

SBD1

**PART A
 INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
RFQ NUMBER:	Q11319/2024	CLOSING DATE:	25 March 2025	CLOSING TIME:	11H00 am
THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) REQUIRES A SERVICE PROVIDER FOR DATA SCIENCE SUPPORT FOR BIOVERSITY DATABASES, WORKFLOW, INDICATORS AND SERVING OF PRODUCTS ONLINE					
BID RESPONSE DOCUMENTS MAY BE E-MAILED TO BELOW ADDRESSES:					
Submission of proposals: Proposals must be emailed to Ms. N. Giyama N.Giyama@sanbi.org.za and copy S.SCM-Quotations@sanbi.org.za					
<u>Please state the Bid number as the reference number on the subject line when responding to the RFQ</u>					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Noloyiso Giyama		CONTACT PERSON	Carol Poole	
TELEPHONE NUMBER	(012)339 2750		TELEPHONE NUMBER	+27 21 799 8695	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	N.Giyama@sanbi.org.za		E-MAIL ADDRESS	C.Poole@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]
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.	

PART B TERMS AND CONDITIONS FOR BIDDING

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

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

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

DATE:

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise,
employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

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

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

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.

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:

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

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20	or	90/10
$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$	or	$P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
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	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 because of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct.
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process.
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct.
 - (c) cancel the contract and claim any damages which it has suffered because of having to make less favourable arrangements due to such cancellation.
 - (d) recommend that the tenderer or contractor, its shareholders, and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

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

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

Data science supports biodiversity databases, workflows, indicators, and serving of products online

Terms of Reference / Request for Proposal and Quotation: Q11319/2024

The South African National Biodiversity Institute (SANBI) seeks to appoint a suitably qualified and innovative data science service provider (individual or team) on a services agreement to provide data science and DevOps support and training on the workflows, databases and calculation of biodiversity indicators under the National Monitoring Support Initiative.

1. Background

The South African National Biodiversity Institute is mandated to monitor and report on the status of biodiversity in South Africa (Section 49: NEM: Biodiversity Act - No. 10 of 2010). At the heart of SANBI's mandate and vision lies the concept of the "information to action" value chain. This means taking the vast (and rapidly growing) array of biodiversity and related environmental data through the required curation, documentation, processing and analytical steps to ensure that decision-makers and the public are equipped with the transparent knowledge they require. As we enter the information age the way in which we collect, analyse and present information is changing rapidly; to keep up we need to advance our skills in data science and enhance the reproducibility of our work. The development and maintenance of biodiversity indicators is central to SANBI's mandate and forms an important aspect of the project titled "Strengthening National Biodiversity Monitoring Systems for Enhanced Implementation of the Kunming-Montreal Global Biodiversity Framework (GBF)" – known as the National Monitoring Support Initiative (NMSI) – where South Africa is one of several pilot countries. Currently, many workflows underpinning the indicators are only partially documented and in many cases are challenging to reproduce.

2. Scope of work for Service Provider

The successful service provider will need to support the SANBI teams with technical guidance and advice on data science related aspects of selected workflows and ensure skills transfer and capacity building while providing the support. SANBI teams need support on biodiversity data pipelines, from the collation of data and preparation of databases to the calculation of indicators and serving results online. To strengthen national biodiversity monitoring systems, SANBI will require support and guidance in data science components that include: a) data wrangling (cleaning and adapting data for a specific purpose), b) automation of processes and analyses (to ensure repeatability and transparency), c) effective database design and management (to enhance access and version control), d) the ability to code statistical analyses and predictive models using software such as R and Python, e) data visualisation and documentation (markdown), f) web-based reporting tools (dashboards) and g) effective version control for all aspects of implemented workflows.

The following major activities are envisaged:

2.1 Support and guide SANBI analysts on a variety of data science related topics (i.e. 'helpdesk model')

Over 25 SANBI scientists and GIS specialists benefitted from targeted data science training over the past few years. However, this upskilling must continue with targeted support on specific subjects that the scientists and specialists are currently working on. The support will likely be one-on-one or small groups of SANBI staff and will be carefully planned and implemented to maintain focus on key workflows and tasks. The model envisaged is like the concept of a 'helpdesk' where the participating SANBI analysts can 'log' their needs, and the Service Provider must then arrange to provide the targeted support within a certain timeframe. Targeted support may include, but is not limited to, the following:

- Develop and trouble-shoot data science pipelines and the required tools within the context and constraints of procurement and IT policies of a government organisation.
- Effective online presentation of results (including graphs, tables, maps) and transparent documentation of data and methods via technical publishing systems such as Quarto.
- Containerisation of data science workflows in Docker for efficient portability and reproducibility.
- Guide the migration of various data sets (such as spreadsheets) to appropriately structured databases

2.2 Undertake selected specialised tasks and analyses that are beyond the capacity of the SANBI analysts

There are some data science related tasks that are more appropriately performed by experienced expert consultants (rather than consultants guiding SANBI teams in performing a task). A list of these potential specialist task will be developed in the initial phase of the project, and additional specialised tasks are likely to emerge over the course of the project.

2.3 Other services for the duration of the contract

SANBI may require the Service Provider to procure or provide advice on selecting certain services for the team during the course of the contract. Examples include, but are not limited to:

- Provide support to analysts and information management team when choosing required applications / programs and subscriptions services.
- Procure appropriate:
 - o Git subscription / hosting solution
 - o Slack Pro subscription
 - o Cloud storage solutions
 - o Etc.

The activities are expected to take place over an approximately 4-year period from contracting in 2025 to 31 March 2029 (which is the end of the National Monitoring Support Initiative project). The appointed Service Provider will work under the supervision of the technical lead of the National Monitoring Support Initiative at SANBI and is expected to meet regularly online. Most staff and management involved in the project are based at Kirstenbosch, although online / virtual training options must be available.

3. Skills, competencies and other requirements

The service provider is required to have extensive experience in:

- all aspects of environmental indicator workflows, from data cleaning and database design to analysis and automation, to dashboards and visualizations, using open-source programming languages such as R and Python;
- containerization (e.g. Docker) and environments (e.g. Renv);
- statistical modelling and spatial analyses;
- database design and management (including PostGreSQL and PostGIS);
- version control (Git)
- training and capacity building;
- an added advantage will be knowledge of, or experience with, biodiversity or environmental specific data and workflows.

4. Timeframes for this consultancy

The consultancy is for approximately 100 days of professional time that is likely split between a senior lead consultant/advisor and time for junior advisors. SANBI is to pay for any approved travel separately. The consultancy is expected to run until 31 March 2029, so the service provider needs to ensure that they have sufficient capacity to provide approximately 100 days of professional time within this period.

5. Requirements for proposals and quotations

Service providers interested in contributing towards this project should submit a concise written proposal that addresses the scope of work and the above requirements and outputs. The proposal must include:

- a) A copy of the South Africa Central Suppliers Database (CSD) registration report, which includes evidence such as all tax clearance and other requirements are met. The Service Provider is welcome to provide other supporting documents not available on the CSD (e.g. BBBEE scorecard), if relevant. Evidence of professional registration should be provided in support of any claims.
- b) Duly completed and signed SBD forms, located on this Request for Quotation website.
- c) The Service Provider's approach to the scope of work and proposed work plan considering the deliverables listed in Section 2 above.
- d) Information on how the Service Provider's team profile, skills, networks and experience suit the scope of work. Short CVs of all individuals on the Service Provider's team must be included, ideally showing linkages to examples of past work provided. Evidence of the competencies described in Section 3 above will be scored as per the evaluation table in Section 6 below.
- e) A list of at least three current or recent contracts, preferably in related work so that it provides evidence of the competencies required. The list should detail the nature of the work, the value of the work and contact details of the clients.
- f) Examples of relevant recent work that the consultant was personally responsible for conceptualising, researching, analysing and writing. Where possible, providing online examples of relevant data science workflows build by the Service Provider.
- g) Budget: Quotations must state the hourly rates of the Service Provider per activity in Appendix A, with VAT listed separately. The Service Provider should give an estimated number of days for each of the three items in the scope of work (section 2) for a senior/lead consultant/advisor and for a junior consultant/advisor. Note that these estimated number of days may be changed in the final contract, depending on the budget available. Cell phone, computer expenses and office expenses are for the Service Provider's own account. Travel should not be included in the budget and may be arranged separately, in line with SANBI's policies. Should the Service Provider be requested to purchase anything on SANBI's behalf, SANBI will reimburse the Service Provider for such purchases upon the presentation of the 3rd party invoice. Service Providers will therefore be expected to clearly separate professional time and reimbursements on their invoices.

NOTE: the total amount in Appendix A is not the total contract amount. The total contract amount will be determined based on the available budget using the successful Service Provider's hourly rates for the three types of services specified.

6. Evaluation criteria

The Preferential Procurement Policy Framework Action (No. 5 of 2000) and SANBI procurement processes applies to these Terms of Reference. Proposals will be evaluated in two stages:

Stage 1: Functionality Criteria

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

Criteria for measuring functionality	Weight
1. Technical merit of the proposal (demonstrated understanding of the requirements of the scope of work; general approach and workplan for scope of work and all deliverables)	20 total
2. Team members' qualifications and experience to meet the competencies and requirements listed in Section 3 above	40 total
3. Evidence of competencies from recent or current contracts and examples of work (selected links or reports or products)	40 total
- Data science competencies	(20)
- Environmental related competencies	(5)
- Capacity development, mentoring and training competencies	(15)
TOTAL	100

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

Stage 2: Specific Goals

The second stage will evaluate the price and specific goals of those bids that meet the minimum threshold for functionality. In accordance with the Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act (No. 5 of 2000), the 80/20-point system will be applied in evaluating proposals that qualify for further consideration, where price constitutes 80 points and a maximum of 20 points will be awarded based on the bidder's specific goals.

Specific Goal	Total Points
1. Categories of persons historically disadvantaged by unfair discrimination on the basis of race. 100% black ownership (Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as 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 Points	20

7. Proposal submissions

The closing date for the submission of proposals and quotations is **11:00 AM on 25 March 2025**. Proposals received after this deadline will not be considered.

Proposals should be submitted via email to: Noloyiso Giyama N.Giyama@sanbi.org.za and copy S.SCM-Quotations@sanbi.org.za

Email applications should not be more than 10MB in size.

Late submissions will not be accepted and will be disqualified from consideration. It is imperative that proposals are submitted before the specified deadline to ensure eligibility for evaluation.

For any queries or requests for further information regarding the proposal submission process, interested parties may contact Carol Poole at C.Poole@sanbi.org.za

8. General terms

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

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

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

SANBI has the right:

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

Accountability and reporting will be to the technical lead of the National Monitoring Support Initiative.

The contract will be drawn up between SANBI and the Service Provider stipulating deliverables and deadlines.

Invoices will be paid for deliverables received as agreed in the contract. Invoices must indicate the deliverables produced. No upfront payments will be made. SANBI will pay for the satisfactory completion of work within 30 days of date of invoice (addressed to the South African National Biodiversity Institute).

9. Appendix A: format for budget

Please use the following template for quotes. Please pay close attention to all notes about the quotation (see also Section 5 above).

- The Service Provider should give an estimated number of days for each of the three items in the scope of work (section 2) for a senior/lead consultant/advisor and for a junior consultant/advisor. The total number of days should add up to 100. Note that these estimated number of days may be changed in the final contract, depending on the budget available.
- Cell phone, computer expenses and local road travel (e.g. to visit the SANBI offices) are for the Service Provider's own account. Travel should not be included in the budget.
- Budgets should not quote for the actual purchasing of any items listed in section 2.3, as these will be discussed separately with the successful service provider. Only professional time should be quoted.

Budget item		Rand amount per day excl VAT	VAT	Number of days (estimate for budgeting purposes only – must add up to 100 in total)	Total (Rand)
General data science support (section 2.1)	Rate A (lead consultant)				
	Rate B (junior consultant)				
Specialised tasks (section 2.2)	Rate A (lead consultant)				
	Rate B (junior consultant)				
Services Advisory (section 2.3)	Rate A (lead consultant)				
	Rate B (junior consultant)				
TOTAL				100	

Important note: this Total is not the total cost of the contract. **The total contract amount will be determined based on the available budget using the successful Service Provider's hourly rates for the three types of services specified.** This quote is to allow SANBI to evaluate all potential Service Providers equally for the price evaluation portion (see Section 6).