

SBD1

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)									
BID NUMBER:	Q8945/2022		CLOSING DATE:	28 March 2023		CLOSING TIME:	11:00		
DESCRIPTION	SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) REQUIRES A SERVICE PROVIDER PROPOSAL AND QUOTATION TO SUPPORT SANBI-GBIF IN DOING A REVIEW OF THE IMPACT OF DATA USE AND CITATION.								
<p>Submission of proposals: proposals must be emailed to Ms. Masowa M.Masowa@sanbi.org.za with a copy to S.SCM-Quotations@sanbi.org.za</p> <p>Please state the Bid number as the reference number on the subject line when responding to the RFQ</p>									
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO					TECHNICAL ENQUIRIES MAY BE DIRECTED TO:				
CONTACT PERSON	Mapula Masowa				CONTACT PERSON	Fatima Parker			
TELEPHONE NUMBER	(012)843-5075				TELEPHONE NUMBER	021 799-8698			
FACSIMILE NUMBER	N/A				FACSIMILE NUMBER	N/A			
E-MAIL ADDRESS	M.Masowa@sanbi.org.za				E-MAIL ADDRESS	f.parker@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] <input type="checkbox"/> Yes <input type="checkbox"/> No				B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]				ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]		
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS									
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?							<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?							<input type="checkbox"/> YES <input type="checkbox"/> NO		

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO
 DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO
 IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

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

DATE:

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state?

YES/NO

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

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

.....
.....

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

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

YES/NO

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

3.1 I have read, and I understand the contents of this disclosure.

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

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

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

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

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

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

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

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

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:

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

80/20 or 90/10

Where

- P_s = Points scored for price of tender under consideration
- P_t = Price of tender under consideration
- P_{min} = Price of lowest acceptable tender

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)
<p>Categories of persons historically disadvantaged by unfair discrimination on the basis of race.</p> <p>100% black ownership</p> <p>(Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof)</p>	5	
<p>Categories of persons historically disadvantaged by unfair discrimination on the basis of gender.</p> <p>100 % female ownership</p> <p>(Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof)</p>	5	
<p>Categories contributing to developing human resources of persons historically disadvantaged by unfair discrimination on the basis of race, youth, class and gender.</p>	10	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

TERMS OF REFERENCE

SERVICE PROVIDER TO SUPPORT SANBI-GBIF IN DOING A REVIEW OF THE IMPACT OF DATA USE AND CITATION

QUOTATION NUMBER: Q8945-2022

The South African National Biodiversity Institute (SANBI) wishes to appoint a consultant on a 3-month contract to provide support to the SANBI-GBIF Node in doing a review of the data use and application of biodiversity data generated by the South African community and especially through funded investments of the Foundational Biodiversity Information Programme

These efforts will inform a more comprehensive understanding of the use and impact of biodiversity data published at the national level, and its relevance for science and policy impact

1. Background

SANBI hosts the South African Node of the Global Biodiversity Information Facility (GBIF). The efforts of SANBI-GBIF are guided by a number of key strategic objectives, this includes Promoting the sharing of data and information under a common set of standards 2. Contributing to education, training, and capacity development for promoting national access to data 3. Advising on national and international initiatives 4. Facilitating marketing and awareness raising of the benefits and applications for end users

The Node is guided by and contributes to SANBI's corporate strategic plan, the SANBI Regional Engagement Strategy for Africa and the GBIF Strategic Implementation Plan. These strategic frameworks give direction and alignment to efforts to grow biodiversity informatics networks and capacities, strengthen technical skills, data management and publishing competency and increase the use and uptake of biodiversity data and information, in support of scientific research and sustainable development.

One of SANBI-GBIF's key roles is to mobilize biodiversity information and make it freely available on the internet, www.sanbi-gbif.org. Currently more than 30 000 000 biodiversity data records have been mobilized through the South African GBIF Node partners and published to GBIF. This is important to ensure that researchers, conservation planners and decision-makers can use the information to make informed decisions that contribute to South Africa's sustainable development. It is critical that core skills are also developed to further mobilise, manage and use this biodiversity data for research and effective decision making. Here, the Foundational Biodiversity Information Programme, also plays a key role in the funding of research which generates and mobilises biodiversity data.

2. Objectives of work

The SANBI-GBIF Node requires written quotations for the assessment of the use and impact of biodiversity data, over a period of 3 months. This work will cover a review of the data which has been published from the South African community, an analysis of the citations and consideration of other products which has been generated from the data. The assessment will include the design and preparation of relevant outputs such as reports, analysis, infographics etc based on the assessment, although ideally, will not be restricted to this output.

3. Scope of work and requirements of the service provider

Service Provider Functions:

- Design and prepare an approach to evaluate the data use and citation landscape of data published by the South African biodiversity science community to GBIF.
- Review and analysis of data use and citations of data holding institutions in South Africa, which may not have published relevant data to GBIF.
- The service provider will be required to engage with relevant identified organisations and data providers following the initial analysis, to conduct interviews to gain an understanding of impact of the data. This may be conducted with the DD: Biodiversity Informatics & Partnerships.
- Design the interview questionnaire, or relevant engagement approach. The contractor will also be required to record the engagements and outcomes of the engagements.

Project Management Functions:

- To meet with the Deputy Director: Biodiversity Informatics & Partnerships to agree on the approach towards the synthesis of the data use cases and the citations efforts.
- To engage with the DD with regards the development of the report, which will form the foundations of other derived products.
- To liaise closely with the Deputy Director: Biodiversity Informatics Partnerships and Cooperation with regards to any queries or challenges that emerge from this work.

4. Deliverables and timeframes

- The Contract must be available to conduct a review of data use and citations of South African data for a period of 3 months.
- All documentation, including graphs, photos, illustrations, questionnaire outputs, video/audio recordings, work product and the final report produced as an outcome of this ToR, must be provided to SANBI.
- Compilation of an evaluation report.
- The service provider will be required to attend an inception meeting, plus a progress meeting at least once or twice a month depending on the needs, as outlined below.
- After the inception meeting, an indicative project plan must be developed outlining the timeframes for expected tasks (in the 3 months), in line with the scope of work above.

5. Skills and competencies required

The service provider needs to have the necessary background, understanding and working experience to be appointed.

Excellent knowledge, experience, demonstrable skills and competencies are required in the following areas:

- High level understanding of biodiversity informatics as a content area, understanding of the South African biodiversity data landscape, data mobilization, biodiversity information systems, technical platforms, and data use and applications (eg. niche modelling) and visualization tools.
- Have the ability to work independently and deliver efficiently on high quality deliverables within tight timeframes
- Have computer skills and be proficiency with MS Office
- Be willing to travel nationally as required
- Highly developed interpersonal skills, and good engagement skills and ability to understand and work with social dynamics and diverse groups.
- Very good/highly developed report writing skills.

6. Requirements for proposals and quotes

Service providers interested in contributing towards this work should submit a concise written proposal that addresses the scope of work and the above requirements and outputs. The proposal must include:

6.1 A response to the Terms of Reference

- Details of the service provider, including relevant qualifications, skills, experience and track record and a comprehensive CV
- A brief description of the service providers approach to and interpretation of the scope of the work set out in section 3, above, drawing on experience of the biodiversity information landscape and efforts they may have been involved in to contribute to data mobilisation and/or the use and application of the information
- An outline of the proposed outputs as a programme of work.
- Contact details of at least 3 recent clients

6.2. Pricing

- Provide a detailed and complete pricing for the proposed work, including:
- Professional fees (number of days and rate per day) and VAT separately if applicable. This should include the service provider's time, as well as the following overheads (own office, consumables, computers, telephony and data, as well as travel with own vehicle within 100km, etc).
- Subsistence and travel disbursements should NOT be included in the pricing. These costs will be covered by SANBI directly or may be claimed separately subject to prior approval by SANBI. All S&T, Travel and accommodation costs will be subject to SANBI policies and rates.

6.3. supporting documents

- Complete all SBD forms, SBD Form 1, 4, 6.1, **(Must be fully completed and signed)**
- Valid Tax Clearance status or PIN to allow 3rd. party access should be enclosed in proposals. Tax compliant.
- A copy of the company Central Supplier Database (CSD) registration report.
- A copy of a valid B-BBEE Status Level Certificate / sworn affidavit. (Must be certified)

6.4 SANBI SPECIFIC GOALS

Specific Goals that will be applied to this procurement:

Specific Goals	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).	5
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)	5
3 Categories contributing to developing human resources of persons historically disadvantaged by unfair discrimination on the basis of race, youth, class and gender.	10
Total points	20

Evaluation criteria Functionality evaluation criteria (Please note that this BID will be evaluated on Functionality).**

In accordance with the National Treasury Instruction Note on the Amended Guidelines in Respects of Bids that Include Functionality as a Criterion for Evaluation (issued 3 September 2010), proposals will be evaluated in **two stages**:

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

Criteria for measuring functionality	Weight**												
<p>1. Qualifications And Academic Experience of Personnel:</p> <p>Level of expertise and qualifications – include detailed copy of CV and qualifications of the service provider who is going to be working on this project. Please include a minimum of 3 contactable references in the CV.</p> <p>Academic Qualifications</p> <table border="1" data-bbox="231 1030 1220 1626"> <thead> <tr> <th>Sub-criteria</th><th>Points obtainable</th></tr> </thead> <tbody> <tr> <td>A relevant PhD Degree in a Biodiversity/Natural/Environmental Science or a related field</td><td>20</td></tr> <tr> <td>A relevant master's degree in a Biodiversity/Natural/Environmental Science or a related field</td><td>15</td></tr> <tr> <td>Honours</td><td>10</td></tr> <tr> <td>Degree</td><td>5</td></tr> <tr> <td>No submission</td><td>0</td></tr> </tbody> </table>	Sub-criteria	Points obtainable	A relevant PhD Degree in a Biodiversity/Natural/Environmental Science or a related field	20	A relevant master's degree in a Biodiversity/Natural/Environmental Science or a related field	15	Honours	10	Degree	5	No submission	0	20
Sub-criteria	Points obtainable												
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A relevant master's degree in a Biodiversity/Natural/Environmental Science or a related field	15												
Honours	10												
Degree	5												
No submission	0												
<p>2. Relevant Years of Past Work Experience of Service Provider In Relation To The Scope Of Work</p> <table border="1" data-bbox="231 1771 1206 1984"> <thead> <tr> <th>Sub-criteria</th><th>Points obtainable</th></tr> </thead> <tbody> <tr> <td>More than 9 years relevant experience in the biodiversity data landscape</td><td>20</td></tr> </tbody> </table>	Sub-criteria	Points obtainable	More than 9 years relevant experience in the biodiversity data landscape	20	20								
Sub-criteria	Points obtainable												
More than 9 years relevant experience in the biodiversity data landscape	20												

Between five (5) – six (6) years relevant experience in the biodiversity data landscape	15											
Between four (4) – five (5) years relevant experience in the biodiversity data landscape	10											
Three (3) – four (4) years relevant experience in the biodiversity data landscape	5											
O - 2 years of relevant experience relevant experience in the biodiversity data landscape	3											
No submission	0											
3. Appropriateness Of Work Portfolio and Similar Previous Projects Provide proof such as concept documents, appointment letters, reference letters etc. This should reflect the name of the client/project, duration, and rand value of the project. Please complete Annexure A		20										
<table><tr><td>Sub-criteria</td><td>Points obtainable</td></tr><tr><td>Documentation provided and (references /letters / concepts documents) are very highly aligned to the existing project/ToR</td><td>20</td></tr><tr><td>Documentation provided and (references / letters / concepts documents) well aligned to the existing project/ToR</td><td>15</td></tr><tr><td>Documentation provided and (references / letters / concepts documents) weakly aligned to the existing project/ToR</td><td>5</td></tr><tr><td>No submission</td><td>0</td></tr></table>		Sub-criteria	Points obtainable	Documentation provided and (references /letters / concepts documents) are very highly aligned to the existing project/ToR	20	Documentation provided and (references / letters / concepts documents) well aligned to the existing project/ToR	15	Documentation provided and (references / letters / concepts documents) weakly aligned to the existing project/ToR	5	No submission	0	
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No submission	0											
4. Competence / Capability (Project-Specific Expertise, Technical and Professional Skills, Content Specific Knowledge)		30										
<table><tr><td>Sub-criteria</td><td>Points obtainable</td></tr><tr><td></td><td></td></tr></table>		Sub-criteria	Points obtainable									
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	Details Of Project Specific Expertise, Technical and Professional Skills; and Content Specific Knowledge - High	30	
	Details Of Project Specific Expertise, Technical and Professional Skills; and Content Specific Knowledge - Medium	15	
	Details Of Project Specific Expertise, Technical and Professional Skills; and Content Specific Knowledge - Low	5	
	No submission	0	
5. Methodology (understanding of the ToR, level of detail in the proposal)			10
Sub-criteria		Points obtainable	
Understanding of the ToR & level of detail in the proposal – high		10	
Understanding of the ToR, level of detail in the proposal - medium		5	
Understanding of the ToR, level of detail in the proposal - Low		2	
No submission		0	
TOTAL			100

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

The Preferential Procurement Policy Framework Act (No. 5 of 2000) and SANBI procurement process applies to these Terms of Reference. Note that service providers are required to comply with the processes outlined here and failure will result in the disqualification of proposals:

- a) Service providers are required to submit a valid tax clearance certificate with their proposals (see SBD 2). Where the service provider is not in possession of a valid tax clearance certificate, this should be applied for in good time ahead of the proposal deadline.
- b) The 80/20-point system will be applied in evaluating proposals, where price constitute 80 points and the BBBEE scorecard constitutes 20 points.
- c) The Standard Bidding Forms (included in the bid documentation) must be completed and submitted with this proposal.

7. Reporting requirements and management

- Accountability and reporting will be to the SANBI Deputy Director: Biodiversity Informatics & Partnerships
- An electronic version of all materials and reports must be submitted. All reports must be in MS Office format, as far as possible.
- The service provider will be required to provide a concise monthly progress report on the deliverables of the contract. A final report, including recommendations will also be required.
- The consultant will be required to have a monthly planning and reporting session (or 2 weekly based on needs) with the Deputy Director: Biodiversity Informatics & Partnerships.

8. Contractual arrangements

- The contract will be drawn up between SANBI and the service provider.
- Invoices will be paid for deliverables received as agreed in the contract.
- Invoices must indicate the deliverables produced. No upfront payments will be made.
- SANBI will pay for the satisfactory completion of work within 30 days of submission of invoices.
- In the case of invoices to SANBI, they must be addressed to the SANBI Deputy Director: Biodiversity Informatics & Partnerships
- Copyright of all work product is retained by SANBI.

9. PROPOSAL SUBMISSIONS

CLOSING DATE AND TIME: 28 March 2023 at 11h00

Submission of proposals must be emailed to S.SCM-Quotations@sanbi.org.za and a copy to Ms Mapula Masowa at M.Masowa@sanbi.org.za

Requests for further information to these TOR must be emailed to Fatima Parker-Allie (F.Parker@sanbi.org.za).

Annexure A

The Bidder shall list below all compiled projects or awarded and about to commence. The list may have a minimum of two (2) projects

Client	Project Description	Project Value (Inclusive of VAT)	Project Duration (Start and End Date)	Expected Completion Date or Date Completed