

SBD1

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
RFQ NUMBER:	Q11877/2025	CLOSING DATE:	24 March 2026	CLOSING TIME:	11H00am
DESCRIPTION					
TO REQUEST TO APPOINT A SERVICE PROVIDER FOR THE MANAGEMENT OF THE FRAUD HOTLINE AT THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) FOR THE PERIOD OF THREE (3) YEARS					
Compulsory Briefing Session					
A compulsory briefing session will be held virtually via MS Teams with all prospective suppliers.					
Date: 16 March 2026					
Venue: Microsoft Teams					
Link: Microsoft Teams meeting					
Join:					
https://teams.microsoft.com/meet/36390566878927?p=8253WLNEXsSzafMX4q					
Meeting ID: 363 905 668 789 27					
Passcode: CE9Wz76q					
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	Khanyisile Hlatshwayo		CONTACT PERSON	Nomzamo Radebe	
TELEPHONE NUMBER	012 002 5336		TELEPHONE NUMBER	012 843 5200	
FACSIMILE NUMBER	n/a		FACSIMILE NUMBER	n/a	
E-MAIL ADDRESS	K.hlatshwayo@sanbi.org.za		E-MAIL ADDRESS	Nom.radebe@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	TAX		OR	CENTRAL	MAAA

COMPLIANCE STATUS	COMPLIANCE SYSTEM PIN:		SUPPLIER DATABASE No:	
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]2				
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:

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

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.

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

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether 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

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.

business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of

bidder

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT
REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) The **80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

$$P_S = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or } P_S = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = 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

**REQUEST TO APPOINT A SERVICE PROVIDER FOR THE
MANAGEMENT OF THE FRAUD HOTLINE AT THE SOUTH AFRICAN
NATIONAL BIODIVERSITY INSTITUTE (SANBI) FOR THE PERIOD OF
THREE (3) YEARS**

QUOTE NO: Q 11877/2025

REQUEST TO APPOINT A SERVICE PROVIDER FOR THE MANAGEMENT OF THE FRAUD HOTLINE AT THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) FOR THE PERIOD OF THREE (3) YEARS

1. Introduction and background

The South African National Biodiversity Institute (SANBI) contributes to South Africa's sustainable development by facilitating access to biodiversity data, generating information and knowledge, building capacity, providing policy advice, showcasing and conserving biodiversity in its national botanical and zoological gardens.

The Governance, Risk, and Compliance (GRC) division under Corporate Services has one of its core responsibilities to implement fraud and corruption mechanisms within the institute. In achieving such mandate, GRC recognised a need for appointing an independent service provider who will be responsible for management of the fraud hotline on behalf of SANBI.

SANBI does not have an internal hotline administration, from time to time, the institute may require/need to appoint a professional firm to assist it in administering hotline services. The overall objective of this request is for SANBI to have an independent and effective Anti-Fraud and Corruption Hotline service that will help the organisation to prevent, deter and detect corrupt and fraudulent activities.

2. Invitation to Quote

Bidders are hereby invited to submit bids for the appointment of a qualified professional firm to manage the fraud hotline for SANBI.

3. Briefing Session

A compulsory briefing session will be held virtually via MS Teams with all prospective suppliers. **Failure to attend the briefing session, your bid proposal will not be considered.**

Bidders are hereby invited to submit bids for the appointment of a qualified professional firm to manage the fraud hotline for SANBI.

4. Scope of work

The bidders must provide the following services:

- Providing 24-hours hotline services with multiple reporting channels

- Reporting of incidents to SANBI
- Monthly summary schedules
- Confidentiality of information and anonymity of callers

4.1 Logistics And Commencement

- Project location. The project will be executed virtually.
- Commencement. The professional firm is expected to commence with the assessment within 5 days of the award.

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:

4.1 Administrative requirements – Compliance and Mandatory documents needed from bidders to submit. **See table 1**

4.2 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.**

4.3 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**

4.1 Administrative requirements

Table 1

Administrative Requirements	Mandatory/Optional	Submitted
SBD 1 - Invitation to Bid - Completed and signed	Mandatory	☐ Yes ☐ No
SBD 4 - Declaration of Interest - Completed and signed	Mandatory	☐ Yes ☐ No
SBD 6.1 - Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022 - Completed and signed	Mandatory	☐ Yes ☐ No
Pricing details (see Annexure A). Pricing completed - Formal quotation with company letter head.	Mandatory	☐ Yes ☐ No
Central Supplier Database (CSD) report - Submit a copy	Supplier must be registered on CSD	☐ Yes ☐ No
Essential Returnable Documents:		

A valid letter of good standing certificate with COIDA is required. The certificate should be issued by the Department of Labour.	Mandatory	☐ Yes ☐ No
Proof of Public Liability Insurance or proof of application must be provided or letter of intent	Mandatory	☐ Yes ☐ No
In case of bids where Consortia / Joint Ventures, Consortia/Joint Venture agreement signed by both parties must be submitted with bid proposal - JV agreement completed and signed, if applicable	Bidders must submit in the case of a JV	☐ Yes ☐ No
Present an overview of the company, including the organization's core business, experience and expertise of professional firm relating to management of fraud hotlines.	For evaluation purposes	☐ Yes ☐ No
Provide a list of current and previous clients (company name, contact person, telephone number, services provided, total value of the contract and contract duration with dates).	For evaluation purposes	☐ Yes ☐ No
Reference letters from at least three current or recent clients for which similar work has been done in the last five years.	For evaluation purposes	☐ Yes ☐ No
Details of the service provider highlighting relevant experience, skills, competencies and track record of personnel that will be directly engaged with hotline administration to SANBI. An up-to-date CV(s) must be included.	For evaluation purposes	☐ Yes ☐ No

4.2 FUNCTIONALITY CRITERIA

Table 2

FUNCTIONALITY CRITERIA	POINTS														
Company information and profile: a) Brief overview of the company with an indication of its experience and expertise in the scope of work (years in anti-fraud and corruption hotline services). <table border="1"> <thead> <tr> <th>Sub-criteria</th><th>Points</th></tr> </thead> <tbody> <tr> <td>More than nine (9) years' relevant experience</td><td>20</td></tr> <tr> <td>More than six (6) to nine (9) years' relevant experience</td><td>16</td></tr> <tr> <td>More than three (3) to six (6) years' relevant experience</td><td>12</td></tr> <tr> <td>One (1) to three (3) years' relevant experience</td><td>8</td></tr> <tr> <td>Less than one (1) year relevant experience</td><td>4</td></tr> <tr> <td>No relevant experience</td><td>0</td></tr> </tbody> </table>	Sub-criteria	Points	More than nine (9) years' relevant experience	20	More than six (6) to nine (9) years' relevant experience	16	More than three (3) to six (6) years' relevant experience	12	One (1) to three (3) years' relevant experience	8	Less than one (1) year relevant experience	4	No relevant experience	0	20
Sub-criteria	Points														
More than nine (9) years' relevant experience	20														
More than six (6) to nine (9) years' relevant experience	16														
More than three (3) to six (6) years' relevant experience	12														
One (1) to three (3) years' relevant experience	8														
Less than one (1) year relevant experience	4														
No relevant experience	0														
Company's past experience: a) Provide a list of current and previous clients (company name, contact person, telephone number, services provided, total value of the contract and contract duration with dates): (15)	30														

	<table><tr><th>Sub-criteria</th><th>Points</th></tr><tr><td>More than Ten (10) clients</td><td>15</td></tr><tr><td>Between six (6) and Nine (9) clients</td><td>12</td></tr><tr><td>Between four (4) and five (5) clients</td><td>9</td></tr><tr><td>Between two (2) and three (3) clients</td><td>6</td></tr><tr><td>Between One (1) and two (2) clients</td><td>3</td></tr><tr><td>No submission</td><td>0</td></tr></table>	Sub-criteria	Points	More than Ten (10) clients	15	Between six (6) and Nine (9) clients	12	Between four (4) and five (5) clients	9	Between two (2) and three (3) clients	6	Between One (1) and two (2) clients	3	No submission	0	
Sub-criteria	Points															
More than Ten (10) clients	15															
Between six (6) and Nine (9) clients	12															
Between four (4) and five (5) clients	9															
Between two (2) and three (3) clients	6															
Between One (1) and two (2) clients	3															
No submission	0															
b) Supply traceable reference letters of previous clients. (This should reflect hotline administration, name of client/project conducted, contact details and rand value of the project). References should be current (not more than five (5) years old): (15)	<table><tr><th>Sub-criteria</th><th>Points</th></tr><tr><td>More than five (5) relevant reference letters with requested supporting documents</td><td>15</td></tr><tr><td>Between five (5) and four (4) relevant reference letters with requested supporting documents</td><td>12</td></tr><tr><td>Between four (4) and three (3) relevant reference letters with requested supporting documents</td><td>9</td></tr><tr><td>Between three (3) and two (2) relevant reference letters with requested supporting documents</td><td>6</td></tr><tr><td>Between One (1) and two (2) relevant reference letters with requested supporting documents</td><td>3</td></tr><tr><td>No submission</td><td>0</td></tr></table> NB!!! The list provided above should correspond with the reference letters attached.	Sub-criteria	Points	More than five (5) relevant reference letters with requested supporting documents	15	Between five (5) and four (4) relevant reference letters with requested supporting documents	12	Between four (4) and three (3) relevant reference letters with requested supporting documents	9	Between three (3) and two (2) relevant reference letters with requested supporting documents	6	Between One (1) and two (2) relevant reference letters with requested supporting documents	3	No submission	0	
Sub-criteria	Points															
More than five (5) relevant reference letters with requested supporting documents	15															
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Between three (3) and two (2) relevant reference letters with requested supporting documents	6															
Between One (1) and two (2) relevant reference letters with requested supporting documents	3															
No submission	0															
Qualifications and experience of personnel on the professional team:		40														
a) Extensive knowledge and experience in Anti-Fraud and Corruption, knowledge of Public Finance Management Act and any other relevant legislation related to fraud and corruption. Each CV submitted is structured as follows:																
Brief description of individual’s experience that will be directly linked to managing hotline administration duties:																
Project Team leader (20)																
<table><tr><th>Sub-criteria</th><th>Points</th></tr><tr><td>More than five (5) years’ experience</td><td>20</td></tr><tr><td>Between four (4) and three (3) years’ experience</td><td>15</td></tr><tr><td>Between three (3) and two (2) years’ experience</td><td>10</td></tr><tr><td>Below one (1) year experience</td><td>5</td></tr><tr><td>No experience</td><td>0</td></tr></table>	Sub-criteria	Points	More than five (5) years’ experience	20	Between four (4) and three (3) years’ experience	15	Between three (3) and two (2) years’ experience	10	Below one (1) year experience	5	No experience	0				
Sub-criteria	Points															
More than five (5) years’ experience	20															
Between four (4) and three (3) years’ experience	15															
Between three (3) and two (2) years’ experience	10															
Below one (1) year experience	5															
No experience	0															
Project Team Members 1 (10)																
<table><tr><th>Sub-criteria</th><th>Points</th></tr></table>	Sub-criteria	Points														
Sub-criteria	Points															

<table> <tr> <td>More than Six (6) years' experience</td><td>10</td></tr> <tr> <td>Between five (5) years' and four (4) years' experience</td><td>8</td></tr> <tr> <td>Between four (4) and three (3) years' experience</td><td>6</td></tr> <tr> <td>Between three (3) and two (2) years' experience</td><td>4</td></tr> <tr> <td>Below one (1) year experience</td><td>2</td></tr> <tr> <td>No Experience</td><td>0</td></tr> </table> Project Team Members 2 (10) <table> <tr> <th>Sub-criteria</th><th>Points</th></tr> <tr> <td>More than Six (6) years' experience</td><td>10</td></tr> <tr> <td>Between five (5) years' and four (4) years' experience</td><td>8</td></tr> <tr> <td>Between four (4) and three (3) years' experience</td><td>6</td></tr> <tr> <td>Between three (3) and two (2) years' experience</td><td>4</td></tr> <tr> <td>Below one (1) year experience</td><td>2</td></tr> <tr> <td>No experience</td><td>0</td></tr> </table> NB!!! Kindly submit the CVs in the sequence above, Project lead, Team member 1 and Team member 2 etc.	More than Six (6) years' experience	10	Between five (5) years' and four (4) years' experience	8	Between four (4) and three (3) years' experience	6	Between three (3) and two (2) years' experience	4	Below one (1) year experience	2	No Experience	0	Sub-criteria	Points	More than Six (6) years' experience	10	Between five (5) years' and four (4) years' experience	8	Between four (4) and three (3) years' experience	6	Between three (3) and two (2) years' experience	4	Below one (1) year experience	2	No experience	0	
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Below one (1) year experience	2																										
No experience	0																										
Project plan Bidders should submit a detailed project plan on how they will roll out the project. Technical Quality of the Proposal/Bid. The technical quality of the proposal will be assessed using the following criteria (3 criteria and 9 sub items): Clear understanding of the scope • Project scope explaining how the project will be implemented and resources and identify possible challenges, limitations and solutions. Proposed Hotline Administration methodology • Systematic approaches to be used, Specific methodologies and techniques to be used. Clear Project implementation plan • Team composition, technical requirements, Milestones, Risk assessment and Outputs. <table> <tr> <th>Sub-criteria</th><th>Points</th></tr> <tr> <td>Project plan covers all three criteria and at least 5 sub items within the criteria</td><td>10</td></tr> <tr> <td>Project plan covers all three criteria and at least 4 sub items within the criteria</td><td>8</td></tr> <tr> <td>Project plan covers all three criteria and at least 3 sub items within the criteria</td><td>6</td></tr> <tr> <td>Project plan covers at least two criteria and at least 3 sub items within the criteria</td><td>4</td></tr> <tr> <td>Project plan covers at least two criteria and at least 2 sub items within the criteria</td><td>2</td></tr> <tr> <td>No project plan submitted</td><td>0</td></tr> </table>	Sub-criteria	Points	Project plan covers all three criteria and at least 5 sub items within the criteria	10	Project plan covers all three criteria and at least 4 sub items within the criteria	8	Project plan covers all three criteria and at least 3 sub items within the criteria	6	Project plan covers at least two criteria and at least 3 sub items within the criteria	4	Project plan covers at least two criteria and at least 2 sub items within the criteria	2	No project plan submitted	0	10												
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No project plan submitted	0																										

TOTAL	100
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NB: Compliance with the minimum of **70 points** is required to be considered for the next evaluation phase.

4.3 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

Mandatory requirements

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

- A copy of the company Central Supplier Database (CSD) registration report.
- SBD forms (1.4 and 6.1) duly completed and signed and send with proposals
- Formal quotation (s) on a company's letterhead
- Pricing schedule provided on Annexure A
- Proof of Public Liability Insurance or proof of application must be provided or letter of intent
- A valid letter of good standing certificate with COIDA is required. The certificate should be issued by the Department of Labour.

- All documents submitted in the response to this Request for Quotation (RFQ) must be written in English.
- Service providers shall not assume that information and/or documents supplied to SANBI at any time prior to this RFQ are still available or that they will be considered and shall not make any reference to such information and/or documentation in their response to the RFQ.
- Each quotation shall be valid for a period of thirty days calculated from the closing date of this RFQ.
- The appointment of a successful service providers shall be subject to all parties agreeing to mutually acceptable contractual Terms and Conditions. In the event of all parties failing to reach an agreement within 30 days from the appointment date, SANBI reserves the right and shall be entitled to appoint the second contractor or to re-advertise should the second tender not be acceptable.

9. SANBI HAS THE RIGHT:

- To verify any information supplied in the tender documents.
- Not to appoint any service provider.
- To cancel or withdraw this RFQ at any time without attracting any penalties or liabilities.
- To have the final say in the appointment and that this will be binding.
- To disqualify a quotation or cancel any subsequent contracts should it be found that information disclosed was factually inaccurate and/or that a misrepresentation of facts may have occurred.
- To disqualify potential Service Providers who may attempt to bribe or influence any person employed by SANBI during this quotation process.

10. Important Note:

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

11. Submission of proposals

Quotations must be submitted no later than **24 March 2026 at 11:00am**

Supply Chain Management Email: S.SCM-Quotations@sanbi.org.za or K.hlatshwayo@sanbi.org.za

Cut-off date for enquiries: **20 March 2026 at 16:00pm**

Compulsory Briefing Session: 16 March 2026 at 11:00 on Microsoft Teams

Link: **Microsoft Teams meeting**

Join:

<https://teams.microsoft.com/meet/36390566878927?p=8253WLNEXsSzafMX4q>

Meeting ID: 363 905 668 789 27

Passcode: CE9Wz76q

For more information about the Terms of Reference, please contact Mrs Portia Mpolaie @ P.Mpolaie@sanbi.org.za and/or Ms Nomzamo Radebe @ Nom.Radebe@sanbi.org.za

PLEASE NOTE: Only Emailed applications will be accepted. No hand delivery will be accepted.

Email size must not be more than 8MB.

NB: Late submissions will be disqualified.

ANNEXURE A

PRICING SCHEDULE

Description	Year 1	Year 2	Year 3
Providing a 24-hours hotline services with multiple reporting channels			
Reporting of incidents to SANBI			
Monthly summary schedules			
Confidentiality of information and anonymity of callers			
Providing a 24-hours hotline services with multiple reporting channels			
Total Excl. VAT			
Total Incl VAT			