

SBD1

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
BID NUMBER:	Q11700-2025	CLOSING DATE:	03 October 2025	CLOSING TIME:	11:00
DESCRIPTION	THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) REQUIRES A SERVICE PROVIDER TO PROVIDE SCIENTIFIC EDITING SUPPORT TO ENSURE CORRECTNESS OF SCIENTIFIC RESEARCH AND SCIENCE-BASED CONTENT OF PRINT AND ELECTRONIC MEDIA.				
Submission of proposals: proposals must be emailed to S.SCM-Quotations@sanbi.org.za with a copy to Ms. Mogadingwane at R.modiba@sanbi.org.za Please state the Bid number as the reference number on the subject line when responding to the RFQ					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Rorisang Mogadingwane		CONTACT PERSON	Sandra Turck	
TELEPHONE NUMBER	012 002 5332		TELEPHONE NUMBER	012 002 5201	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	R.modiba@sanbi.org.za		E-MAIL ADDRESS	S.Turck@sanbi.org.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	[TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS			
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			☐ YES ☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			☐ YES ☐ NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			☐ YES ☐ NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			☐ YES ☐ NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			☐ YES ☐ NO
IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.			

PART B

TERMS AND CONDITIONS FOR BIDDING

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

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

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

SBD 4

BIDDER'S DISCLOSURE**1. PURPOSE OF THE FORM**

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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.

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 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.

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.

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

SBD 6.1

**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

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

Where

- Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

- Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Categories of persons historically disadvantaged by unfair discrimination on the basis of race. 100% black ownership (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 as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:
.....

DATE:
.....

ADDRESS:
.....

REQUEST FOR PROPOSAL AND QUOTATION

For

A Service Provider to provide the South African National Biodiversity Institute with scientific editing support to ensure correctness of scientific research and science-based content of print and electronic media.

**South African National Biodiversity Institute (SANBI)
Private Bag X101
Silverton
0184
South Africa**

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

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1. Introduction and background

SANBI leads and coordinates research; monitors and reports on the state of biodiversity in South Africa; provides knowledge and information; provides planning and policy advice; pilots best-practice management models in partnership with stakeholders; and engages in ecosystem restoration and rehabilitation, thus bridging the gap between science, knowledge, policy and implementation.

SANBI ensures that the best available scientific knowledge and information, generated by SANBI and its partners, is used to inform policy and decision-making. This supports better management and conservation of South Africa's biodiversity assets and ecological infrastructure, streamlines environmental decision-making, and demonstrates the benefits of biodiversity and ecological infrastructure for people and the economy, including providing water and food security, reducing the risk of disasters and creating jobs.

The history of the South African National Biodiversity Institute (SANBI) starts in 1903, with botanical research as the mainstream activity. During the times of several predecessor organisations up to the implementation of the National Environmental Management: Biodiversity Act No. 10 of 2004 (NEMBA), when SANBI came into existence, information generated by botanical scientific research staff within the organisation was published through various publications. Since 2004 the mandate of SANBI expanded to cover both flora and fauna.

In-house capacity for the publishing of SANBI research information had developed since 1996 and includes scientific/technical editing support and graphic design services.

Due to an increase in demand for internal editing services (scientific and technical), the capacity of the current two in-house editors in the SANBI GRE unit is stretched and external scientific services need to be accessed to meet SANBI's scientific and technical editing demands.

SANBI publishes the following publications in addition to other scientific and science-based materials:

❖ **The SANBI monograph series:**

- ***Strelitzia*** (flora research information).
- ***Suricata*** (fauna research information)
- ***SANBI Biodiversity Series*** (biodiversity related information and reports)
- **Ad hoc** scientific and science-based publications.

❖ ***SANBI African Biodiversity Conservation (ABC) open access journal*** (The journal publishes peer-reviewed original research articles, reviews, data descriptors, nomenclatural changes, new distribution records, short communications, and commentaries. *ABC* also publishes special issues emanating from symposia or conferences or on a particular topic within the scope of the journal)

❖ ***The Flowering Plants of Africa***

(The biennial journal aims to stimulate an interest in the study, conservation and cultivation of African plants, and to advance the science of botany as well as botanical art.

Full-colour plates and descriptions of plants appear in this biennial series, which has become a collector's item of the South African flora.

Ad hoc science-based print and electronic media

Provide editing and proofreading support at short notice for ad hoc print and electronic media requests, e.g.,

- Flyers
- Brochures
- Banners
- Invitations
- Guidelines
- Factsheets
- Programmes
- Social media messages
- Internal communications
- Other

Scientific editing is a specialised editing skill that requires knowledge of the particular subject matter, in addition to technical (grammar and spelling) editing skills.

2. Scope of work

SANBI wishes to appoint a Service Provider with the necessary experience and skills to provide scientific editing support to ensure correctness of content, and adherence to UK English grammar and spelling standards and international publishing standards. The Service provider must also as well as to support the development of required scientific writing and editing skills for SANBI's employees who are responsible for scientific and science-based products.

In the course of achieving this scope of work, the Service Provider will be expected to:

- Work closely with the Deputy Director: SANBI Graphics& Editing as well as with the GRE production team responsible for publishing of specific scientific and science-based products.
- Participate in relevant production and project team meetings that are relevant to the publishing processes to produce scientific and science-based products.
- Engage actively with authors and related stakeholders for the co-production/publishing of scientific and science-based products.
- Work closely with SANBI employees across divisions to develop skills and capacity for compilation and correctness of scientific and science-based products.

The design and layout of the developed science-based policy advice products will be done by SANBI's Graphics & Editing Unit or an appointed graphics designer. These costs will be covered by SANBI in line with its procurement processes. Any printing costs required to produce hard copies of the products will be covered by SANBI in line with its procurement processes.

2.1 Requirements of the Service Provider

The service provider will be expected to work as an integral part of the SANBI GRE production team that consists of two in-house editors and two graphic designers.

Ideally, the service provider should have an existing grasp of the SANBI scientific and technical editing guidelines for publishing; and will be required to provide specialised scientific and technical editing services in line with the following scope of work:

a) Ensure quality and correctness of publications

- Source reviewers for competent peer-review of submitted manuscripts and ensure a fair, anonymous review process.
- Collate reviewer comments before sending reviewed manuscripts back to authors.
- Check authors' corrections to make sure that all the reviewers' concerns were adequately addressed. Send manuscript out for further refereeing if necessary.
- Edit text and ensure that international scientific and English language standards and conventions, as well as the SANBI's house style for publishing are adhered to (service provider to contact in-house editors regarding any uncertainties encountered in the editing process).
- Ensure accuracy and relevance of content (ensure that manuscripts are scientifically sound).
- Prepare edited text for graphic design and layout.
- Check functionality of navigation controls for electronic publications.
- Compile basic indices and tables of content.
- Proofread designed material that was edited by one of the other editors, checking that figures match up with captions and with references to figures in the text. Check that automated line-/word breaks are correct. Final chance to correct spelling and grammar errors that have slipped through the editing process.
- Check printer's proofs and approve for printing or request corrections/changes as necessary (in liaison with Graphic Designer).

b) Facilitate the publication of research manuscripts

- Stay up to date with publications and research to develop a broad knowledge of various subjects and their subject matter experts and build up a database of potential scientific content reviewers (nationally and internationally).
- Communicate and coordinate with authors, reviewers, other editors, artists, graphic designers, the SANBI staff, printers and any other stakeholders.
- Plan own work and liaise with stakeholders at each stage of the publication process to ensure that deadlines are met.

All scientifically edited products will be aligned with SANBI's mandate and policies. These products will comprise a combination of scientific manuscripts, shorter revisions and other research material.

2.2 Key skills and competencies required

Scientific editing is a specialised skill and the criteria as outlined in below are indispensable prerequisites for the successful applicant.

- Qualification: minimum: B.Sc. (Hon.) in Plant Taxonomy and/or Zoology, or related degree with an emphasis on Taxonomy.
- Additional training: copy-editing short course/s and other courses in scientific and technical editing and related subject matter.
- Experience working in a herbarium/museum/similar scientific institute ($\pm$ 2 years).
- Experience in editing, proofreading and publication of scientific research information, scientific monograph manuscripts and other science-based information.
- Minimum 5 years working as a scientist or as a specialised scientific editor (part or full-time).
- The service provider will have to liaise closely with SANBI Graphics & Editing staff, therefore should have uninterrupted and reliable on-line access and be available during office hours.
- Knowledge of research and data norms/standards (e.g. International Code of Botanical Nomenclature) as applicable to specific tasks and internationally acceptable standards.
- Intermediate to advanced (but not necessarily expert) subject knowledge of botanical and zoological science including:
 - Phytogeography, vegetation and floristics
 - Zoology and entomology
 - Genetics and biochemistry
 - Climate change biology
 - Invasive species biology
 - Threatened species and conservation planning
 - Population genetics and conservation biology
 - Biodiversity monitoring and indicators
 - African geography
 - Biodiversity research trends
 - Classification systems of living organisms
 - Herbarium procedures and handling of specimens

- Advanced knowledge of word processing programmes (MS Office), Excel for data editing, and basic understanding of layout and design packages.
- Basic understanding of the use of scientific and office equipment.
- Understanding of SANBI corporate and research databases (e.g. BRAHMS, New POSA, BGIS, Biodiversity Advisor, Opus, etc.) and other international, online databases.
- Have knowledge of relevant reference materials, including books and scientific journals.
- Have knowledge of, and a familiarity and good relations with, experts/stakeholders in their specialised fields that is relevant to specific manuscripts, Work collaboratively with authors and manage online processes that require detailed inputs.
- Understanding South Africa's biodiversity issues and mandate, and how these link to benefits for society and nature.

SANBI Bothalia African Biodiversity Conservation journal

Specific key skills and competencies are required to provide scientific editing support to SANBI's ISSN open access journal:

- Act as Assistant Production Editor for the journal, and do tasks as assigned by Editor-in-Chief and/or Production Editor.
- These tasks may include but are not limited to:
 - Learn and use journal's website for manuscript management and most correspondence.
 - Liaise with the graphic designer to ensure that submitted images are of suitable quality.
 - Find and assign reviewers for selected manuscripts and guide these manuscripts through review process.
 - Liaise with reviewers, authors, Editor-in-Chief, Production Editor, Assistant Managing Editor and Graphic Designer.
 - Do initial round of copy editing of selected manuscripts according to journal's style guidelines and prepare manuscripts for layout.
 - Ensure that list of references adhere to journal's and CrossRef's style guidelines. Ask authors to add DOIs if necessary.

Proofread selected manuscripts, mainly those that are copy edited by the Production Editor

2.3 Deliverables and timeframes

The Service Provider will be appointed over a three-year (36 month) period, commencing in April 2025 (or as soon as the procurement process has been concluded). It is anticipated that the scope of work represents approximately 25 - 30% of a Service Providers time over the three-year period.

The duration of an editing job and the editing time frames depend on (and are determined by) the size, dates and quality of submissions, and responses from authors who sometimes must register projects and need to rely on other time frames of organisations or tertiary institutions for approval.

The deliverables will vary and will be measured according to the required services needed for specific manuscripts or science-based information, as the quality and editing requirements of all manuscript and other submissions will vary. The number of scientific editing products developed will be decided and finalised through meetings with the core SANBI publishing team and will depend on SANBI priorities.

The process for supporting the development of scientific editing skills will be discussed with the core SANBI publishing team based on the needs of SANBI employees responsible for the compilation of scientific and science-based information.

Time frames for each submission are to be determined and adjusted according to the abovementioned variables.

The successful incumbent will report to the Deputy Director: SANBI Graphics & Editing.

It is anticipated that the service provider will work closely with the SANBI Graphics & Editing production team and spend some time at SANBI Pretoria campus.

The deputy director will undertake a quarterly review of progress and deliverables with the service provider, and the work plan and payment schedule will be adjusted as determined by the work requirements.

Reports will be requested according to required deliverables which will be specified as per manuscript and scientific/technical editing job.

Constant communication with the appointed graphic designer will be required, and post-layout editing and proofreading will need to be done in coordination with the graphic designer.

Ad hoc deliverables

- SANBI and stakeholders' projects and programmes deliverables
- Corporate Services division science-based editing requests
- Science-based and technical editing requests that cannot be accommodated by GRE in-house editors due to other divisional editing demands

3. Requirements for proposals

Mandatory documents required

Each submission must include the following **(Failure to provide below documentation will result in the proposal being disqualified)**:

- SBD forms (SBD 1, 4 and 6.1). The Standard Bidding Forms (included in the bid documentation) must be completed and submitted with this proposal.
- The specific goals allocated in terms of this RFQ are as follows:
 - Categories of persons historically disadvantaged by unfair discrimination on the basis of race. Information will be verified on CSD report. Points will be allocated based on the percentage of ownership per goal. 100% black ownership = 10 points.
 - Categories of persons historically disadvantaged by unfair discrimination on the basis of gender. Information will be verified on CSD report. Points will be allocated based on the percentage of ownership per goal. 100% female ownership = 10 points
- A current copy of the Central Suppliers Database (CSD) registration report or registration number must be provided

Other documents required:

Service Providers interested in contributing towards this work should submit a concise written proposal that addresses the scope of work and the above requirements and deliverables. Failure to submit these documents will not result in disqualification, however, the information contained in them is required for evaluation purposes. Failure to comply will lead to the proposal being considered non-responsive. The proposal must include:

- Merit and approach of proposal to meeting deliverables. Supply a brief description of the approach and specific requirements as set out above. This should demonstrate an understanding of specialised scientific editing and related technical editing, the editing and refereeing process to be put in place, and the tasks envisaged in editing manuscripts with scientific and science-based content.
- Examples of experience in developing or assisting authors, stakeholders and/or scientific research staff in developing basic scientific and technical editing skills
- Relevant information on scientific editing experience regarding processes in supporting the finalisation of manuscripts for design, layout and printing
- Comprehensive CV(s) highlighting qualifications, skills and competencies.
- Examples of published publications (books or articles, examples can be provided electronically as pdf files) where the service provider was responsible for the scientific editing and finalisation of the manuscript/text for production. The name of the service provider must appear as editor (scientific, production or technical) on the prelim pages.

- Reference letters from three relevant current or recent references, within the last five years, for which similar work was done. A summary of the scope of the work for each client must be provided.
- A complete budget for the proposed work, as indicated in Annexure 1, including fees (rate per hour) and VAT for the three-year period. Each of these should be provided separately. The Service Provider's hourly rate should include the cost of all overheads, for example telephone and cell phone costs, stationery and office requirements, hardware and software, internet and data costs etc

SANBI reserves the right:

- To verify any information supplied in the submission;
- To not appoint any Service Provider;
- To cancel or withdraw this Request for Quotations (RFQ) at any time without attracting any penalties or liabilities;
- To have the final say in the appointment of the Service Provider and that this will be binding;
- To disqualify an RFQ or cancel any subsequent contracts should it be found that:
 - Information was omitted that should have been disclosed
 - Factually inaccurate information was provided and/or
 - That a misrepresentation of facts has occurred.

SANBI shall not be held liable for any cost that has been incurred by the Service Provider in the preparation of the proposal, the obtaining of certificates, or any other cost that might be incurred in submitting the proposal.

4. Evaluation criteria

In accordance with the National Treasury Instructions note on the Amended Guidelines in Respect of Bids that include Functionality as Criterion for Evaluation (Issued 3 September 2010), this bid will be evaluated in two stages.

Stage 1

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

Functionality Evaluation Criteria		Weight
1. Technical merit of proposal:		
a) Approach and understanding of the ToR in terms of scientific editing support for the publishing of scientific and science-based print and electronic products. Must include the points below:	20	30
<i>I. Source reviewers for competent peer-review of submitted manuscripts and ensure a fair, anonymous review process.</i>	5	
<i>II. Collate reviewer comments before sending reviewed manuscripts back to authors.</i>	5	

III. Check authors' corrections to make sure that all the reviewers' concerns were adequately addressed	5	
IV. Edit text and ensure that international scientific and English language standards and conventions, as well as the SANBI's house style for publishing are adhered to.	5	
b) Relevant experience in developing and assisting with basic scientific and technical editing skills for internal authors and scientific research staff.	10	
I. Communication and coordination with authors, reviewers, other editors, artists, graphic designers, the SANBI staff, printers and any other stakeholders. (Three of the abovementioned should be included)	3	
II. Knowledge of relevant reference materials, including books and scientific journals. (Two examples of reference materials)	2	
III. Must understand South Africa's biodiversity issues and mandate, and how these link to benefits for society and nature.	3	
IV. Must mention some subject knowledge of botanical and zoological science	2	
2. Experience, qualification, skills and competencies (specific reference must be made to required skills and competencies listed in section 2.2 above):		40
a) Provide relevant information on scientific editing experience regarding processes in supporting the finalisation of manuscripts for design, layout and printing.	20	
I. Liaise with the graphic designer to ensure that submitted images are of suitable quality	5	
II. Proofread designed material that was edited by one of the other editors.	5	
III. Check printer's proofs and approve for printing or request corrections/changes as necessary (in liaison with Graphic Designer).	5	
IV. Liaise closely with SANBI Graphics & Editing/Publishing team	5	
b) Quality of reference letters from three relevant current or recent references, within the last five years, for which scientific and technical editing work was done (the	20	

references should include names and contact details, years of experience, as well as a brief summary of the services that were provided).		
<i>I. Three (3) relevant reference letters including the supporting documents</i>	10	
<i>II. Two (2) relevant reference letters including the supporting documents</i>	5	
<i>III. One (1) or no reference letters</i>	0	
3. Relevance and quality of examples of prior scientific editing work		
a) The service provider must provide five (5) examples of published publications (books or articles, examples can be provided electronically as pdf files) where the service provider was responsible for the scientific editing and finalisation of the manuscript/text for production. <u>The name of the service provider must appear as editor (scientific, production or technical) on the prelim pages.</u>	30	30
<i>I. Five (5) publications with service provider's name as editor on prelim pages</i>	15 (no name: 0)	
<i>II. Three publications with service provider's name as editor on prelim pages</i>	10 (no name: 0)	
<i>III. Two publications with service provider's name as editor on prelim pages</i>	5 (no name: 0)	
<i>IV. One or no publication submitted</i>	0	
TOTAL		100

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

Sufficient information must be provided to allow for the evaluation of proposals against these functionality criteria.

Stage 2

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	
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

5. Reporting requirements and management

- The service provider will be working with a project team at SANBI as well as with individuals or teams of authors on the specific papers.
- Accountability and reporting will be to the DD: Knowledge Coordination and Reporting, SANBI.
- A quarterly review of the service providers work plan and deliverables will be undertaken with the DD: Knowledge Coordination and Reporting in order to update the work plan and prioritise communication material.
- The exact number and nature of reports will be agreed between the service provider and the DD: Knowledge Coordination and Reporting.
- All reports must be in MS Office format (Word or Excel preferred).
- An electronic version of all reports must be submitted.

6. Contractual arrangements

- The contract will be drawn up between SANBI and the potential service provider.
- Invoices will be paid for deliverables received as agreed upon in the contract.
- Invoices must indicate the deliverables produced and time sheets should be attached if rate is determined per hour.
- Invoices must indicate the deliverables produced.
- SANBI will pay for the satisfactory completion of work within 30 days of submission of invoices. No upfront payments will be made.
- In the case of invoices to SANBI, they must be addressed to the Deputy Director: SANBI Graphics & Editing.
- Copyright for all deliverables produced is retained by SANBI.

7. Contract period

The contract period is three (3) years from the date of appointment.

8. Proposal submissions

Closing date for quotations

The closing date for submission of responses is **03 October 2025 at 11:00 AM**.

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

For Technical information, contact Ms Sandra Turck on or e-mail s.turck@sanbi.org.za or 012 002 5201.

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

9. Annexure 1: Pricing details

	Rate per hour	Number of hours	Fee (Number of hours x rate/hour)	Vat	Total price/year
Year 1		520	R	R	R
Year 2		520	R	R	R
Year 3		520	R	R	R
Final price over the three-year period					R

Please note that all pricing details for the three-year period must be included. The final price over the three-year period must be inclusive of all costs to the Service Provider and will be considered the price for the duration of the contract. The Service Provider's hourly rate should include the cost of all overheads, for example telephone and cell phone costs, stationery and office requirements, hardware and software, internet and data costs etc.

Flexibility will be required from the Service Provider as the exact workload will fluctuate depending on the publishing schedule and number of manuscripts that are submitted for publication.

Graphic design, layout and printing costs associated with the publishing of manuscripts and the printing of ad hoc products will be covered by SANBI and should NOT be included in the budget.