



SBD1

## PART A INVITATION TO BID

|                                                                                                                                                                                                                                                                                                                                                                 |                                                                          |               |                                                |                                                                |                                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|---------------|------------------------------------------------|----------------------------------------------------------------|----------------------------------------------------------|
| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)</b>                                                                                                                                                                                                                                                    |                                                                          |               |                                                |                                                                |                                                          |
| RFQ NUMBER:                                                                                                                                                                                                                                                                                                                                                     | Q12000/2026                                                              | CLOSING DATE: | 14 September 2026                              | CLOSING TIME:                                                  | 11H00am                                                  |
| <b>DESCRIPTION:</b>                                                                                                                                                                                                                                                                                                                                             |                                                                          |               |                                                |                                                                |                                                          |
| <p>The appointment of a graphic designer to provide professional scientific/science-based graphic design and layout solutions and to create computer-generated graphics for academic publications and other SANBI print and electronic media for a period of two (2) years.</p>                                                                                 |                                                                          |               |                                                |                                                                |                                                          |
| <b>BID RESPONSE DOCUMENTS MAY BE E-MAILED TO BELOW ADDRESSES:</b>                                                                                                                                                                                                                                                                                               |                                                                          |               |                                                |                                                                |                                                          |
| <p>Submission of proposals: Proposals must be emailed to <a href="mailto:S.SCM-Quotations@sanbi.org.za">S.SCM-Quotations@sanbi.org.za</a><br/> <b>Failure to send to the above email address will result in your bid being disqualified.</b><br/> <b>Please state the Bid number as the reference number on the subject line when responding to the RFQ</b></p> |                                                                          |               |                                                |                                                                |                                                          |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>                                                                                                                                                                                                                                                                                                           |                                                                          |               | <b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b> |                                                                |                                                          |
| CONTACT PERSON                                                                                                                                                                                                                                                                                                                                                  | Khanyisile Hlatshwayo                                                    |               | CONTACT PERSON                                 | Sandra Turck                                                   |                                                          |
| TELEPHONE NUMBER                                                                                                                                                                                                                                                                                                                                                | 012 002 5336                                                             |               | TELEPHONE NUMBER                               | (012) 843-5000                                                 |                                                          |
| FACSIMILE NUMBER                                                                                                                                                                                                                                                                                                                                                | n/a                                                                      |               | FACSIMILE NUMBER                               | n/a                                                            |                                                          |
| E-MAIL ADDRESS                                                                                                                                                                                                                                                                                                                                                  | <a href="mailto:k.hlatshwayo@sanbi.org.za">k.hlatshwayo@sanbi.org.za</a> |               | E-MAIL ADDRESS                                 | <a href="mailto:s.turck@sanbi.org.za">s.turck@sanbi.org.za</a> |                                                          |
| <b>SUPPLIER INFORMATION</b>                                                                                                                                                                                                                                                                                                                                     |                                                                          |               |                                                |                                                                |                                                          |
| 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                                                                                                                                                                                                                                                                                                                    | <input type="checkbox"/> Yes <input type="checkbox"/> No                 |               | B-BBEE STATUS LEVEL SWORN AFFIDAVIT            |                                                                | <input type="checkbox"/> Yes <input type="checkbox"/> 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]1                                                                                                                                                                                                     |                                                                          |               |                                                |                                                                |                                                          |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                    |                                                                                 |                                                                                                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES ENCLOSE PROOF] | ARE YOU A FOREIGN BASED SUPPLIER FOR THE <b>GOODS /SERVICES /WORKS OFFERED?</b> | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES, ANSWER THE QUESTIONNAIRE BELOW] |
| <b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                    |                                                                                 |                                                                                                      |
| IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span><br>DOES THE ENTITY HAVE A BRANCH IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span><br>DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span><br>DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span><br>IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span><br><b>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.</b> |                                                                                    |                                                                                 |                                                                                                      |

## PART B TERMS AND CONDITIONS FOR BIDDING

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. BID SUBMISSION:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b></p> <p>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.</p> <p>1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b></p>                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>2. TAX COMPLIANCE REQUIREMENTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>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.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE <a href="http://WWW.SARS.GOV.ZA">WWW.SARS.GOV.ZA</a>.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <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: .....

**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 interest<sup>1</sup> 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:

.....  
 .....

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<sup>1</sup> 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 consortium<sup>2</sup> 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

---

<sup>2</sup> 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.

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

**SBD 6.1**

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

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

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

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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         |
| <b>Total points for Price and SPECIFIC GOALS</b> | <b>100</b> |

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:

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

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- 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:

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

Where

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

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- 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
  - 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<br>(80/20 system)<br>(To be completed by the organ of state) | Number of points claimed<br>(80/20 system)<br>(To be completed by the tenderer) |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| 1. Categories of persons historically disadvantaged by unfair discrimination on the basis of race.<br>100% black ownership<br><br>(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.<br><br>100 % female ownership<br><br>(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                                                                                      |                                                                                 |
| <b>Total</b>                                                                                                                                                                                                                                                                           | 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 author

**The appointment of a graphic designer to provide professional scientific/science-based graphic design and layout solutions and to create computer-generated graphics for academic publications and other SANBI print and electronic media for a period of two (2) years.**

**SANBI Ref:**

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# 1. Introduction and background

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

SANBI Graphics & Editing (SANBI GRE) plays a key role in the publishing and distribution of biodiversity scientific research and science-based information to meet SANBI's mandate. GRE provides cost effective graphic design support and scientific and technical editing services to SANBI employees across all divisions as well as to external stakeholders.

Since the implementation of the National Environmental Management: Biodiversity Act (NEMBA) No. 10 of 2004, the need for cost effective internal design and layout services increased significantly due to the expansion of the mandate, which includes fauna and flora of South Africa.

For SANBI to meet its mandate on biodiversity information distribution, it uses scientific and science-based knowledge products as a way of mainstreaming biodiversity in a range of sectors. These scientific and science-based knowledge products include, but are not limited to:

- Publications (articles and books)
- Brochures
- Flyers
- Posters
- Fact sheets
- Business cards
- Programmes for events
- Adverts
- Presentations
- Invitations for forums and events
- Policy layout
- Marketing & Communication collaterals (CI guidelines, vehicle branding, SANBI events materials, social media, etc.)
- Graphics for web headers
- Banners
- Signage

There are several critical projects in the pipeline for 2026–2029 that will require GRE graphic design services and support:

- Green Climate Fund (Eco-DRR): extensive graphic design support for all project-related operations and events
- Publishing of books and journals: 15 publications are on the current publications list for 2026 that are in various phases of publishing, with more manuscripts to be submitted over the next three years (Biological Invasives Status Report, annual reports, etc.)
- *African Biodiversity and Conservation* journal: ongoing design and layout of scientific research articles for open access publishing on the Open Journal Systems (OJS) platform

- *Flowering Plants of Africa* peer-reviewed biennial series: ongoing design and layout of scientific research articles, containing twenty full-colour plates and species accounts of African plants. This journal has become a collector's item of the African, specifically South African, flora.
- continuous ad hoc design requests from all divisions (events, factsheets, programmes, invitations, promotional items, etc.).

Considering the above, the current graphic design workload is too much to accommodate within the required lead times, and very difficult for a single skilled and experienced designer to sustain.

GRE therefore wants to appoint a graphic designer to provide high-end and specialised graphic design services to increase GRE graphic design capacity for the proposed period 2026–2028.

## 2. Scope of work

SANBI wishes to appoint a graphic designer with the necessary experience and skills to provide specialised graphic design support that meets international graphic design requirements and publishing standards.

The graphic designer must also support the development of basic design and layout skills for SANBI employees in other divisions who are responsible for producing science-based products.

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

- Work closely with the Deputy Director: SANBI Graphics& Editing, and the GRE production team responsible for the publishing of scientific research and science-based products.
- Participate in cross divisional production and project team meetings that are relevant to the publishing processes to produce scientific and science-based products.
- Engage actively with authors and other related stakeholders for the co-production/publishing of scientific and science-based products.
- Work closely with the senior graphic designer and other SANBI employees across all divisions to develop skills and capacity for basic design and layout of science-based products.

### 2.1 Requirements of the Service Provider

The service provider

- must have experience to digitally combine typography, visual art and page layout techniques to create visual compositions that professionally, accurately and creatively communicate complex scientific and science-based messages and information in various formats (advertisements, banners, brochures, etc.) within set time frames and at a high quality that meet the requirements of clients.
- Must have experience in photography: photograph specimens, people, aspects of Garden, etc. for design purposes, and maintaining a database of photos, photographic slides and artwork scans.
- must have the technical skills to scan and digitally edit botanical art, slides, line drawings, photos, etc. and keep an archive of material scanned to date.

- be able to meet short lead times for both scheduled and ad hoc work
- will be expected to work as an integral part of the SANBI GRE production team that consists of two in-house editors one editor on contract, and a senior graphic designer.
- must have uninterrupted and reliable on-line access and be available during office hours.
- should have an existing understanding of graphic design requirements for scientific and science-based products and will be required to provide specialised graphic design services in line with the scope of work.
- must keep up to date with latest software developments, graphic design and image editing techniques, etc.

All graphic design solutions for the print and electronic media that are provided should enhance the scientific research and science-based biodiversity information generated by the institute and external partners and the reputation of SANBI.

## 2.2 Key skills and competencies required

Qualification: BA (Information design) degree with a minimum of 8 years' experience in graphic design and layout of complex print and electronic media.

Knowledge of and experience in the use of latest graphic design software packages: full Adobe package (InDesign, Photoshop), Corel software package, Affinity and/or Quark software and Microsoft Office. Additional knowledge of software for video production and digital publishing would be considered favourably.

Knowledge and experience of various print and design environments and methods (professional printer companies, graphic design studios, etc.)

Experience in the design, layout and production processes of large scientific/science-based publications with a high volume of pages (more than 500 pages)

**Table 1**

| 1. <b>Provide and layout and design solutions and manage graphic design projects</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Develop design concepts that that will best suit scientific research, academic and science-based content and client requirements/preferences, in suitable software.</li> <li>• Ensure adherence to production requirements (format, colour modes, dpi, bleeds, guides, margins, etc.).</li> <li>• Ensure adherence to corporate identity guidelines.</li> <li>• Liaise with clients and conduct needs analysis to determine the scope and specifications of a project.</li> <li>• Provide guidance to a client about the best design solution for intended target audience within budgetary constraints.</li> <li>• Check client submissions to ensure that they are complete and that they conform to quality requirements as detailed in author guides and during briefing.</li> <li>• Source images and text on behalf of clients.</li> </ul> |

- Ensure adequate time is allocated for submission, editing, design, proofing and production to meet deadlines.
- Submit material for editing to editors and make regular follow-ups to check progress.
- Follow GRE internal processes and procedural requirements.
- Submit completed design/layout to client for proofing (electronic or hard copy) and engage in regular follow-up with client to check progress.
- Provide final artwork in correctly prepared exchange media formats to ensure production or electronic distribution of a quality product.
- Manage production and printing processes.

## **2. Perform office management and administration duties**

- Maintain the on-campus computer and allocated laptop, software and workspace in a good condition for ultimate output.
  - Develop and maintain an archive and database of design projects.
- Miscellaneous: write reports, attend meetings, develop and maintain a filing system to keep track of and reports on design / layout requests – completed or in progress.

### **Abilities, skills, knowledge and experience:**

- must be able to think analytically, innovatively and creatively,
- must be accurate, responsible and focused,
- must have good liaison and communication skills.
- must have the ability to assess and understand scientific, science-based and academic content to ensure correct design solutions and deliverables for clients across SANBI's value chain
- must be able to interpret a brief from a client, and find a common ground between graphic design solutions and scientific/science-based information,
- must make decisions and solve problems within short time frames,
- must understand and have experience of project management and taking projects from start to completion,
- must have time management and planning skills (ability to plan own time management while taking time management of others into consideration),
- must have knowledge of graphic design and related fields like marketing, its role in corporate communication, and different product and production options,
- must have knowledge and experience of photography and editing/restoration of photos – editing / manipulation of scanned images
- must attend to self-development: update technical and design knowledge continuously as time progresses or when required.

- must have knowledge of post-design processes (e.g. printing and print related production processes)

## 2.3 Deliverables and timeframes

The Service Provider will be appointed over a two (2) year period, commencing in September 2026 (or as soon as the procurement process has been concluded).

### 2.3.1 Scheduled deliverables:

The duration of a graphic design project and the editing time frames are determined by the size, delivery and end dates and quality of submissions, and timeous responses from clients on the drafts provided for feedback.

The number and allocation of graphic design projects will be decided and finalised through meetings with the core SANBI GRE production team and will depend on submissions and SANBI priorities.

The deliverables will vary and requirements will be determined according to the technical and graphic design input that are needed for a specific graphic design product.

The time frames will be determined by the delivery end dates indicated on the GRE Request Forms and graphic and editing work already scheduled.

*Time frames for each graphic design project are to be determined and adjusted according to the abovementioned variables.*

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

The service provider will work closely with the SANBI Graphics & Editing production team and spend time at the SANBI Pretoria campus.

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

Reports will be requested according to required deliverables which will be specified as per graphic design project.

Continuous communication and collaboration with the GRE production team and clients will be required to ensure that the required internal processes are followed to meet specified timelines.

The process for supporting the development of graphic design and layout skills will be discussed with the core SANBI production team based on the needs of other SANBI employees responsible for the distribution of scientific and science-based information.

### 2.3.2 Ad hoc deliverables

- SANBI and stakeholders' projects and programmes deliverables (scientific research and science-based content)
- Corporate Services division science-based graphic products
- Other ad hoc graphic design requests

### 3 Requirements for proposals

#### Mandatory documents required

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

- A copy of Central Suppliers Database (CSD) registration report.
- Duly completed and signed SBD forms, (SBD1,4 and 6.1)
- Price schedule provided below
- Formal quotation in a company's letterhead

#### Other documents required:

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

- i. Merit and approach of proposal to meeting deliverables.  
Supply an example of a graphic design project that includes the brief provided by the client, a brief description of the approach and specific requirements that were met. This should demonstrate an understanding of specialised graphic design requirements and proposed processes to complete a project in preparation for printing or electronic distribution.
- ii. An example of experience in handling a graphic design request where the brief is not clear and more than one stakeholder/client is involved.
- iii. An example where more than one stakeholder/client was involved, resulting in the brief changing.
- iv. An example of relevant experience in providing guidance and assistance to staff/clients who must themselves produce a designed item, but who has no graphic design skills or qualification (e.g.) a PowerPoint presentation).
- v. Comprehensive CV highlighting qualifications, skills and competencies.
- vi. A portfolio with a minimum of 5 examples of printed/produced graphic work where the service provider was responsible for all the steps in the process for production. (books, banners, flyers, brochures, short videos, photographs, illustrations etc. – examples can be provided electronically, and/or a link can be provided).
- vii. Reference letters from three relevant current or recent references, within the last five years, for which similar work was done. An example of work done for each client must be provided (as pdf file and/or link).

#### SANBI reserves the right:

- To verify any information supplied in the submission;
- To not appoint any Service Provider;
- To cancel or withdraw this Request for Quotations (RFQ) at any time without attracting any penalties or liabilities;
- To have the final say in the appointment of the Service Provider that will be binding;

- To disqualify an RFQ or cancel any subsequent contracts should it be found that:
  - Information was omitted that should have been disclosed
  - Factually inaccurate information was provided and/or
  - That a misrepresentation of facts has occurred.

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

## 4 Evaluation criteria

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

### Stage 1

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

| Functionality Evaluation Criteria                                                                                                                                                                                                       |    | Weight    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|-----------|
| <b>1. Technical merit of proposal:</b>                                                                                                                                                                                                  |    |           |
| a) Supply an example of a graphic design project (include the brief that was provided by the client) and provide a brief description of the approach and specific requirements that were met.                                           |    | <b>30</b> |
| i. Liaise with clients and conduct needs analysis to determine the specifications of a project (check the brief).                                                                                                                       | 5  |           |
| ii. Check client submissions to ensure that they are complete (check the text and images submitted).                                                                                                                                    | 5  |           |
| iii. Submit a drafty design/layout to client for proofing (electronic or hard copy of the work requested)                                                                                                                               | 5  |           |
| iv. Engage in regular follow-up with client and production team to report on progress or provide feedback.                                                                                                                              | 5  |           |
| v. Supply an example of relevant experience in providing guidance and assistance to staff/clients who must themselves produce a designed item, but who has no graphic design skills or qualification m(e.g, a Powerpoint presentation). | 10 |           |
| <b>2. Experience, qualification, skills and competencies</b><br>(specific reference must be made to required key skills and competencies listed in section 2.2 above):                                                                  |    | <b>30</b> |
| i. Project management knowledge: assess number of clients involved and timeline indicated when brief is received: who is the contact person.                                                                                            | 5  |           |
| ii. Interpretation and assessment of brief and content of material provided (completeness, clarity, required delivery date).                                                                                                            | 5  |           |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|-----------|
| iii. Problem-solving and solution to reduce communication to multiple clients for one project                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 5  |           |
| iv. Liaison and communication with one representative                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 5  |           |
| a) Comprehensive CV(s) highlighting qualifications, skills and competencies.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 10 |           |
| <b>3. Relevance and quality of examples of prior work</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |           |
| a) A portfolio with a minimum of <b>5 examples</b> of printed/produced graphic design work where the service provider was <u>responsible for all the steps in the process for production</u> . (books, banners, flyers, brochures, short videos, photographs, illustrations etc. – examples can be provided electronically in any file format, and/or a link can be provided).                                                                                                                                                                                                                                                                                                        | 25 | <b>25</b> |
| b) 4 examples (proofing responsibility for all the steps in the process for production)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 20 |           |
| c) 3 examples (proofing responsibility for all the steps in the process for production)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 15 |           |
| d) 2 examples (proofing responsibility for all the steps in the process for production)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 10 |           |
| e) 1 example (proofing responsibility for all the steps in the process for production)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 5  |           |
| f) No example                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 0  |           |
| <b>4. Overall track record:</b><br><br><b>Provide at least five traceable reference letters:</b><br>Signed reference letters from at least five clients<br>in the past five years (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).<br>The reference letters must be relevant to the tender.<br><br><b>In addition, provide the following supporting documents pertaining to the list and reference letters (Official Purchase Orders, or Service Level Agreement, or Appointment Letters with contact details and value of contracts)</b> |    |           |
| a) Quality of reference letters from three relevant current or recent references, within the last five years, for which graphic design work was done (the references should                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 15 | <b>15</b> |

|                                                                                                                                                          |    |            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|----|------------|
| include names and contact details as well as a brief summary of the graphic design work that was done).                                                  |    |            |
| b) Two reference letters (within last five years, include names and contact details as well as a brief summary of the graphic design work that was done) | 10 |            |
| c) One reference letter (within last five years, include names and contact details as well as a brief summary of the graphic design work that was done)  | 5  |            |
| d) No reference letters                                                                                                                                  | 0  |            |
| <b>TOTAL</b>                                                                                                                                             |    | <b>100</b> |

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

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

## **Stage 2**

The second stage will evaluate the price and specific goals of those bids that meet the minimum threshold for functionality. In accordance with the Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act (No. 5 of 2000), the 80/20-point system will be applied in evaluating proposals that qualify for further consideration, where price constitutes 80 points and a maximum of 20 points will be awarded based on the bidder's specific goals.

| <b>Specific Goal</b>                                                                                                                                                                                                                                                                |           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <b>1. Categories of persons historically disadvantaged by unfair discrimination on the basis of race. 100% black ownership</b><br>(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)      |
| <b>2. Categories of persons historically disadvantaged by unfair discrimination on the basis of gender. 100 % female ownership</b><br>(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)      |
| <b>Total Points</b>                                                                                                                                                                                                                                                                 | <b>20</b> |

## **5 Reporting requirements and management**

- The service provider will be working with the GRE project team at SANBI as well as with individuals or teams of SANBI staff members across its value chain, and external stakeholders.
- Accountability and reporting will be to the DD: SANBI Graphics & Editing (GRE)

- In addition to continuous liaison and monitoring, the service provider will provide a monthly report on the 28<sup>th</sup> day every month on the progress and status of allocated deliverables.
- All reports must be in MS Office format (Word or Excel preferred).
- An electronic version of all reports must be submitted.

In addition to continuous team and project communications and a monthly report, a quarterly review of the service provider's work plan and deliverables will be undertaken with the DD: SANBI Graphics & Editing (GRE) to update the work plan and prioritise deliverables.

## 6 Contractual arrangements

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

## 7 Contract period

The contract period is two (2) years from the date of appointment.

## 8 Proposal submissions

Closing date for submissions: **14 September 2026 at 11:00am**

Submission of proposals must be emailed to **S.SCM-Quotations@sanbi.org.za** with a copy to **k.hlatshwayo@sanbi.org.za**

Requests for further information to this ToR must be emailed **to Sandra Turck (email: s.turck@sanbi.org.za).**

## 9 Annexure 1: Pricing details

|        | Rate per hour | Number of hours per annum | Fee (Number of hours x rate/hour) | Vat (if registered) | Total price per year |
|--------|---------------|---------------------------|-----------------------------------|---------------------|----------------------|
| Year 1 |               | 1350                      | R                                 | R                   | R                    |

|                                             |  |      |   |   |          |
|---------------------------------------------|--|------|---|---|----------|
| <b>Year 2</b>                               |  | 1350 | R | R | R        |
| <b>Final price over the two-year period</b> |  |      |   |   | <b>R</b> |

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

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

Editing and printing costs associated with the publishing and production of scheduled and ad-hoc graphic design work will be covered by SANBI and should NOT be included in the budget.