

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)

RFQ NUMBER:	Q11873/2025	CLOSING DATE:	06 March 2026	CLOSING TIME:	11H00am
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TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO REVIEW SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) FIXED ASSET REGISTER TO ENSURE COMPLIANCE TO GRAP

BID RESPONSE DOCUMENTS MAY BE E-MAILED TO BELOW ADDRESSES:

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

Failure to send to the above email address will result in your bid being disqualified.

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	Mutshutshu Mamma	CONTACT PERSON	Mangaka Selowa
TELEPHONE NUMBER	012 018 8313	TELEPHONE NUMBER	012 843 8500
FACSIMILE NUMBER	n/a	FACSIMILE NUMBER	n/a
E-MAIL ADDRESS	M.Mamma@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	[TICK APPLICABLE BOX]		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX]

CERTIFICATE	☐ 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]2			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No 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

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

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

Ps = Points scored for price of tender under consideration

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 FOR THE APPOINTMENT OF A SERVICE PROVIDER TO REVIEW SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) FIXED ASSET REGISTER TO ENSURE COMPLIANCE TO GRAP

PURPOSE

To appoint a service provider with proven asset management expertise for a period of two (2) months to review SANBI's Fixed Asset Register to ensure compliance to GRAP and valuation of assets as per Directive 7 issued by Accounting Standards Board (ASB).

BACKGROUND AND MOTIVATION

Asset management has consistently proved to be one of the major contributors to disclaimers, adverse opinions and qualified audits for most of the public entities.

It is important that as SANBI acquires new assets, effective controls are implemented to ensure timely and accurate records in both the assets register and financial systems.

SANBI seeks to appoint a service provider that will review its fixed asset register to ensure full compliance with GRAP directives.

REQUIREMENTS

A service provider should be a company with practical experience in the application of GRAP Accounting Standards.

The qualifications and expertise of the professionals to be involved in the project should be outlined and meet the minimum requirement as indicated above.

Proven track record in preparing fixed asset register for institutions that is compliant to GRAP.

Three contactable and verifiable references for unqualified audit report from institutions in the last three (3) years where the service provider has produced a GRAP compliant fixed asset register.

SCOPE OF WORK AND DELIVERABLES

The successful service provider will be responsible for the following:

- Review of classification, componentization, cost, useful lives and residual values of assets in accordance with GRAP 1, 3, 16, 17, 31 and 103.

- Review asset additions, disposals, transfers and impairment of assets.
- Review and reconcile construction work-in-progress register to capital spending and any other movements that may arise within WIP.
- Fair valuation of assets where necessary.
- Where possible provide advice on the prior year assets findings 2024/2025 financial year.
- Perform a reconciliation between asset register and general ledger.
- Prepare the relevant notes for the annual financial statements.
- Produce a detailed report on work done.
- Transfer skills to the asset management team of the institution.
- Undertake any other additional work relating to assets management as may be identified during the appointment.

REQUIRED DOCUMENTS

Tenders must include the following documentation (Failure to submit this required documentation WILL lead to disqualification):

- A copy of the Central Suppliers Database (CSD) report.

Each tender document should also include the following documentation, although failure to submit these documents will not result in disqualification. However, the information contained in them is required for evaluation purposes

Order	Mandatory documents to be submitted
1	A detailed Company Profile
2	A detailed methodology
3	Details of company experience in providing GRAP asset accounting services. 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.
4	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
5	A detailed pricing structure.

EVALUATION CRITERIA

The 80/20 point system will be applied in evaluating proposals. Evaluation of proposals will be done according to the following criteria:

Preference Point System	
Description	Points Allocated
Price	80 Points
Specific goals	20 Points

Specific Goals	
Specific goals	Points Allocated
Categories of persons historically disadvantaged by unfair discrimination on the basis of race	10 Points
Categories of persons historically disadvantaged by unfair discrimination on the basis of gender.	10 Points

FUNCTIONALITY

The following functionality criteria will be used for evaluating all proposals, where proposals must score an overall minimum of 70% for functionality criteria to qualify for further evaluation for preference points.

Detailed Functionality Criteria	Points
Detailed methodology	30
The Service Provider should demonstrate an in-depth understanding and implementation of GRAP standards on the classes of 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> = 30 • <i>Average methodology</i> = 15 • <i>Poor methodology</i> = 5	
Company experience/Track record	25
The Service Provider will need to provide details of previous experience and expertise of providing services in relation to review and compilation of GRAP compliant fixed asset register (FAR). • 6 years and more = 25 • 5 years = 20 • 4 years = 15 • 3 years = 10 • 1 to 2 years = 5 A list of contactable references where the company successfully provided the services for review or compilation of GRAP compliant FAR and the dates when work and services were required and performed should be provided.	
Technical capability to deliver	35

The Service Provider must provide an organogram including detailed Curriculum Vitae (CV) documents of 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 GRAP asset accounting and compilation of reports for review of FAR. Provide evidence by way of detailed CVs outlining the achieved experience. • <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 • <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 review or compilation of GRAP compliant FAR. 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>Degree/Diploma & 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>Degree/Diploma & registration with a professional body</i>	<i>= 3</i>	
<i>Degree/Diploma or Registration with a professional body only</i>	<i>= 2</i>	
<i>No qualification or registration with professional body</i>	<i>= 0</i>	
Support team		
<i>Degree/Diploma & registration with a professional body</i>	<i>= 3</i>	
<i>Degree/Diploma or Registration with a professional body only</i>	<i>= 2</i>	
<i>No qualification or registration with professional body</i>	<i>= 0</i>	
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

Applications must be emailed to the following e-mail address:

S.SCM-Quotations@sanbi.org.za or hand delivered to South African National Biodiversity Institute (SANBI), 2 Cussonia Avenue, Brummeria, Pretoria, at Biodiversity Building (Quotations box). Emailed applications must not be more than 5MB in size.

Any further enquiries in this regard should be directed to Mr. Mangaka Selowa at M.Selowa@sanbi.org.za