

SBD1

**PART A
 INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)							
BID NUMBER:	Q11351/2025		CLOSING DATE:	07 April 2025		CLOSING TIME:	11:00AM
DESCRIPTION	THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE REQUIRE A SERVICE PROVIDER TO PERFORM A FAIR VALUATION AND ACCOUNTING OF THE HERITAGE ASSETS (BOTANICAL ARTWORKS – COLLECTION OF WATERCOLOR PLATES, PEN AND INK (BLACK AND WHITE) DRAWINGS) OF THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI), TO ENSURE COMPLIANCE TO THE REQUIREMENTS OF GRAP 103.						
Submission of proposals: proposals must be emailed to S.SCM-Quotations@sanbi.org.za with a copy to Ms. Giyama at N.Giyama@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	Noloyiso Giyama			CONTACT PERSON	Mr. Mangaka Selowa,		
TELEPHONE NUMBER	012 339 2750			TELEPHONE NUMBER	012 843 5200		
FACSIMILE NUMBER	N/A			FACSIMILE NUMBER	N/A		
E-MAIL ADDRESS	N.Giyama@sanbi.org.za			E-MAIL ADDRESS	M.Selowa@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]		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX]		
	☐ Yes ☐ No				☐ 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 OF-FERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OF-FERED?	☐ 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 Error! Hyperlink reference not valid.. 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

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:

.....

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.

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

- 2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for inves-

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.

tigation 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:

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

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:

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

Where

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 Information will be verified on CSD report. Points will be allocated based on the percentage of ownership per goal - 100% black ownership = 10 points	10	
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 = 5 points	5	
Categories of persons historically disadvantaged by unfair discrimination on the basis of disability. (Proof of certificates attended by personnel and CSD report) Disability = 5 points	5	

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 ex-

ceeding 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:	
	
	
	

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

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

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

Access to your Personal Information and purpose specification

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

Consent

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

Yes ☐

No ☐

Supplier Name
Signature

Date

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

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PERFORM A FAIR VALUATION AND ACCOUNTING OF THE HERITAGE ASSETS (BOTANICAL ARTWORKS – COLLECTION OF WATERCOLOR PLATES, PEN AND INK (BLACK AND WHITE) DRAWINGS) OF THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI), TO ENSURE COMPLIANCE TO THE REQUIREMENTS OF GRAP 103.

1. PURPOSE

To appoint a service provider with proven expertise in the valuation of heritage assets for a period of two (2) months to perform fair valuation of SANBI's heritage assets (botanical Artworks - collection of watercolor plates, pen and ink drawings) to ensure compliance to the requirement of GRAP 103.

2. BACKGROUND AND MOTIVATION

The South African National Biodiversity Institute (SANBI) manages 11 proclaimed National Botanical Gardens and the National Zoological Garden which are protected as conservation areas in terms of its mandate. SANBI has a valuable collection of original watercolour plates and pen and ink drawings that were commissioned for more than a century for scientific research publication purposes. Some artworks were donated by botanical artists or their families and date back to the 1800s.

The collection of botanical artworks is stored at the Pretoria National Botanical Garden and Kirstenbosch National Botanical Garden respectively.

SANBI requires the services of an experienced professional valuation and accounting Service Provider to assist with the accounting standard GRAP 103 on the valuation of botanical artworks (collection of watercolor plates, pen and ink drawings) and disclosure in the Annual Financial Statements including the related accounting function for the completion of its records by 31 March 2025.

The preferred Service Provider should be a valuation company with practical experience in the application of GRAP 103 Accounting Standards as well as a strategy for the valuation of heritage assets (artworks).

The table below illustrates the estimated number of Heritage Assets (botanical artworks) to be fair valued and accounted for:

Table 1

Classes of Assets	Number of Assets
Artwork collections (Botanical watercolor paintings (colour plates) and Drawings)	+/- 12 615

3. REQUIREMENTS

The preferred Service Provider should be a company with practical experience in the application of GRAP 103 Accounting Standards as well as a strategy for the valuation of heritage assets (artworks, with specific reference to botanical artworks).

The qualifications and expertise of the professionals involved in the project should be outlined and meet the minimum requirements as indicated below.

The Service Provider should have a proven track record in fair valuation and accounting of heritage assets.

4. SCOPE OF WORK AND DELIVERABLES

According to the Generally Recognised Accounting Practice Standard 103 (GRAP 103), all heritage assets need to be valued and disclosed in the annual financial statements of the organisation.

- The whole artwork collection needs to be valued, and a complete report must be provided.
- The report needs to state how the items were assessed, the valuation method applied, and assumptions made. It needs to clearly state where the valuator had to use their discretion and experience to settle on a value.
- Screenshots of each web page visited, and evidence of other resources used whilst determining value needs to be attached to the report.
- The final report needs to be accompanied by the Curriculum Vitae documents (CVs) and credentials of the valuator/s.
- The Service Provider needs to be registered with a professional certified body (or bodies) and a certified copy of the certificate/s needs to be attached.
- Comprehensive appraisal guidelines as laid out in the Uniform Standards of Professional Appraisal Practice need to be used.
- Valuation should be undertaken using comparative methodology and where the comparative methodology is not obtainable, valuation using multiples should be applied.
- The Service Provider should assist with providing additional provenance that SANBI might lack and which they discover during the valuation of the items.
- The confidentiality of SANBI assets and any information linked to these assets need to be maintained and assurance granted in a formal affidavit or confidentiality statement.
- The Service provider:
 - should be able to work on the valuations at short notice, under pressure, and be able to draw from a wide field of expertise in the market for related artwork or items.
 - will work closely with the curators of the relevant collections and supervision provided by SANBI staff is a prerequisite.
 - will liaise with Internal Audit and the Auditor-General South Africa (AGSA) from time to time.
 - will need to assist and be available during the external audit inspections to assist with responses to queries in relation to Heritage Assets from the Auditor-General.

5. Evaluation Process

In accordance with the Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act (No.5 of 2000), this bid will be evaluated in 3 stages:

5.1 Administrative requirements – Compliance and Mandatory documents needed from bidders to submit. (Failure to submit the mandatory documentation WILL lead to disqualification of the bidder): **See table 2**

5.2 Functionality - Bidders will be evaluated on functionality as per the **table 3**. 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. **See table 3**.

5.3 Price and Specific goals - Bidders who score a minimum of 70 points out of a possible 100 points on functionality criteria will be evaluated on price and specific goals. 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. **See table 4**

5.1 Administrative requirements

Table 2

Administrative Requirements	Mandatory/Optional	Submitted
SBD 1 - Invitation to Bid - Completed and signed	Mandatory	☐ Yes ☐ No
SBD 4 - Declaration of Interest - Completed and signed	Mandatory	☐ Yes ☐ No
SBD 6.1 - Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022 - Completed and signed	Mandatory	☐ Yes ☐ No
Pricing details. Pricing completed - Formal quotation with company letter head.	Mandatory	☐ Yes ☐ No
Central Supplier Database (CSD) report - Submit a copy	Supplier must be registered on CSD	☐ Yes ☐ No
Essential Returnable Documents:		
A valid letter of good standing certificate with COIDA is required. The certificate should be issued by the Department of Labour.	Mandatory	☐ Yes ☐ No
Proof of Public Liability Insurance or proof of application must be provided or letter of intent	Mandatory	☐ Yes ☐ No
In case of bids where Consortia / Joint Ventures, Consortia/Joint Venture agreement signed by both parties must be submitted with bid proposal - JV agreement completed and signed, if applicable	Bidders must submit in the case of a JV	☐ Yes ☐ No
Valid registration or membership of the Independent Regulatory Board for Auditors	Mandatory	☐ Yes ☐ No

(IRBA) as constituted under the provisions of the Auditing Profession Act (APA), Act No 26 of 2005 or any other relevant registration and membership (e.g. South African institute of Valuers).		
Detailed Company Profile	For evaluation purposes	☐ Yes ☐ No
A detailed methodology with proposed project plan and timeframes for completion of the project based on the scope of work	For evaluation purposes	☐ Yes ☐ No
Details of experience in providing valuation of Heritage Assets (artworks) to public entities/similar organisations. A list of clients and reference letters, with contact details, to be provided as confirmation of successful implementation of relevant/similar projects in the last three (3) years.	For evaluation purposes	☐ Yes ☐ No
Detailed and current CVs of key personnel that will be assigned to the project, including defined roles and responsibilities. The CVs should be supported with proof of qualifications.	For evaluation purposes	☐ Yes ☐ No

5.2 FUNCTIONALITY CRITERIA

Table 3

Detailed Functionality Criteria	Points
Detailed methodology	25
The Service Provider should demonstrate an in-depth understanding and implementation of GRAP 103 on the classes of heritage assets stipulated in this TOR and taking into account all relevant legislation that governs these assets. Provide a detailed methodology as part of the project plan and how all the activities will be carried out. • <i>Detailed methodology</i> = 25 • <i>Average methodology</i> = 15 • <i>Poor methodology</i> = 5	
Company experience/Track record	30
The Service Provider will need to provide details of previous experience and expertise in providing valuation and accounting services: valuation	

of heritage assets (botanical artworks). • 20 years and more = 30 • 15 to 19 years = 24 • 10 to 14 years = 18 • 5 to 9 years = 12 • 1 to 4 years = 6 Reference letters where the company successfully provided the services for valuation of heritage assets (i.e., Botanical Art Collections, etc.) and the dates when the work and services were required and performed must be provided.	
Technical capability to deliver	35
The Service Provider must provide an organogram including detailed Curriculum Vitae (CV) documents for the key staff that will be assigned to this project with defined roles and responsibilities of each staff member. The CVs must include tertiary qualifications and details of experience. The proposed project team must consist of the following: Team Leader/Project Manager Team leader's years of experience in valuation of heritage assets (botanical artworks) and compilation of reports for valuation of heritage assets. Provide evidence by way of detailed CVs outlining the achieved experience. Attach certified copies of qualifications. • <i>More than 10 years of experience</i> = 10 • <i>7 to 9 years' experience</i> = 8 • <i>5 to 6 years' experience</i> = 6 • <i>3 to 4 years' experience</i> = 4 • <i>1 to 2 years' experience</i> = 2 Supervisor on site • <i>More than 10 years of experience</i> = 10 • <i>7 to 9 years' experience</i> = 8 • <i>5 to 6 years' experience</i> = 6 • <i>3 to 4 years' experience</i> = 4 • <i>1 to 2 years' experience</i> = 2 Support team Teams' individual experience (excluding team leader & supervisor) in valuation of heritage assets (botanical artworks). Provide evidence by way of detailed CVs with contactable references.	

• <i>More than 10 years of experience</i> = 15 • <i>7 to 9 years' experience</i> = 12 • <i>5 to 6 years' experience</i> = 9 • <i>3 to 4 years' experience</i> = 6 • <i>1 to 2 years' experience</i> = 3	
Qualifications of the proposed personnel	10
Certified copies of certificates must be attached Team Leader/Project Manager <i>Postgraduate qualification & registration with a professional body</i> = 4 <i>Degree/Diploma or Registration with a professional body only</i> = 2 <i>No qualification or registration with professional body</i> = 0 Supervisor <i>Postgraduate qualification & registration with a professional body</i> = 3 <i>Degree/Diploma or Registration with a professional body only</i> = 2 <i>No qualification or registration with professional body</i> = 0 Support team <i>Postgraduate qualification & registration with a professional body</i> = 3 <i>Degree/Diploma or Registration with a professional body only</i> = 2 <i>No qualification or registration with professional body</i> = 0	
TOTAL	100

Service providers who fail to score a minimum of 70 points out of a possible 100 points on functionality will not be eligible for further consideration

5.3 SPECIFIC GOALS

Table 4

Category	Allocated Points
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 (Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof)	5
Categories of persons historically disadvantaged by unfair discrimination on the basis of disability. 100% Disability (Points will	5

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

Note: Any misrepresentation will lead to disqualification.

6. Pricing

Pricing must be fully inclusive of all costs, including transport and VAT.

7. Award

Service provider that scores the **highest total** score for **Price** and **Specific goals** will be the recommended for appointment. Documents are subject to verification before appointment.

8. GENERAL INFORMATION

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

9. 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 have the final say in the appointment and that this will be binding.
- To disqualify a quotation 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.
- To disqualify potential Service Providers who may attempt to bribe or influence any person employed by SANBI during this quotation process.

10. Important Note:

REGISTRATION ON THE CENTRAL SUPPLIER DATABASE (CSD): The bidder must be on the National Treasury's Central Supplier Database to do business with the SANBI and for the SANBI to award a bid and sign the subsequent contract. Registration on the CSD (www.csd.gov.za) is compulsory and bids from unregistered bidders are not considered. National Treasury Contact Details: +27 (0) 12 406 9222 or email csd.support@treasury.gov.za

11. Submission of proposals

Applications must be emailed to the following e-mail address:
N.Giyama@sanbi.org.za

and copy to

S.SCM-Quotations@sanbi.org.za

Any further enquiries in this regard should be directed to Mr. Mangaka Selowa, on 012 843 5200 or at M.Selowa@sanbi.org.za