required.		20														
<table> <tr> <th>Sub-Criteria</th> <th>Points</th> </tr> <tr> <td>No Programme</td> <td>0</td> </tr> <tr> <td>Poor Programme</td> <td>4</td> </tr> <tr> <td>Average Programme</td> <td>8</td> </tr> <tr> <td>Above Average Programme</td> <td>12</td> </tr> <tr> <td>Good Programme</td> <td>16</td> </tr> <tr> <td>Comprehensive (Exceptional) Programme</td> <td>20</td> </tr> </table>			Sub-Criteria	Points	No Programme	0	Poor Programme	4	Average Programme	8	Above Average Programme	12	Good Programme	16	Comprehensive (Exceptional) Programme	20
Sub-Criteria	Points															
No Programme	0															
Poor Programme	4															
Average Programme	8															
Above Average Programme	12															
Good Programme	16															
Comprehensive (Exceptional) Programme	20															

FUNCTIONALITY EVALUATION CRITERIA		POINTS								
Track Record The Service Provider is expected to have more than 10 years' experience in managing similar types of projects where feasibility studies were successfully undertaken and completed within parameters such as scope, cost, time and at acceptable quality standard. <u>List</u> of 5 similar projects with contactable references and indicating value of works completed and role in the assignment (4 points per similar project). <u>Three Contactable reference</u> letters regarding similar assignments completed in the last five years on the client's letterhead or stamped & signed by the client. <table><tr><th>Sub-Criteria</th><th>Points</th></tr><tr><td>One relevant reference letter</td><td>5</td></tr><tr><td>Two relevant reference letters</td><td>10</td></tr><tr><td>Three or more relevant reference letters</td><td>15</td></tr></table>		Sub-Criteria	Points	One relevant reference letter	5	Two relevant reference letters	10	Three or more relevant reference letters	15	20 <
Sub-Criteria	Points									
One relevant reference letter	5									
Two relevant reference letters	10									
Three or more relevant reference letters	15									

FUNCTIONALITY EVALUATION CRITERIA	POINTS
Maximum possible score for functionality	100

Bidders 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.

B. The second stage will evaluate the price and preference points of those bids that meet the minimum threshold for functionality.

The specific goals for this contract are as highlighted below:

Goal (a) - Categories of persons historically disadvantaged by unfair discrimination on the basis of race. Information will be verified on CSD report. Points will be allocated based on the percentage of ownership per goal - 100% black ownership = 10 points.

Goal (b) - Categories of persons historically disadvantaged by unfair discrimination on the basis of gender. Information will be verified on CSD report. Points will be allocated based on the percentage of ownership per goal - 100% female ownership = 10 points.

10. Reporting and Management

- While the consultant will be working with a number of SANBI staff, final accountability rests with the SANBI project manager.
- There will be a Project Task Team to assist in overseeing the project progress.
- Payment on **approval** of deliverables by the consultant's project manager.
- All reports must be in Microsoft Word and/or Excel.
- An electronic version of all reports must be submitted.

11. Compulsory Briefing Session

A compulsory briefing session will take place at the **Kgaswane Mountain Nature Reserve**, Rustenburg on **27 November 2024 @ 10am** to orientate and provide the necessary information to bidders. Bidders are encouraged to direct all technical and bidding procedure

enquiries to the email address below. Responses will be communicated via email to all eligible bidders who were invited to tender.

Technical enquiries: t.mupudzi@sanbi.org.za

Bidding procedure enquiries: S.SCM-Quotations@sanbi.org.za and
R.modiba@sanbi.org.za

Cut-off date for enquiries: **02 December 2024** at 12:00

12. Nature of appointment and contractual arrangement

Appointment:

- Contract duration: 8 months

Contract and payment:

- The contract will be drawn up between SANBI and the service provider.
- Invoices will be paid for upon deliverables received.
- Invoices must indicate the deliverable produced. No upfront payments will be made.
- SANBI will pay for the satisfactory completion of work within 30 days of date of invoice.
- In the case of invoices to SANBI they must be addressed to the SANBI project manager.

13. General Safety, Health and Environmental (SHE) Requirements

All service providers entering a contract with SANBI shall, as a minimum, comply with the following requirements:

- The Occupational Health & Safety Act (OHSA) (Act 85 of 1993) and its Regulations.
- The service provider's staff may be expected to attend induction training before commencing any work so that they become familiar with the part of the garden they are stationed in and the evacuation procedures.
- The Compensation for Occupational Injuries & Diseases Act (Act 130 of 1996).
- The National Environmental Management Act (Act No. 107 of 1998).
- The National Environmental Management: Waste Act (Act 59 of 2008).

- The South African National Biodiversity Institute Health and Safety specification and relevant policies.
- COVID-19 regulations and guidelines as published by the National Department of Health.

14. Information to be provided by SANBI to the successful service provider

Available documents mentioned under Paragraphs 1.1 and 1.2 will be provided where possible. There are no existing drawings or designs available.

15. Potential service providers are required to submit the following mandatory documentation:

- SBD forms (SBD 1, 3.3, 4 and 6.1). The Standard Bidding Forms (included in the bid documentation) must be completed and submitted with this proposal.
 - The specific goals allocated in terms of this RFQ are as follows:
 - Categories of persons historically disadvantaged by unfair discrimination on the basis of race. Information will be verified on CSD report. Points will be allocated based on the percentage of ownership per goal. 100% black ownership = 10 points.
 - Categories of persons historically disadvantaged by unfair discrimination on the basis of gender. Information will be verified on CSD report. Points will be allocated based on the percentage of ownership per goal. 100% female ownership = 10 points
 - A current copy of the Central Suppliers Database (CSD) registration report or registration number must be provided.
 - Service providers with one or more employees are required by law to contribute to the Compensation Fund. A valid letter of good standing certificate with COIDA is required. The certificate should be issued by the Department of Labour.
 - Proof of Public Liability Insurance.
 - Compulsory Valid Professional Registration for each professional body.
 - Signed Briefing session certificate.
-
- 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. SANBI shall reject a submission if the Bidder has committed a proven corrupt or fraudulent act, or any other improper conduct in bidding for any other work.
 - 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.

16. Closing date for quotations

The closing date for submission of responses is **06 December 2024 at 11:00 am**

Submissions should be e-mailed to S.SCM-Quotations@sanbi.org.za with a copy to Ms. Modiba at R.Modiba@sanbi.org.za

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