SBD1

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
RFQ NUMBER:	**Q11928/2026**	CLOSING DATE:	**23 June 2026**	CLOSING TIME:	**11:00AM**

THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE REQUIRES AND EXTERNAL AUDITOR TO UNDERTAKE THE ANNUAL FINANCIAL AUDIT OF SANBI'S NATIONAL RESEARCH FOUNDATION FUNDED PROJECTS.

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

Submission of proposals: Proposals must be emailed to Ms. **Anathi Mbadla @ a.mbadla@sanbi.org.za** and copy **S.SCM-Quotations@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	**Anathi Mbadla**	CONTACT PERSON	**Sharon Bean**
TELEPHONE NUMBER	**012 018 8293**	TELEPHONE NUMBER	**(021) 799 8633**
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	**A.Mbadla@sanbi.org.za**	E-MAIL ADDRESS	**S.Bean@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: …………………………………………

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:
…………………………………………………………………………………
…………………………………………………………………………………

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

[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.

every respect:

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium2 will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

………………………………	…………………………………………
Signature	Date
………………………………	…………………………………………
Position	Name of bidder

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

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

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

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

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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**

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

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:

80/20 **or** **90/10**

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right) \text{ or } \qquad Ps = 90\left(1 + \frac{Pt - P\,max}{Pmax}\right)$$

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)**
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:	………………………………………………………
	………………………………………………………
	………………………………………………………

TERMS OF REFERENCE

EXTERNAL AUDITOR TO UNDERTAKE THE ANNUAL FINANCIAL AUDIT OF SANBI'S NATIONAL RESEARCH FOUNDATION FUNDED PROJECTS

Postal Address: Private Bag X7, Claremont 7735
Physical Address: Centre for Biodiversity Conservation, Kirstenbosch National Botanical Garden, Rhodes Drive, Newlands

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1. INTRODUCTION AND BACKGROUND

SANBI requires the services of an independent external auditor to undertake the audit of the NRF funded projects for the year 1 January 2025 to 31 December 2025.

SANBI has been awarded several grants from The National Research Foundation. These grants differ in size and complexity and include a Grant Deposit, Professional Development Programme grants and a SARChi grant. In terms of the Master Funding Administration Agreement, the NRF requires SANBI to provide an annual audit report prepared by an independent auditor in respect of the agreed samples of Grants.

All NRF grants and scholarships are initiated with award letters. These letters commit a certain maximum amount of money to be paid to the beneficiary institution, in the name of an awardee (or grant-holder). The award may stretch over a period ranging from one to several years and is always subject to several conditions.

The deadline for the audit completion is **31 July 2026**.

2. Audit Services Required

The NRF requires that the independent auditors verify the following matters:

- The Grant Deposit was utilised as described in the Grant Deposit Conditions.
- The final expense/claimed amounts submitted by the receiving institution to the NRF, are valid, accurate and complete.
- That the funds have been spent according to the specific purpose intended as described in the award letter and in accordance with financial components of the Conditions of Grant.
- Expenditure is in accordance with the financial policies of the beneficiary institution and the NRF Conditions of Grant.

3. SANBI will provide the Auditor with the following:

- NRF prepared expenditure schedule which must be signed off by the Auditor. The total amount claimed and paid is R4.9m
- Audit guidelines which set out the audit requirements and sample testing

4. AUDITOR QUALIFICATIONS

The auditor must satisfy the following minimum requirements:

- A legal entity in South Africa with a business license granted by the appropriate authority.
- A member of a professional body affiliated with the International Federation of Accountants or the International Organization of Supreme Audit Institutions.
- Have adequate relevant professional and educational qualifications or be able to provide audit staff with adequate qualifications, experience, and competence.
- Technically competent and able to conduct an audit in line with the auditing standards.
- Objective and independent from the project, its staff, and activities, and from all aspects of management or financial interests of SANBI.
- Possesses proven track record in financial audit of public sector projects, or audits of similar nature, type, and complexity, or donor-funded projects.

5. Nature of appointment and contractual arrangements

For each audit, the auditor will:

- Provide a quote by the deadline set out in the RFQ.
- Provide an audit plan with the price quote, detailing the start and end dates of the audit
- The contract will be structured such that payment will be made on presentation of an invoice at the end of the audit.
- It is expected that the audit will be conducted remotely.

6. Requirements for applications and evaluation criteria

Service providers interested in this audit should submit a concise quotation for undertaking the assignment.

The submission must include:

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- Details and CVs of the individual/s (not more than 5 pages each) who will provide the service, including relevant skills, experience and track record, responding to the main requirements and skills and competencies required as outlined above.
- Expertise and competencies of the Engagement partner
- Scope of work and scale of current and/ or past projects undertaken in providing similar services.
- Company Experience Company profile including demonstrated years' experience in providing external audit services in the public sector
- List of audit contracts of current and assignments undertaken in providing audits services of public sector projects, or audits of similar nature, type, and complexity
- At least 5 traceable reference letters of current and or previous organisations in providing similar services (minimum of 5 reference letters).

7. Mandatory requirements: please note that failure to submit will lead to disqualification.

The service provider is expected to attach the following documents and is compulsory:

(a) SBD forms (SBD 1, 4, 6.1). The Standard Bidding Forms (included in the bid documentation) must be completed and submitted with this proposal.
(b) SAICA Certification and IRBA membership of Senior Partner
(c) A financial breakdown on company letterhead that clearly states the daily rate of the key personnel within the team i.e. Engagement Partner, Audit Senior and Audit Clerks. The detailed costs should include VAT. (refer to Annexure A)

Additional submission requirements:

A copy of the company Central Supplier Database (CSD) registration report. If it is an individual consultant, they must be registered as an entity and must be registered on CSD

8. Evaluation criteria:

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

Stage 1 - Functionality

The first stage will evaluate functionality according to the criteria listed in the tables below and sufficient information should be provided.

Criteria for measuring functionality	Weight
1. CV's and qualifications of personnel assigned to the SANBI project Minimum of 4 staff assigned to the audit, with a detailed CV of each of the staff. • Engagement Partner with CA (SA) qualification and IRBA membership, and audit team comprising Senior Auditor with Honours degree in Accounting; and 2 clerks with Bachelors degree in Accounting qualifications = 30 • Engagement Partner with CA (SA) qualification and IRBA membership, and audit team comprising Senior Auditor with Honours degree in Accounting; and 2 clerks with at least one with Bachelors degree in Accounting and one with Diploma in Accounting qualifications = 25 • Engagement Partner with CA (SA) qualification and IRBA membership, and audit team comprising Senior Auditor with Honours degree in accounting and 2 clerks with Diploma n Accounting qualification = 20 • Engagement Partner with CA (SA) qualification and IRBA membership, and audit team comprising Senior Auditor with Bachelors d degree in Accounting; and 2 clerks with at least one with Bachelors degree in Accounting and 1 with Diploma in accounting qualifications = 15 • Engagement Partner with CA (SA) qualification and IRBA membership, and audit team comprising Senior Auditor with Bachelors degree in Accounting and 2 clerks with diploma in accounting qualifications = 10 • No CA (SA) on the team = 0	**30**
2. Relevant expertise and competencies of the personnel assigned (Engagement Partner) to the SANBI project. Number of years of experience: • Engagement Partner with 5+ years' experience = 20 • Engagement Partner with 4-5 years = 15 • Engagement Partner with 3- 4 years' experience = 10 • Engagement Partner with 2-3 years' experience = 5 • Engagement Partner with 1-2 years' experience = 2 • No experience and competencies = 0	**20**
3. Company Experience: Company profile including demonstrated years', experience in providing external audit services in the public sector 0 years of relevant experience = 0 points One to 2 years of relevant experience = 3 points Two to 3 years of relevant experience = 6 points Three to 4 years of relevant experience = 9 points Four to 6 years of relevant experience = 12 points Above 6 years relevant experience = 15 points	**15**
4. List of audit contracts of current assignments undertaken within the past 10 years in providing audits services of public sector projects, or audits of similar nature, type, and complexity.	**25**

• 5 public entity audits =25 • 4 public entity audits =20 • 3 public entity audits =15 • 2 public entity audits =10 • 1- public entity audits =5 • No public entity audits = 0	
5 Reference letters of current and or previous (contactable) clients for which a similar service was provided within the past 10 years (minimum of 5 reference letters). Signed reference letters with (company name, contact person, telephone number, services provided, total value of the contract and contract duration with dates, performance of the Service Provider per service provided). • 5 reference letters and more = 10 • 4 reference letters = 8 • 3 reference letters = 6 • 2 reference letters = 4 • 1 reference letter = 2 • 0 reference letter = 0	**10**
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 considerations.

Stage 2

The second stage will evaluate the price and specific goals of those bids that meet the minimum threshold for functionality.

Specific Goal	Total Points
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)**

9. Contractual Arrangements

The contract will be drawn up between SANBI and the service provider. Accountability will be to the SANBI Senior Manager: Financial Management and Reporting

Responsibility for contract management and other day-to-day direction may be delegated as required.

All written deliverables must be submitted in MS Office and/or PDF and/or design package format, as appropriate.

Invoices will be paid on completion of planned deliverables that are produced in accordance with the contract.

SANBI will pay for the satisfactory completion of work within 30 days of submission of invoices. In the case of invoices submitted to SANBI, they must be addressed to the Senior Manager: Financial Management and Reporting.

Copyright is retained by SANBI.

10. Submission of Proposal

Closing date for submission of applications: **23 June 2026 @11:00AM**. No late submissions will be accepted.

Submission of proposals: proposals must be emailed to Ms. **Anathi Mbadla @ a.mbadla@sanbi.org.za** and copy **S.SCM-Quotations@sanbi.org.za**

Requests for further information to these Terms of Reference must be emailed to Sharon Bean @ s.bean@sanbi.org.za

Emailed applications must not be more than 10MB in size.

ANNEXURE A – PRICING SCEDULE

The service provider should submit a financial breakdown that clearly states the daily rate of the key personnel within the team i.e. Engagement Partner, Audit Senior and Audit Clerks. The detailed costs should include VAT.

DESCRIPTION	ESTIMATED HOURS	HOURLY RATE	VAT	TOTAL COST
Engagement Partner		R	R	R
Audit Senior				
Audit Clerk				
Audit Clerk				
Total cost incl. VAT				R

Note that a formal quotation on company letterhead should be submitted together with the above annexure. Failure will lead to disqualification.