

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
RFQ NUMBER:	Q11657/2025	CLOSING DATE:	16 September 2025	CLOSING TIME:	11H00am
DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT A COMPREHENSIVE SKILLS AUDIT AT THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) IN THE MARKETING, COMMUNICATION AND COMMERCIALISATION DIRECTORATE AND FINANCE DIVISION					
BID RESPONSE DOCUMENTS MAY BE E-MAILED TO BELOW ADDRESSES:					
Submission of proposals: Proposals must be emailed to S.SCM-Quotations@sanbi.org.za <u>Failure to send to the above email address will result in your bid being disqualified.</u> <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	Khanyisile Hlatshwayo		CONTACT PERSON	John Sihlangu	
TELEPHONE NUMBER	012 002 5336		TELEPHONE NUMBER	(012) 843-5000	
FACSIMILE NUMBER	n/a		FACSIMILE NUMBER	n/a	
E-MAIL ADDRESS	k.hlatshwayo@sanbi.org.za		E-MAIL ADDRESS	j.sihlangu@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]1					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				☐ YES ☐ NO	

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

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

DATE:

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a 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

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.

accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

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

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

..... Signature	 Date
..... Position	 Name of bidder

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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:

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

Where

- P_s = Points scored for price of tender under consideration
- P_t = Price of tender under consideration
- P_{min} = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

- P_s = Points scored for price of tender under consideration
- P_t = Price of tender under consideration
- 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)
1. Categories of persons historically disadvantaged by unfair discrimination on the basis of race. 100% black ownership (Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof)	10	
2. Categories of persons historically disadvantaged by unfair discrimination on the basis of gender. 100 % female ownership (Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof)	10	
Total	20	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

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

..... SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:	
DATE:	
ADDRESS:	

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

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

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

Access to your Personal Information and purpose specification

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

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

Yes ☐

No ☐

Supplier Name

Date

Signature

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

TERMS OF REFERENCE

APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT A COMPREHENSIVE SKILLS AUDIT AT THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) IN THE MARKETING, COMMUNICATION AND COMMERCIALISATION DIRECTORATE AND FINANCE DIVISION.

QUOTATION NO: Q11657/2025

1. INTRODUCTION

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

SANBI wants to appoint a reputable service provider to conduct a comprehensive skills audit in the Marketing, Communication and Commercialisation Directorate as well as the Finance Division. The purpose of the skills audit is to review the current skills and competencies and identify gaps within the identified directorate/division in order support the SANBI mandate.

2. BACKGROUND

SANBI embarked on a comprehensive organisation-wide work-study project in 2023 aimed at confirming the adequate human resources capacity required for the organization to achieve its mandate. At the end of the project, it was recommended that the Marketing, Communication and Commercialisation Directorate and Finance Division benefit greatly from a skills audit in a quest to understand the current/existing skills as well as the skills gaps

In order to achieve the mandate, SANBI's structures are comprised of Divisions and Directorates. Below is the structure of the Finance Division and Marketing, Communication and Commercialisation Directorate.

2.1. Marketing, Communication and Commercialisation Directorate

Name of Directorate	Summary of the purpose of the Directorate	Number of filled positions	Number of unfilled positions
Marketing, Communication and Commercialisation Directorate	To raise SANBI's profile and ensure that it gains its place as a highly recognisable and respected brand by internal and external stakeholders, to communicate SANBI's mandated work and to market its National Botanical and Zoological Gardens as valuable nature-based recreational facilities. To contribute to the financial sustainability of the organisation through revenue generating activities and resource mobilisation programmes.	19	6
Total		19	6

2.2. Finance Division

Name of Directorate	Summary of the purpose of the Directorate	Number of filled positions	Number of unfilled positions
Office of the Chief Financial Officer	To provide strategic leadership in financial and supply chain management matters in the Institute	2	0
Financial Management and Reporting Directorate	To develop and maintain financial internal control policies and procedures and to provide sound financial accounting, reporting and management services as well as budget management. To effectively manage revenue, expenditure, assets and liabilities and to prepare unqualified financial statements, prepared on the accrual basis of accounting.	27	12

Supply Chain and Assets Management Directorate	Management of Supply Chain and Assets in the Institute.	38	10
Total		67	22

The staff members referred to are on salary levels 05 to 15 and are located mostly in SANBI in Pretoria and Cape Town bigger centres, with some at smaller centres.

3. SPECIFICATIONS/SCOPE OF WORK

It is suggested that the skills audit process will result in an improved understanding of the current skills as well as gaps in required skills sets in the Marketing, Communication and Commercialisation Directorate and Finance Division.

3.1. Scope of work

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

- Analyse and familiarise themselves with the National Environmental Management: Biodiversity Act no.10 of 2004 and assess if current skills of staff in the Marketing, Communication and Commercialisation Directorate and Finance Division are adequate for SANBI to achieve its mandate.
- Understand the SANBI network of partners and its contribution to complementing the shortage of skills in SANBI.
- Understand and know the Public Finance Management Act (PFMA), Treasury regulations and all applicable Treasury Prescripts
- Analyze objectives of the Marketing, Communication and Commercialisation Directorate and Finance Division and conduct skills audits of the staff members in the division/directorate in line with the division/directorate's strategy and objectives, best financial processes and controls, structure, staff's individual job description/profiles and any other relevant document.
- Identify and define skills, competencies and qualifications required to effectively deliver on the operational requirements of the Marketing, Communication and Commercialisation Directorate and the Finance Division and also benchmark against industry requirements and norms.
- Determine the skills and competencies (Behavioral/Technical) gaps between the skills requirements and current employee skills sets.
- Compile a comprehensive report with findings and recommendations and submit it to SANBI for consideration.

The service provider will be expected to engage all relevant role players in the Marketing, Communication and Commercialisation Directorate and Finance Division, including the Executive Committee (EXCO).

3.2. Capacity of the Service Provider

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

- A minimum of 10 years of experience in conducting skills audits.
- Solid understanding of Human Resources Development trends and skills matrices.
- Must have capacity and skills to conduct skills audits in the Marketing, Communication and Commercialisation Directorate and Finance Division in SANBI, at various campuses.
- Project Team Leader must have adequate postgraduate qualification and experience in conducting skills audits.

3.3. Time frame

- The project must be completed in 3 months, from the date of appointment of the Service Provider.
- The project will commence upon the date of signing of the Service Level Agreement (SLA) between SANBI and the service provider.

4. REQUIREMENTS FOR PROPOSALS

4.1. Mandatory documents required

Service Providers interested in this project should submit the following documents:

Please note that failure to submit the mandatory documents may lead to disqualification of bids.

4.2. Details on the Consultant's contribution towards equity

- a) Details of any contribution to empowerment of historically disadvantaged individuals (HDI).

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. **See table 1**

5.2. Functionality - Bidders will be evaluated on functionality as per the **table 2**. 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 2.**

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 3**

Table 1: Administrative requirements

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
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
Company profile, which includes brief overview of the company with an indication of relevant experience to the scope of work.	For evaluation purposes	☐ Yes ☐ No

Three signed contactable letters of reference must include a summary of skills audits conducted in the last five (5) years.	For evaluation purposes	☐ Yes ☐ No
Capacity and relevant experience of key personnel who will be working on this project. Submit their individual three (3) paged Curriculum Vitae (CV).	For evaluation purposes	☐ Yes ☐ No
A concise written summary of no more than five (5) pages that demonstrates the methodology and approach to be used for this project.	For evaluation purposes	☐ Yes ☐ No

5.2 FUNCTIONALITY CRITERIA

Table 2

Criteria for measuring Functionality		Weight
1. Company profile, which includes brief overview of the company with an indication of relevant experience to the scope of work - More than 9 years' experience relevant to the scope of work. 7-8 years of experience relevant to the scope of work. 5 to 6 years of experience relevant to the scope of work. 3 to 4 years of experience relevant to the scope of work. 1 to 2 years of experience relevant to the scope of work 0 experience relevant to the scope of work		10
		Scale
		5
		4
		3
		2
		1
2. Three signed letters of reference must include a summary of skills audits done in the last five (5) years. (Reference letters should include but not be limited to company name, contact person, contact details, total value of the contract, contract duration and performance of the service provider.) - Three or more signed letters of reference with a relevant summary of skills audits done in the last five (5) years. - Two signed letters of reference with a relevant summary of skills audits done in the last five (5) years. - One signed letter of reference with a relevant summary of skills audits done in the last five (5) years. - Three or less signed letters of reference with a vague summary of skills audits done in the last five (5) years. - Three or less signed letters of reference with an irrelevant summary of work done in the last five (5) years. - No submission of signed letters of reference with a relevant summary of skills audits done in the last five (5) years.		20
		Scale
		5
		4
		3
		2
		1
3. Indicate capacity and relevant experience of key personnel who will be working on this project. Submit their individual three (3) paged Curriculum Vitae (CV). - More than 9 years of experience in the relevant field. 7 - 8 years of experience in the relevant field. 5 – 6 years of experience in the relevant field. 3 – 4 years of experience in the relevant field. 1 to 2 years of experience in the relevant field. 0 years of experience in the relevant field.		20
		Scale
		5
		4
		3
		2
		1
4. A concise written summary of no more than five (5) pages that demonstrates the methodology and approach to be used for this project. - Methodology with activities, timelines and deliverables linked to the activities. Methodology also indicates responsibilities of key project resources and ensuring services are available on commencement of the project. - Methodology with activities, timelines and deliverables linked to the activities. - Methodology with activities and timelines or deliverables. - Methodology with activities only. - Methodology irrelevant to the scope of work. - No methodology submitted.		50
		Scale
		5
		4
		3
		2
		1
TOTAL		100

NB: Compliance with the minimum of **70 points** is required to be considered for the next evaluation phase.

5.3. SPECIFIC GOALS

Table 3

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)	10
Total Maximum Points	20

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.

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. CONTRACTUAL ARRANGEMENTS

- a) A contract will be drawn up between SANBI and the Service Provider.
- b) The invoice will be paid after completion of the project.
- c) No upfront payments will be made. SANBI will pay for satisfactory completion of work within 30 days of submission of the invoice.
- d) The invoice to SANBI must be addressed to SANBI Chief Director: Human Resources.

12. PROPOSAL SUBMISSIONS

Closing date for submission of responses: 16 September 2025 @ 11:00am

Submission of proposals must be emailed to S.SCM-Quotations@sanbi.org.za

Requests for further information on this Terms of Reference (ToR) must be directed to the Chief Director: Human Resources, Mr. Maano Netshiombo at M.Netshiombo@sanbi.org.za or 082 453 0497