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Biodiversity for Life
South African National Biodiversity Institute

SBD1

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
RFQ NUMBER:	**Q12100/2026**	CLOSING DATE:	**21 October 2026**	CLOSING TIME:	**11:00AM**

THE APPOINTMENT OF A SERVICE PROVIDER FOR BUG FIXES AND FUNCTIONALITY ENHANCEMENTS ON BIODIVERSITY ADVISOR

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

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

Please state the Bid number as the reference number on the subject line when responding to the RFQ

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**	
CONTACT PERSON	**Anathi Mbadla**	CONTACT PERSON	**Brenda Daly**
TELEPHONE NUMBER	**012 018 8293**	TELEPHONE NUMBER	**(021) 99 8632**
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	**A.Mbadla@sanbi.org.za**	E-MAIL ADDRESS	B.Daly@sanbi.org.za

SUPPLIER INFORMATION				
NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		**OR** CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] ☐ Yes ☐ No

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐Yes ☐No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR **THE GOODS /SERVICES /WORKS OFFERED?**	☐Yes ☐No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO

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DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.

1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**

1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.

2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.

2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.

2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.

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

2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER: ……

CAPACITY UNDER WHICH THIS BID IS SIGNED: ……
(Proof of authority must be submitted e.g. company resolution)

DATE: ……

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SBD 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest1 in the enterprise,
employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

……

……

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

2.3.1 If so, furnish particulars:

---

[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.

…….
…….

3 DECLARATION

I, the undersigned, (name)……. in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

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

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

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

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

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

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

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

[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.

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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

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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
Total points for Price and SPECIFIC GOALS	**100**

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

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

Where

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

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1. Categories of persons historically disadvantaged by unfair discrimination on the basis of race. 100% black ownership **(Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof)**	10	
2. Categories of persons historically disadvantaged by unfair discrimination on the basis of gender. 100 % female ownership	5	

(Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof)		
3. Categories of persons historically disadvantaged by unfair discrimination on the basis of disability **(Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof)**	5	
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:	……

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Consent form in terms of section 11 of the Protection of Personal Information Act No 4 of 2013 (POPIA)

In order for the South African National Biodiversity Institute (SANBI) to consider the bidder's response to the RFQ / RFP to become a service provider of the SANBI, it will be necessary for the SANBI to process certain personal information which the service provider may share with SANBI for the purpose of the RFQ / RFP, including personal information, which may include special personal information (all hereafter referred to as "Personal Information")

The SANBI will process the Service Provider's Personal Information in accordance with the SANBI Privacy Policy.

Access to your Personal Information and purpose specification

Personal Information will be processed by SANBI for purposes of assessing the service provider's submission in relation to the RFQ / RFP i.e. the purposes of assessing current services required by the SANBI. We may also share the service provider's Personal Information with third parties, both within the Republic of South Africa and in other jurisdictions, including to carry out verification, background checks and Know Your Customer obligations in terms of the Financial Intelligence Centre Act, No. 38 of 2001 ("FICA"). In this regard, the service provider acknowledges that SANBI's authorised verification agent(s) and service providers will access Personal Information and conduct background screening.

Consent By [ticking/clicking] "Yes" and signing below, you agree and voluntarily consent to the SANBI's processing of the service provider's Personal Information for the purposes of evaluating its RFQ / RFP submission, including to confirm and verify any information provided in the submission and service provider gives SANBI permission to do so. The service provider understands that it is free to withdraw its consent on written notice to SANBI and the service provider agrees that the Personal Information may be disclosed by the SANBI to third parties, including SANBI's affiliates, service providers and associates (some of which may be located outside of the Republic of South Africa). **Please note that if you withdraw your consent at any stage, we may be unable to process your RFQ / RFP.**

Yes ☐

No ☐

_____

Supplier Name Date Signature

_____

Authorised representative, who warrants that he/she is duly authorised.

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Request for quotation

for

The appointment of a Service Provider for bug fixes and functionality enhancements on Biodiversity Advisor

South African National Biodiversity Institute (SANBI)
Private Bag X101
Silverton
0184
South Africa

Quotation No: SANBI: Q12100/2026

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1. Introduction and background

The South African National Biodiversity Institute (SANBI) invites qualified service providers to submit quotations for bug fixes and functionality enhancements to the Biodiversity Advisor platform (URL: https://biodiversityadvisor.sanbi.org/), developed using Microsoft ASP.NET and MSSQL. The objective is to improve the platform's stability, performance, and user experience.

2. Scope of work

The selected service provider will be responsible for:

- Identifying and resolving critical and non-critical bugs affecting system performance.
- Enhancing system functionality based on logged tickets and user feedback.

  Enhancement areas include:
  - Developing a multi-level menu system to support navigation across 100+ HTML pages for the National Biodiversity Assessment (NBA) 2025.
  - Improving the site's search functionality to index NBA content.
  - Integrating externally generated NBA HTML pages into the Biodiversity Advisor.
  - Integrating SANBI library data using the OCLC API: https://www.oclc.org/en/worldcat.html.
  - Configuring and implementing automated support email notifications using the existing Azure Email Communication Service (SMTP). These emails should enable users to:
    - Report inaccurate locality records
    - Flag errors in reports
    - Provide general feedback through the platform.

3. Security vulnerability fixes

- Username enumeration and brute-force prevention:
  - Implement CAPTCHA after two failed login attempts.
  - Apply rate limiting to password reset functionality.
- Password policy:
  - Enforce strong password parameters in line with SANBI's Information and Communication Technology (ICT) security policy.
  - Include a password strength indicator.
- Session management:
  - Enforce automatic session timeouts after 15–30 minutes of inactivity.
  - Implement secure session and refresh token handling.
  - Ensure logout revokes all tokens.

4. Technology requirements

Technology stack:

- Web framework: Microsoft ASP.NET (C#)
- Database: Microsoft SQL Server (MSSQL), MySQL and PostgreSQL
- Hosting: On-premises and cloud-based

- Indexing: ElasticSearch
- Version Control: Azure DevOps
- Web server: IIS

Additional tasks:

- Optimise queries and stored procedures.
- Conduct system testing to verify fixes.
- Provide documentation of all changes.
- Develop any related Standard Operating Procedures.

5. Deliverables and timeframes

The service provider will be required to deliver the following:

1. A detailed report on identified system issues, proposed fixes and recommended prioritisation.
2. Updated source code and database scripts.
3. Validation and testing reports: providing evidence of resolved bugs and functionality improvements.
4. User guide and training materials.
5. A joint task prioritisation session in Week 1.

Timeline:

- Total Effort: 450 hours.
- Deadline: 4 months from contract award.

6. Service provider requirements

Interested service providers must demonstrate:

- Proven experience with Microsoft ASP.NET and MSSQL.
- Expertise in debugging and optimising enterprise web applications.
- Successful completion of similar projects.
- Capacity to meet deadlines and offer post-implementation support.

To demonstrate these requirements, service providers 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; 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:

- Details of the service provider highlighting qualifications, relevant experience and technical expertise. An up-to-date CV(s) must be included.
- A detailed project plan and methodology demonstrating their understanding of the scope of work, security requirements, technology environment, and delivery timelines.
- Details of relevant project experience including number and relevance of similar projects done within the past three years, together with information on their size, scale, and variety.

7. Evaluation process

This bid will be evaluated in 3 stages:

7.1 Administrative requirements

Compliance and mandatory documents needed from bidders (See Table 1: Administrative requirements).

7.2 Functionality evaluation

Bidders will be evaluated based on functionality as outlined in Table 2: Functionality criteria. Bidders who fail to score a minimum of 70 points out of a possible 100 points on functionality criteria will not be eligible for further consideration.

Summary of functionality weighting (Total 100 points)

Functional criterion	Points	Weight
Relevant project experience (past 3 years)		30
Qualifications, relevant experience and technical expertise		50
Relevant qualifications	10	
Relevant experience	15	
Application development and integration	10	
Search and indexing	5	
Security and vulnerability remediation	10	
Project plan/methodology		20
Total		**100**

7.3 Price and specific goals

The third 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.

Specific Goal	Total Points
1. Categories of persons historically disadvantaged by unfair discrimination on the basis of race. 100% black ownership (Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof).	(10)
2. Categories of persons historically disadvantaged by unfair discrimination on the basis of gender. 100 % female ownership (Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof).	(10)
Total Points	**20**

Table 1: Administrative requirements

Administrative requirements	Mandatory/Optional	Submitted
SBD 1 – Invitation to Bid – fully completed and signed	Mandatory	☐ Yes ☐ No
SBD 4 – Declaration of Interest – fully completed and signed	Mandatory	☐ Yes ☐ No
SBD 6.1 – Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022 – fully completed and signed	Mandatory	☐ Yes ☐ No
Pricing details (see table 4). Pricing completed – formal quotation with company letterhead	Mandatory	☐ Yes ☐ No

Table 2: Functionality criteria

<table>
<tr><td>Functional criteria</td><td>Weight</td></tr>
<tr><td>1. Relevant project experience (past 3 years)</td><td>30</td></tr>
<tr><td>Bidders must demonstrate relevant experience by submitting Table 3: Relevant Project Experience Template, completed in full.

<table>
<tr><th>Sub-criteria</th><th>Description</th><th>Evidence required</th><th>Points</th></tr>
<tr><td>Number and relevance of similar projects</td><td>Assessment of how closely the bidder's previous or current projects over the past three (3) years align with the scope, scale, and industry requirements of this project.</td><td>Completed Table 3, including project descriptions, role of service provider, and client references</td><td>15 – Three or more completed similar projects.
12 – Two completed similar projects.
9 – One completed similar project.
6 – Experience on related projects, but no direct similar projects.
3 – Limited relevant experience.
0 – No relevant experience.</td></tr>
<tr><td>Size, scale, and variety</td><td>Evaluation of contract value, project duration, number of users, and applicability to this project</td><td>Details captured in Table 3</td><td>15 – At least 3 similar projects demonstrated, where all 4 criteria are comparable to this project: contract value, duration, number of users, and scope/applicability.
12 – At least 2 similar projects demonstrated, where all 4 criteria are comparable.
9 – At least 2 similar projects demonstrated, where at least 3 of the 4 criteria are comparable.
6 – At least 1 similar project demonstrated, where at least 2 of the 4 criteria are comparable.
3 – At least 1 relevant project demonstrated, but only 1 of the 4 criteria is comparable.
0 – No similar or relevant project demonstrated.</td></tr>
</table>

Failure to submit a fully completed template may result in a score of zero (0) for this criterion.</td><td>(15)

(15)</td></tr>
</table>

2. Qualifications, relevant experience and technical expertise	50

Sub-criteria	Description	Evidence required	Ratings	
Relevant qualifications	Tertiary qualifications and/or industry-recognised certifications in software development, information systems, or related fields	CVs and certified copies of qualifications/certifications	10 – Holds a relevant tertiary qualification at NQF Level 7 (or equivalent) in Computer Science, Information Technology, Information Systems, Software Engineering, or another demonstrably related field, and/or holds two or more relevant industry-recognised professional certifications applicable to software development, databases, systems integration, cloud technologies or information security. 8 – Holds a relevant tertiary qualification at NQF Level 6 (or equivalent) in Computer Science, Information Technology, Information Systems, Software Engineering, or another demonstrably related field, and/or holds at least one relevant industry-recognised professional certification. 6 – Holds a relevant tertiary qualification at NQF Level 5 (or equivalent), or an equivalent recognised qualification, in an IT-related or demonstrably relevant field. 4 – Holds a tertiary qualification in another field together with at least one relevant industry-recognised IT/software/database/systems certification. 2 – Holds one relevant industry-recognised certification or other recognised technical qualification demonstrating competence in software development, databases, systems integration or a related IT discipline. 0 – No relevant tertiary qualification, professional certification or recognised technical qualification demonstrated.	(10)
Relevant experience	Experience in developing, maintaining, enhancing and securing enterprise-level web applications, particularly ASP.NET/C#, database-backed	CV(s) highlighting roles, responsibilities, technologies used and years of experience.	15 – 10 years or more (combined) relevant experience developing, maintaining, enhancing and securing enterprise-level web applications. 12 – 7 to less than 10 years of relevant experience. 9 – 5 to less than 7 years of relevant experience.	(15)

	applications MSSQL/MySQL/PostgreSQL		6 – 3 to less than 5 years of relevant experience. 3 – 2 to less than 3 years of relevant experience. 0 – Less than 2 years of relevant experience, or no relevant experience demonstrated.	
Application development and integration	Demonstrated experience with ASP.NET (C#), MSSQL/MySQL/PostgreSQL and integration with external APIs and systems.	CV(s) and/or project references identifying the relevant project, technology used, role performed, duration of involvement and specific responsibilities relating to application development, database integration and/or external system/API integration.	10 – Demonstrates practical experience in all 3 areas: (1) ASP.NET/C# or an equivalent enterprise web development framework/language; (2) MSSQL, MySQL, PostgreSQL or an equivalent relational database technology; and (3) integration with external APIs and/or systems, demonstrated through at least 3 relevant projects. 7 – Demonstrates practical experience in all 3 areas through at least 2 relevant projects. 5 – Demonstrates practical experience in at least 2 of the 3 areas, through at least 2 relevant projects, including application development. 4 – Demonstrates practical experience in at least 2 of the 3 areas, through at least 1 relevant project. 2 – Demonstrates practical experience in only 1 of the 3 areas, through at least 1 relevant project. 0 – No relevant practical experience demonstrated.	(10)
Search and indexing	Demonstrated experience implementing, configuring and optimising search and indexing functionality using Elasticsearch or an equivalent search technology.	CV(s) and project references must identify the project, search/indexing technology used, the individual's role and responsibilities, and the specific search and indexing functionality implemented, configured or optimised. Where optimisation is claimed, the bidder must describe the optimisation or	5 – Demonstrates practical experience implementing, configuring and optimising search and indexing functionality using Elasticsearch or an equivalent search technology in 3 or more relevant projects, including evidence of performance optimisation or troubleshooting. 4 – Demonstrates practical experience implementing, configuring and/or optimising search and indexing functionality in 2 relevant projects, including Elasticsearch or an equivalent search technology. 3 – Demonstrates practical experience implementing and configuring search and indexing functionality in at least 2 relevant projects, using Elasticsearch, an equivalent search technology, or another recognised search/indexing solution. 2 – Demonstrates practical experience implementing or configuring search and	(5)

		performance issue addressed and the solution implemented.	indexing functionality in 1 relevant project using Elasticsearch or an equivalent search technology. 1 – Demonstrates limited practical exposure to search and indexing functionality, with evidence of involvement in at least 1 project, but limited responsibility for implementation or configuration. 0 – No practical experience in search and indexing demonstrated, or insufficient evidence provided to assess the experience.	
Security and vulnerability remediation	Demonstrated practical experience implementing authentication hardening, CAPTCHA, rate limiting, password policies, session timeouts and secure token/session handling.	Technical descriptions of previous security implementations and project references.	10 – Demonstrates practical experience implementing 5 or more of the specified security controls across 3 or more relevant projects, including evidence of addressing identified vulnerabilities or security weaknesses. 7 – Demonstrates practical experience implementing 4 or more of the specified security controls across at least 2 relevant projects, including evidence of addressing identified vulnerabilities or security weaknesses. 6 – Demonstrates practical experience implementing 3 or more of the specified security controls across at least 2 relevant projects. 3 – Demonstrates practical experience implementing 2 or more of the specified security controls in at least 1 relevant project, with evidence of addressing a security vulnerability or weakness. 1 – Demonstrates practical experience implementing at least 1 of the specified security controls in a relevant project, but with limited evidence of responsibility for security implementation or vulnerability remediation. 0 – No practical experience in implementing security controls or addressing application security vulnerabilities demonstrated, or insufficient evidence provided.	(10)

3. Project plan/methodology	20

Bidders must submit a detailed project plan and methodology demonstrating their understanding of the scope of work, security requirements, technology environment, and delivery timelines.

The project plan must clearly address the following:

- Execution approach for identifying and resolving critical and non-critical bugs
- Enhancement implementation plan, including:
  - Multi-level menu development for 100+ NBA HTML pages
  - Search functionality and ElasticSearch indexing
  - Integration of external NBA HTML pages, URL: https://nba.sanbi.org.za/
  - Integration with SANBI Library data using the OCLC API
  - Configuration of automated support email notifications using Azure Email Communication Service (SMTP)
- Security remediation approach, including:
  - CAPTCHA, rate limiting, and brute-force prevention
  - Password policy enforcement and strength indicators
  - Secure session and token management
- Testing and validation plan, including system and regression testing
- Documentation and training approach, including user guides and training materials
- Maintenance and support plan, including:
  - Support processes and escalation procedures
  - Incident reporting process and contact details
- Timeline and milestones, aligned to:
  - Joint task prioritisation in Week 1
  - Total effort of 450 hours
  - Completion within 4 months

Level of compliance	Description	Points
Excellent	Comprehensive project plan with clearly defined activities, timelines, milestones, and resource allocation, fully addressing all scope, security, testing, documentation, training, and support requirements.	20
Good	Detailed project plan with clear activities, timelines, milestones, and resource allocation, addressing all key requirements with only minor omissions.	16
Average	Project plan addresses most requirements but has some gaps in activities, timelines, milestones, resource allocation, or supporting requirements.	12
Below average	Project plan addresses some requirements but lacks sufficient detail in several areas, including scope, security, testing, documentation, training, or support.	8
Poor	Project plan submitted but is substantially inadequate, with major omissions in activities, timelines, milestones, resource allocation, or key project requirements.	4
Non-responsive	No project plan or methodology submitted	0

TOTAL	**100**

Table 3: Relevant project experience template (to be completed by the Bidder)

	References			
Item	**1**	**2**	**3**	**4**
Project / Job title				
Name of Service Provider				
Role of the Service Provider				
Client name				
Contract value				
Start and end dates				
Challenges, if any				
Contact details of a referee from the client organisation				
Number of current users of the solution				
If relevant to the entire project, indicate to which section of work this reference is applicable				
Brief project description (maximum 300 words)				

8 Pricing schedule (to be completed by the Bidder)

Bidders are required to provide a detailed cost breakdown aligned with the scope of work and proposed activities (Table 4). All prices must be quoted in South African Rand (ZAR) and must be inclusive of VAT (if applicable).

Table 4: Pricing schedule

Rate per hour	**Number of hours**	**Fee (Number of hours x rate/hour)**	**Vat**	**Total price**
	450	R	R	**R**

Please note that the pricing submitted must cover the four-month contract period, with a maximum of 450 hours available for the completion of the required services. The Service Provider must provide an hourly rate in its response to this Request for Quotations. The hourly rate must be inclusive of all costs and overheads associated with delivering the services, including, but not limited to, telephone and cellular costs, stationery and office requirements, hardware and software, internet and data costs, and any other costs required to perform the services.

The Service Provider will be required to demonstrate flexibility in the allocation of the available 450 hours, as the workload may fluctuate during the four months depending on the development schedule and project requirements. Where a concentrated period of work is required, the work plan may be adjusted accordingly, provided that the maximum allocation of 450 hours is not exceeded. Payment will be based on the actual hours worked at the hourly rate provided by the Service Provider in its response to this Request for Quotations. SANBI will not be liable for payment for hours exceeding the approved maximum of 450 hours.

9. Closing date for submission of responses

Closing Date: 21 October 2026 @ 11:00AM
Quotations must be submitted by email to:
A.Mbadla@sanbi.org.za and
CC: S.SCM-Quotations@sanbi.org.za

Important:

- Use the RFQ number as the email subject line.
- Email attachments must not exceed 6MB.
- No late submission will be accepted.

Enquiries:
For questions regarding the Terms of Reference, contact:
Brenda Daly – b.daly@sanbi.org.za