



SBD1

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
RFQ NUMBER:	Q11945/2026	CLOSING DATE:	24 July 2026	CLOSING TIME:	11H00am
DESCRIPTION					
THE APPOINTMENT OF A SERVICE PROVIDER FOR AI-ENABLED INTERACTIVE EDUCATIONAL DISPLAY, QR LEARNING PLATFORM AND VR EXPERIENCE – INSTALLATION, TRAINING AND SUPPORT AT SANBI NATIONAL ZOOLOGICAL GARDEN, PRETORIA					
<u>Compulsory briefing session</u> Compulsory briefing will be conducted at National Zoological Garden 232 Boom Street, Pretoria Central at Education Centre Date: 17 July 2026 Time: 11:00					
BID RESPONSE DOCUMENTS MAY BE E-MAILED TO BELOW ADDRESSES:					
Submission of proposals: Proposals must be emailed to S.SCM-Quotations@sanbi.org.za <u>Failure to send to the above email address will result in your bid being disqualified.</u> <u>Please state the Bid number as the reference number on the subject line when responding to the RFQ</u>					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Khanyisile Hlatshwayo		CONTACT PERSON	Nokulunga Nxumalo	
TELEPHONE NUMBER	012 002 5336		TELEPHONE NUMBER	(012)239- 2700	
FACSIMILE NUMBER	n/a		FACSIMILE NUMBER	n/a	
E-MAIL ADDRESS	k.hlatshwayo@sanbi.org.za		E-MAIL ADDRESS	n.nxumalo@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 ☐ Yes ☐ No		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.

- | |
|---|
| <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>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.</p> <p>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.”</p> |
|---|

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

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.

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:

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

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

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
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

Authorized representative, who warrants that he/she is duly authorized.

REQUEST FOR QUOTATION

**THE APPOINTMENT OF A SERVICE PROVIDER FOR AI-ENABLED
INTERACTIVE EDUCATIONAL DISPLAY, QR LEARNING PLATFORM
AND VR EXPERIENCE – INSTALLATION, TRAINING AND SUPPORT
AT SANBI NATIONAL ZOOLOGICAL GARDEN, PRETORIA**

RFQ NO: Q11945/2026

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1. INTRODUCTION AND BACKGROUND

The South African National Biodiversity Institute (SANBI) is a public entity that is mandated by the National Environmental Management: Biodiversity Act (NEMBA), Act No. 10 of 2004. SANBI contributes to South Africa's sustainable development by facilitating access to biodiversity data, generating information and knowledge, building capacity, providing policy advice, and showcasing and conserving biodiversity in its national botanical and zoological gardens.

On 2 March 2024, the SANBI Board approved the Repositioning Strategy for the National Zoological Garden (NZG). This strategy aims to modernize the zoo, enabling it to play a vital role in biodiversity conservation through biodiversity education, public engagement, tourism, recreation, and research. These efforts support economic transformation and foster social cohesion.

As part of this initiative, SANBI's Biodiversity Education and Public Engagement (BEPE) Directorate is developing interactive educational programs that incorporate modern Artificial Intelligence (AI) technology. These enhancements will elevate the visitor experience and enrich education on wildlife conservation, biology, and environmental awareness.

The project involves appointing a service provider to install educational interactive technology, including software and hardware integration, as well as end-user training. The provider will also be tasked with ensuring technical maintenance, configuration, and ongoing support for a specified period under an agreed Service Level Agreement (SLA). The appointed service provider will be required to develop a comprehensive proposal for an AI-powered interactive educational display, including the installation of AI technology, content creation, user engagement, and overall implementation. The provider will ensure technical maintenance, configuration, and support for 18 months under an agreed Service Level Agreement (SLA).

2. INVITATION TO QUOTE

Bidders are hereby invited to submit their bidding documentation to submit a proposal for the design, and maintenance of an Artificial Intelligence (AI) educational interactive display.

The quotation process will be coordinated by SANBI's Supply Chain Management (SCM) division, contactable at the following address:

Supply Chain Management

Email: S.SCM-Quotations@sanbi.org.za

3. COMPULSORY BRIEFING SESSION

A compulsory briefing session will take place on 17 July 2026 from 11:00 to 12:00 at the National Zoological Garden. One representative per Service Provider will be allowed to attend this scheduled compulsory briefing session.

4.SCOPE OF WORK

SANBI requires the services of an experienced service provider to install Artificial Intelligence educational interactive technology.

The appointed Service Provider will be required to install educational interactive technology, including software, hardware integration, and end-user training under the full scope defined in paragraph 4.1. below.

The Service Provider must provide technical maintenance, configuration, and support of the Artificial Intelligence educational interactive technology for (18) months per an agreed Service Level Agreement (SLA).

4.1 Requirements of the Service

The successful Service Provider will be required to perform the following functions for the AI-powered educational interactive display:

4.1.1. Plan and Design

Develop a comprehensive AI-powered educational interactive display proposal, to implement AI educational interactive technology which includes content creation, user engagement, technology integration, and ongoing maintenance of the following deliverables.

4.1.2. QR-Code Learning Platform The service provider shall:

- Design and Implement QR-Linked Web Pages
- Develop mobile-responsive, user-friendly web pages accessible via QR codes ;
- Ensure content is interactive, educational, and aligned with biodiversity and conservation themes;
- Ensure compatibility across major mobile operating systems and browsers.

b) Hosting, Storage, and Access Setup

- Provide secure hosting services for all web-based content.
- Configure domain access, data storage, and necessary backend infrastructure;
- Ensure system reliability, uptime, cybersecurity safeguards, and data protection compliance;
- Provide administrative access to designated SANBI officials.
- Generate unique, high-resolution QR codes linked to designated content pages;
- Design and produce durable, weather-resistant signage suitable for indoor display within NZG;

The Service Provider is expected to implement a user-friendly, interactive mobile app that enables visitors to scan QR codes with information about 50 aquarium species (**details to be provided by end-user**). Each QR-Code should contain comprehensive information about the

- Species Name (common and scientific name)
- Habitat and Distribution,
- Conservation Status
- Physical Characteristics
- Behaviour and Diet
- Reproduction
- Role in the Ecosystem
- Interesting facts- downloadable document for further reading
- Care and Display in Aquariums
- Games and quizzes to test knowledge about the species

4.1.3. Virtual Reality integration

a) Develop an Immersive 360° VR Experience

- Conceptualise, design, and produce an immersive 360-degree virtual reality biodiversity experience;
- Ensure educational alignment with conservation messaging and NZG themes;

- Include narration, interactive elements, and immersive storytelling components where appropriate;
- Deliver a fully configured and operational VR application ready for public use.

b) Supply and Configure VR Equipment

- Supply two (2) VR headsets suitable for commercial/public use;
- Supply two (2) stable, non-rotating chairs suitable for safe VR operation;
- Configure, install, and test all equipment on-site at NZG;
- Ensure compliance with health and safety standards for public usage.

4.1.5. Provide technical and end-user training

- Train eight (8) designated NZG officials;
- Provide both printed and digital training manuals;
- Conduct practical demonstrations and system walk-throughs;
- Provide formal handover documentation upon completion of implementation.

4.1.6. Provide maintenance and support

- Provide ongoing system maintenance, configuration, and performance optimisation;
- Conduct regular updates and system health checks;
- Submit periodic performance and support reports;
- Provide access to a dedicated support hotline or helpdesk during agreed business hours;
- Ensure timely resolution of technical issues in accordance with agreed service levels.

4.2. Key skills and competencies of the Service Provider

The Service Provider must be self-motivated and results-driven, with the ability to work independently and deliver efficiently on the scope of work and the requirements.

The successful Service Provider's team must possess the following skills and competencies:

- Experience in the design, installation, maintenance, and support of AI technology.

- Capacity to adhere to the signed Service Level Agreement (SLA).
- Capacity to provide technical and end-user training.

The Service Provider must also have the following additional skills and competencies:

- Excellent organizational and planning skills
- Strong written and verbal communication skills

5. REQUIREMENTS FOR PROPOSALS

5.1 Mandatory documents required

Tenders must include the following documentation in the tender submission (**failure to submit this required documentation will lead to disqualification**):

- A letter of Good Standing from the office of the Compensation Commissioner as required by the Compensation for Occupational Injuries and Diseases Act (COIDA), if applicable. The letter should be issued by the Department of Labour.
- A copy of the Central Suppliers Database (CSD) registration report.
- Duly completed and signed SBD forms
- Proof of Public Liability Insurance or proof of application must be provided or letter of intent
- Formal quotation in a company's letterhead
- Pricing details (see Annexure A). **This must only be included in the 'original' document as per the section on submission below. Inclusion of pricing in any 'copy' (in the PDF file(s) of the document(s) on the memory stick) will result in the tender being rejected.**

5.2 Other documents required for evaluation

Service Providers interested in this request for quotation (RFQ) should submit a concise written proposal that addresses the scope of work.

The proposal must include:

- Company profile detailing the technical system or solution ability of the team to fulfil the requirements of this RFQ.
- Details of the Service Provider, including relevant skills, experience, competencies, and track record. Short CVs (each CV not more than three (3) pages in total) of each team member who will be involved in this work,

detailing their qualifications/training, specialist skills and knowledge, and their relevant experience of similar work related to their role for this project.

- Detailed proposal and project plan that explains how the Service Provider plans to fulfil the scope of work and requirements of the RFQ in terms of the design, implementation, maintenance, and training plan for the end-user.
- Contactable references of at least four current or recent clients for which similar work has been done in the last five years. These must include the contract duration, services rendered, referee contacts, value of the contract, and whether the client is satisfied with the service rendered.
- A list of at least three similar projects carried out within the past five years, with a short description of the work, including the scale of the project.

SANBI reserves the right:

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

6. PRICING

The final price must be inclusive of VAT and will be considered the total cost for the duration of the contract.

NB. Failure to submit in the prescribed manner WILL lead to the bid being disqualified.

Normal office hours are from 08:00 to 16:00 daily. E-mailed and faxed submissions will not be accepted. Late submissions will be disqualified.

7. EVALUATION CRITERIA

This bid will be evaluated in two stages: Stage 1 – Functionality, Stage 2 – Price and Specific goals.

The first stage will evaluate functionality, and the minimum threshold will be 80 points, following the Preferential Procurement Regulations, 2022 pertaining to the Preferential

Procurement Policy Framework Act (No. 5 of 2000). Evaluation of proposals will be done according to the following criteria (so sufficient information should be provided):

Stage 1 – Functionality:

FUNCTIONALITY CRITERIA	POINTS														
1.Company information and profile: a) Brief overview of the company with an indication of its relevant experience to the scope of work: <table border="1" data-bbox="308 786 1157 1106"> <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>Between six (6) to nine (9) years' relevant experience</td><td>16</td></tr> <tr> <td>Between 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 submission</td><td>0</td></tr> </tbody> </table>	Sub-criteria	Points	More than nine (9) years' relevant experience	20	Between six (6) to nine (9) years' relevant experience	16	Between 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 submission	0	20
Sub-criteria	Points														
More than nine (9) years' relevant experience	20														
Between six (6) to nine (9) years' relevant experience	16														
Between 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 submission	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): <table border="1" data-bbox="308 1402 1157 1812"> <thead> <tr> <th>Sub-criteria</th><th>Points</th></tr> </thead> <tbody> <tr> <td>More than Nine (9) clients</td><td>10</td></tr> <tr> <td>Between Seven (7) and Eight (8) clients</td><td>8</td></tr> <tr> <td>Between Five (5) and Six (6) clients</td><td>6</td></tr> <tr> <td>Between Three (3) and Four (4) clients</td><td>4</td></tr> <tr> <td>Between One (1) and Two (2) clients</td><td>2</td></tr> <tr> <td>No submission</td><td>0</td></tr> </tbody> </table> b) Supply traceable reference letters of previous clients. (This should reflect the nature of the service rendered, the name of the client/project conducted, and the Rand value of the project). References should be current (not more than five (5) years old):	Sub-criteria	Points	More than Nine (9) clients	10	Between Seven (7) and Eight (8) clients	8	Between Five (5) and Six (6) clients	6	Between Three (3) and Four (4) clients	4	Between One (1) and Two (2) clients	2	No submission	0	20
Sub-criteria	Points														
More than Nine (9) clients	10														
Between Seven (7) and Eight (8) clients	8														
Between Five (5) and Six (6) clients	6														
Between Three (3) and Four (4) clients	4														
Between One (1) and Two (2) clients	2														
No submission	0														

<table border="1" data-bbox="308 230 1157 833"> <tr> <th>Sub-criteria</th><th>Points</th></tr> <tr> <td>More than five (5) relevant reference letters with requested supporting documents</td><td>10</td></tr> <tr> <td>Four (4) relevant reference letters with requested supporting documents</td><td>8</td></tr> <tr> <td>Three (3) relevant reference letters with requested supporting documents</td><td>6</td></tr> <tr> <td>Two (2) relevant reference letters with requested supporting documents</td><td>4</td></tr> <tr> <td>One (1) relevant reference letters with requested supporting documents</td><td>2</td></tr> <tr> <td>No submission</td><td>0</td></tr> </table> In addition, provide the following supporting documents pertaining to the list and reference letters (Official Purchase Orders, or Appointment Letters with contact details and value of contracts)	Sub-criteria	Points	More than five (5) relevant reference letters with requested supporting documents	10	Four (4) relevant reference letters with requested supporting documents	8	Three (3) relevant reference letters with requested supporting documents	6	Two (2) relevant reference letters with requested supporting documents	4	One (1) relevant reference letters with requested supporting documents	2	No submission	0	
Sub-criteria	Points														
More than five (5) relevant reference letters with requested supporting documents	10														
Four (4) relevant reference letters with requested supporting documents	8														
Three (3) relevant reference letters with requested supporting documents	6														
Two (2) relevant reference letters with requested supporting documents	4														
One (1) relevant reference letters with requested supporting documents	2														
No submission	0														
2. Methodology and approach (a) Provide a detailed project plan indicating the proposed sequence and duration of the various activities comprising how the project will be implemented as per the scope of work: <table border="1" data-bbox="360 1388 1157 1783"> <tr> <th>Sub-Criteria</th><th>Points</th></tr> <tr> <td>The project plan details all items for implementation of the project as required by the scope of work.</td><td>30</td></tr> <tr> <td>The project plan details less than (4) four items for implementation of the project as required by the scope of work.</td><td>15</td></tr> <tr> <td>The project plan does not detail the required items for implementation of the project as required by the scope of work.</td><td>0</td></tr> </table> (b) Plan highlighting an approach to maintenance and support. <table border="1" data-bbox="360 1901 1157 1942"> <tr> <th>Sub-Criteria</th><th>Points</th></tr> </table>	Sub-Criteria	Points	The project plan details all items for implementation of the project as required by the scope of work.	30	The project plan details less than (4) four items for implementation of the project as required by the scope of work.	15	The project plan does not detail the required items for implementation of the project as required by the scope of work.	0	Sub-Criteria	Points	40				
Sub-Criteria	Points														
The project plan details all items for implementation of the project as required by the scope of work.	30														
The project plan details less than (4) four items for implementation of the project as required by the scope of work.	15														
The project plan does not detail the required items for implementation of the project as required by the scope of work.	0														
Sub-Criteria	Points														

	Maintenance and Support plan does detail the required items for the provision of regular maintenance, as required by the scope of work	10							
	Maintenance and Support plan does not cover all the required items for the provision of regular maintenance, as required by the scope of work	5							
	Maintenance and Support plan does not detail the required items for the provision of regular maintenance, as required by the scope of work	0							
Qualifications and experience of personnel on the professional team. Technical expertise in AI technologies, project management, installation, maintenance, and support as proven by the number of partners, directors, associates, and professional assistants. Relevant qualifications of personnel in the equivalent field (proposed team). Certified qualification is a requirement. Brief description of individual's experience that will be directly linked to AI technologies. Each CV submitted be structured as follows:			20						
<table><tr><td>Sub-criteria</td><td>Points</td></tr><tr><td>Relevant Degree more than four years' experience</td><td>20</td></tr><tr><td>Relevant Degree with two years' experience</td><td>16</td></tr></table>			Sub-criteria	Points	Relevant Degree more than four years' experience	20	Relevant Degree with two years' experience	16	
Sub-criteria	Points								
Relevant Degree more than four years' experience	20								
Relevant Degree with two years' experience	16								

Relevant Diploma with six years' experience	12		
Relevant Diploma with two years' experience	8		
Relevant certificate with three years' experience	4		
No submission	0		
TOTAL			100

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

Sufficient information must be provided to allow the Bid Evaluation Committee to score bids against all these criteria.

The second stage will be evaluated on price and specific goals. Request for quotation will be requested from all appointed bidders in the panel and will be evaluated on Price and Specific Goals. The 80/20-point system will be applied in evaluating proposals, where price constitutes 80 points, and a maximum of 20 points will be awarded based on the bidder's specific goals:

SPECIFIC GOALS

Table 3

Category	Allocated Points
Categories of persons historically disadvantaged by unfair discrimination based on 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

8. CONTRACT PERIOD

The appointment will be for a period (24) month. Six (6) months will be for implementing the project and twelve (18) months for maintenance and support. The

contractual appointment period will be as stipulated in the Independent Contract Agreement and Service Level Agreement.

9. GENERAL

- All documents submitted in response to this Request for quote (RFQ) must be written in English.
- Bidders should not assume that information and/or documents previously supplied to SANBI, at any time before this RFQ, will be considered, and they should not refer to such information and/or documentation in their response to the RFQ.
- The appointment of a preferred bidder is not a guarantee. The preferred bidder will be required to sign a Professional Service Agreement with mutually acceptable contractual Terms and Conditions and Service Levels.
- The Professional Service Agreement will be drawn up between SANBI and the professional firms.
- Invoices must indicate the deliverables produced.
- No upfront payments will be made. SANBI will pay for the satisfactory completion of work within 30 days of submission of invoices.
- Any or all information made available to bidders by SANBI will be regarded as confidential and will not be made available to third parties without the prior written consent of SANBI as prescribed by the Protection of Person Information Act 4 of 2013.
- The quotation process will be coordinated by SANBI's Supply Chain Management (SCM) Unit.

SANBI reserves the right:

- To verify any information supplied in the quotation submission;
- To cancel or withdraw this quotation at any time without attracting any penalties or liabilities;
- To have the final say in the appointment of the service provider and that this will be binding;
- To disqualify a quotation or cancel any subsequent contracts should it be found that:
 - ✓ Information was omitted that should have been disclosed,
 - ✓ Factually inaccurate information was provided and/or,
 - ✓ That a misrepresentation of facts has occurred.

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

10. SUBMISSION OF PROPOSALS

Bidders may direct technical and bidding procedure inquiries to the email addresses below. All responses will be communicated via this tender's advertisement webpage on the SANBI website at: www.sanbi.org

- A compulsory briefing session will take place on 17 July 2026 from 11:00 to 12:00 at the National Zoological Garden. One representative per Service Provider will be allowed to attend this scheduled compulsory briefing session.
- Quotations must be submitted no later than 24 July 2026 at 11:00am
- The cut-off date for enquiries is 20 July 2026 at 15:00
- Proposals must be sent to: S.SCM-Quotations@sanbi.org.za / k.hlatshwayo@sanbi.org.za
- For more information about the Terms of Reference, please contact Ms. Nokulunga Nxumalo@ N.nxumalo@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: Price Schedule

1. National Zoological Garden Artificial Intelligence (AI) Educational Display	Price incl. VAT
Installation of Artificial Intelligence educational interactive technology as per the scope of work and main deliverables within a period of six (6) months	R.....
Provide ongoing technical maintenance, configuration, and support for the AI-powered interactive educational technology for eighteen (18) months.	R.....
Total price including VAT for 24-month period.	
R.....	