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SBD1

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
RFQ NUMBER:	**Q11375/2024**	CLOSING DATE:	**24 March 2025**	CLOSING TIME:	**11H00 AM**
DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER FOR THE REDEVELOPMENT OF THE NATIONAL ZOOLOGICAL GARDEN WEBSITE.					
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	**Rector Vuyeka**
TELEPHONE NUMBER	**012 843 5085**	TELEPHONE NUMBER	**012 843 5322**
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	**A.Mbadla@sanbi.org.za**	E-MAIL ADDRESS	R.Vuyeka@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

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IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ NO

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

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

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

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

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

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

2. TAX COMPLIANCE REQUIREMENTS

2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.

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

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

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

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

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

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

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

SIGNATURE OF BIDDER: ……

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

DATE: ……

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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

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.

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

2.2.1 If so, furnish particulars:

……
……

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

……
……

3 DECLARATION

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

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.

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

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

…… ……
Signature Date

…… ……
Position Name of bidder

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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**

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

Where

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

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

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

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

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

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

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

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

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm……

4.4. Company registration number: ……...

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

i) The information furnished is true and correct;

ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering process;

(b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

(d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution, if deemed necessary

	…… **SIGNATURE(S) OF TENDERER(S)**
SURNAME AND NAME:	……
DATE:	……
ADDRESS:	…… …… …… ……

SANBI
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TERMS OF REFERENCE FOR APPOINTING THE NATIONAL ZOOLOGICAL GARDEN (NZG) WEBSITE REDEVELOPMENT SERVICE PROVIDER

RFQ No.: SANBI: Q11375/2024

Closing date: 24 March 2025 @ 11:00AM

RFQ documents are to be submitted via email only. No hand delivery will be accepted.

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Terms of Reference

The South African National Biodiversity Institute (SANBI) wishes to appoint a service provider to redesign the National Zoological Garden website (www.pretoriazoo.org) and provide technical support for a period of two (2) years. The successful bidder will also provide technical support to SANBI corporate website (www.sanbi.org) for a period of two (2) years.

1. Background

The National Zoological Garden (NZG) requires an effective website platform to communicate the key information required to support policies and decisions relating to all aspects of zoology. A need exists to effectively support the NZG's objectives and upgrade the current IT infrastructure and technology platform with a strategic view of maturing business capability and enabling sustained value for the NZG.

2. Purpose

To address the challenge of providing information in an efficient manner. There is a need to revamp NZG website to enable online visitors to access the information that will enhance the NZG visitor experience. The website will be designed in accordance with the SANBI website branding, principles and architecture.

3. Main requirements and deliverables

- This service provider should develop, maintain and support the website to ensure that NZG clients are able to access information with ease using the NZG website.
- The service provider should provide technological intelligence that will enable NZG to package and disseminate content suitable for its stakeholders.
- The service provider must provide guidance on the website design in accordance with SANBI corporate branding
- The service provider is expected to develop the website based on an approved SANBI design.
- The service provider must use a secure and easy to use technology/software (wordpress, drupal etc.)

The service provider should be able to provide an analysis, design, implementation, maintenance and support service which include the below listed requirements over a period of two (2) years subject to review for an agreed extension.

3.1 The revamp will entail the following:

- Web functionality

- Improved usability (user experience design)
- Content management capability (easy to use for web administrators)
- Modernised user interface (look and feel)
- Navigation
- Search Engine Optimisation (SEO)
- Content management and publishing
- Site map
- Direct communication – Database and email management
- Social media channels and webcams integration
- Content migration
- Multiple-user roles and rights
- Creation of online job application form on a separate database
- Automatically created newsletter by the CMS, subscriptions and feeds
- Design - Service provider must provide design proposals (e.g. provide 3 designs for review and approval.
- Workflow development and management

3.2 Technical requirements

- Website technical development, testing and implementation
- The website must adapt to various devices, such as cell phones, tablets, etc.
- Enable google analytics for better reporting
- The website must be compatible with the SANBI IT infrastructure and plans
- Technology and infrastructure aligned with SANBI IT standards (Integration and interoperability within a Microsoft Technology Stack)
- Allow for external/internal hosting
- The solution must comply with the SANBI IT security standards
- The website must be developed and documented in such a way that it can be maintained by designated SANBI staff without technical IT expertise
- The website must be able to archive content/documents automatically
- The website must provide for indexing by external search providers, and for an integrated search function

3.3 Service provider maintenance and support requirements

- General website technical support
- Backup of existing website and placement in dev environment for reference
- Technical support (software and plugins update for improved security and functionality) and management of the website functionality (business layer)

- Technical support and management of all web services (integration /communication services)
- Data Storage, management and administration support
- Website analytics

4. Timeframes

The website development and deployment must commence before April 2025. After successful deployment and launch of the website an agreed maintenance and support agreement for a period of two (2) years will commence.

5. Evaluation Process

In accordance with the Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act (No.5 of 2000), this bid will be evaluated in 3 stages:

5.1 Administrative requirements – Compliance and Mandatory documents needed from bidders to submit. **See table 1**

5.2 Functionality - Bidders will be evaluated on functionality as per the **table 2**. 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. **See table 2.**

5.3 Price and Specific goals - Bidders who score a minimum of 70 points out of a possible 100 points on functionality criteria will be evaluated on price and specific goals. 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. **See table 3**

5.1 Administrative requirements
Table 1

Administrative Requirements	Mandatory/Optional	Submitted
SBD 1 - Invitation to Bid - Completed and signed	Mandatory	□ Yes □ No
SBD 4 - Declaration of Interest - Completed and signed	Mandatory	□ Yes □ No
SBD 6.1 - Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022 - Completed and signed	Mandatory	□ Yes □ No
Pricing completed - Formal quotation with company letter head. The quotation should include the cost of the requirement of skills to	Mandatory	□ Yes □ No

train SANBI staff on utilising the software to publish the relevant content and user technical training.		
Central Supplier Database (CSD) report - Submit a copy	Supplier must be registered on CSD	□ Yes □ No
Essential Returnable Documents:		
A valid letter of good standing certificate with COIDA is required. The certificate should be issued by the Department of Labour.	Mandatory	□ Yes □ No
Proof of Public Liability Insurance or proof of application must be provided or letter of intent	Mandatory	□ Yes □ No
In case of bids where Consortia / Joint Ventures, Consortia/Joint Venture agreement signed by both parties must be submitted with bid proposal - JV agreement completed and signed, if applicable	Bidders must submit in the case of a JV	□ Yes □ No
Details of the consultant or project team, including relevant skills, experience and track record.	For evaluation purposes	□ Yes □ No
Examples of relevant previous work, which demonstrates project planning, development and writing ability.	For evaluation purposes	□ Yes □ No
Company profile, which includes a brief overview of the company with an indication of experience relevant to the scope of work.	For evaluation purposes	□ Yes □ No
Letters of reference for work undertaken that is similar to the required scope of work in the past 6 years (Reference letters should include but not limited to company name, contact person, contact details, total value of the contract and contract duration and performance of the service provider).	For evaluation purposes	□ Yes □ No
A concise written summary that demonstrates the methodology and approach to be used for this project	For evaluation purposes	□ Yes □ No

5.2 FUNCTIONALITY CRITERIA

Table 2

Criteria for measuring Functionality	**Weight**
1. Company profile, which includes a brief overview of the company with an indication of experience relevant to the scope of work.	(20)

More than 9 years of experience relevant to the scope of work.	20	
7 to 8 years of experience relevant to the scope of work.	16	
5 to 6 years of experience relevant to the scope of work.	12	
3 to 4 years of experience relevant to the scope of work.	8	
1 to 2 years of experience relevant to the scope of work.	4	
Less than 1 year(s) of experience relevant to the scope of work.	0	
2. Letters of reference for work undertaken that is similar to the required scope of work in the past 6 years (Reference letters should include but not limited to company name, contact person, contact details, total value of the contract and contract duration and performance of the service provider).		(30)
Three or more signed letters of reference for work undertaken that are similar to the required scope of work in the past 6 years.	30	
Two signed letters of reference for work undertaken are similar to the required scope of work in the past 6 years.	20	
One signed letter of reference for work undertaken that is similar to the required scope of work in the past 6 years.	10	
No submission of signed letters of reference in the past 6 years.	0	
3. A concise written summary that demonstrates the methodology and approach to be used for this project.		(50)
The methodology exceeds the specifications with value added services at no further cost to SANBI.	50	
The methodology exceeds the specifications at no further cost to SANBI.	40	
The methodology is detailed and meets the specifications.	30	
The methodology is not sufficient or does not cover all the aspect of the specifications.	15	
No submission of methodology.	0	
TOTAL		**(100)**

NB: Compliance with the minimum of **70 points** is required to be considered for the next evaluation phase.

5.3 SPECIFIC GOALS

Table 3

Category	Allocated Points
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	10

must be attached as proof)	
Categories of persons historically disadvantaged by unfair discrimination on the basis of gender – 100% Female (Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof)	10
Total Maximum Points	20

Note: Any misrepresentation will lead to disqualification.

6. Reporting requirements and management

- Accountability will be to SANBI Marketing and Communication directorate.
- The service providers will however work closely with IT, Website and Social Media staff as part of SANBI Marketing and Communication directorate.

7. Contractual arrangements

- The contract will be drawn up between SANBI and the service provider.
- After successful deployment and launch of the website an agreed maintenance and support agreement for a period of two (2) years will commence.
- Invoices will be paid on certain deliverables and milestones as determined in the contract.
- Invoices must indicate milestones achieved and deliverables produced.
- Invoices must be addressed to the SANBI Marketing and Communication Directorate.

8. Pricing

Pricing must be fully inclusive of all costs, including transport and VAT.

9. Award

Service provider that scores the **highest total** score for **Price** and **Specific goals** will be the recommended for appointment.

10. GENERAL INFORMATION

- All documents submitted in the response to this Request for Quotation (RFQ) must be written in English.
- Service providers shall not assume that information and/or documents supplied to SANBI at any time prior to this RFQ are still available or that they will be considered and shall not make any reference to such information and/or documentation in their response to the RFQ.

- Each quotation shall be valid for a period of thirty days calculated from the closing date of this RFQ.
- The appointment of a successful service providers shall be subject to all parties agreeing to mutually acceptable contractual Terms and Conditions. In the event of all parties failing to reach an agreement within 30 days from the appointment date, SANBI reserves the right and shall be entitled to appoint the second contractor or to re-advertise should the second tender not be acceptable.

11. SANBI HAS THE RIGHT:

- To verify any information supplied in the tender documents.
- Not to appoint any service provider.
- To cancel or withdraw this RFQ at any time without attracting any penalties or liabilities.
- To have the final say in the appointment and that this will be binding.
- To disqualify a quotation or cancel any subsequent contracts should it be found that information disclosed was factually inaccurate and/or that a misrepresentation of facts may have occurred.
- To disqualify potential Service Providers who may attempt to bribe or influence any person employed by SANBI during this quotation process.

12. Important Note:

REGISTRATION ON THE CENTRAL SUPPLIER DATABASE (CSD): The bidder must be on the National Treasury's Central Supplier Database to do business with the SANBI and for the SANBI to award a bid and sign the subsequent contract. Registration on the CSD (www.csd.gov.za) is compulsory and bids from unregistered bidders are not considered. National Treasury Contact Details: +27 (0) 12 406 9222 or email csd.support@treasury.gov.za

13. Proposal submissions

Closing date for proposal submissions: 24 March 2025 @ 11:00AM

Submission of proposals must be emailed to Ms. Anathi Mbadla @ a.mbadla@sanbi.org.za and copy S.SCM-Quotations@sanbi.org.za. Only emailed submissions will be accepted.

Emailed applications must not be more than 8MB in size.

For Technical queries please contact Ms. Rector Vuyeka at the following e-mail address: R.Vuyeka@sanbi.org.za. Tel: 012 843 5322.