

**PART A
 INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE *(South African National Biodiversity Institute)*

BID NUMBER:	SANBI: G499-2023	CLOSING DATE:	09 February 2024	CLOSING TIME:	11:00am
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DESCRIPTION	THE APPOINTMENT OF A PUBLIC RELATIONS SERVICE PROVIDER FOR THE NATIONAL BOTANICAL AND ZOOLOGICAL GARDENS MANAGED BY THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE FOR A PERIOD OF FIVE YEARS.
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BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT:

Biodiversity Centre
 Pretoria National Botanical Garden,
 2 Cussonia Avenue,
 Brummeria Pretoria

A compulsory briefing session will be conducted at the time and date given as follows:

Date: 17 January 2024
Time: 13:00pm
Venue: Kirstenbosch Tea Room-Restaurant at Kirstenbosch National Botanical Garden, Gate 2

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO	TECHNICAL ENQUIRIES MAY BE DIRECTED TO:
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CONTACT PERSON		CONTACT PERSON	
TELEPHONE NUMBER		TELEPHONE NUMBER	
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	sanbi.tenders@sanbi.org.za	E-MAIL ADDRESS	s.struys@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	

[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?	<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]
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

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

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

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?
 NO YES

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

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

SIGNATURE OF BIDDER:

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

DATE:

**PRICING SCHEDULE – FIRM PRICES
 (PURCHASES)**

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....	Bid number: SANBI: G499/2023
Closing Time 11:00	Closing date: 09 February 2024

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY
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** (ALL APPLICABLE TAXES INCLUDED)

- Required by:

- At:

.....

- **Brand and model**

- **Country of origin**

- **Does the offer comply with the specification(s)?**
 *YES/NO

- **If not to specification, indicate deviation(s)**

- **Period required for delivery**

*Delivery: Firm/not firm

- **Delivery basis**

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

**** “all applicable taxes” includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.**

***Delete if not applicable**

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.

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.

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.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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

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

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

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

a) The applicable preference point system for this tender is the **80/20** preference point system.

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

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:

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

Where

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

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Categories of persons historically disadvantaged by unfair discrimination on the basis of race. Information will be verified on the CSD report. Points will be allocated based on the percentage of ownership per goal. Black Ownership = 10 Points		(10)		
Categories of persons historically disadvantaged by unfair discrimination on the basis of gender. Information will be verified on the CSD report. Points will be allocated based on the percentage of ownership per goal. Female Ownership = 5 Points		(5)		
Categories of persons historically disadvantaged by unfair discrimination on the basis of disability. Information will be verified on the CSD report. Points will be allocated based on the percentage of ownership per goal. Disability Ownership = 5 Points		(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:

REQUEST FOR TENDER

For

Public Relations Services for the National Botanical and Zoological Gardens managed by the South African National Biodiversity Institute for a period of five (5) years.

The South African National Biodiversity Institute (SANBI)

Private Bag X101

Silverton

0184

Proposal No: **SANBI/G499/2023**

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1. Introduction and background

The South African National Biodiversity Institute (SANBI) contributes to South Africa's sustainable development by facilitating access to biodiversity data, generating information and knowledge, building capacity, providing policy advice, and showcasing and conserving biodiversity in its national botanical and zoological gardens.

SANBI's National Botanical and Zoological Gardens require the services of a Public Relations agency to complement their marketing activities and communicate effectively with media and the general public.

2. Invitation to tender

Tenders are hereby invited for a public relations service provider for the national botanical and zoological gardens managed by SANBI for a period of five (5) years.

The tender process will be co-ordinated by SANBI's Supply Chain Management (SCM) department, contactable at the following address:

Deputy Director: Supply Chain Management
The South African National Biodiversity Institute (SANBI)
Private Bag X101
Silverton
0184
Email: sanbi.tenders@sanbi.org.za

The tender closes on 09 February 2024 at 11:00

3. Compulsory online briefing session

A compulsory online briefing session will take place as follows:

Date: 17 January 2024

Time: 13:00pm

Venue: Kirstenbosch Tea Room-Restaurant at Kirstenbosch National Botanical Garden, Gate 2

Bidders are encouraged to direct all technical and bidding procedure enquiries to the email addresses below. All responses to questions via email will be communicated via this tender's advertisement webpage on the SANBI website www.sanbi.org.

For bidding procedure enquiries: sanbi.tenders@sanbi.org.za

For technical enquiries: s.struys@sanbi.org.za

SANBI will not respond to any questions or requests for clarification if received after 29 January 2024. (week before closing date)

4. Scope of work

SANBI requires Public Relations services for its national botanical and zoological gardens for a period of five (5) years to manage the following:

4.1. Work included in the monthly retainer

4.1.1. Public Relations for Kirstenbosch National Botanical Garden (NBG) events and campaigns, with a particular focus on:

- Kirstenbosch Summer Sunset Concerts – annually from the end of November until the end of March (18 to 19 concerts in total)
- Kirstenbosch New Year's Eve Concert
- 'Winter Wonders' school holiday campaign during the winter school holidays
- Kirstenbosch Festive season campaign.

4.1.2. Provide support to Kirstenbosch NBG's social media platforms with a specific focus to:

- Manage all Kirstenbosch NBG's social media platforms on a daily basis. This includes creating copy and imagery where required for posts and responding to comments and questions, in consultation with Kirstenbosch NBG for accurate information. Kirstenbosch NBG is currently active on Facebook, Instagram and Twitter/X, but this may evolve as trends change. Kirstenbosch Summer Sunset Concerts' social media (seasonal) is currently active on separate accounts for Facebook and Instagram, but this may evolve as trends change.
- Prepare a weekly social media plan for Kirstenbosch NBG.
- Prepare and implement a monthly plan to boost posts with the provided budget.
- Include a social media boosting budget per month in the overall fee to be used for Kirstenbosch NBG and Kirstenbosch Summer Sunset Concerts and ad hoc boosting requests from other gardens.
- Allow for ad hoc posts not scheduled.
- Provide photography for social media use to ensure fresh images are used (minimum 2 per year).

4.1.3. Graphic design work:

- Overall identity for new look and feel for the Kirstenbosch Summer Sunset Concerts, including logo, stage and front lawn banner, poster and flyer.
- Look and feel for posters per concert season.
- Graphic design work for all the Kirstenbosch campaigns described in 4.1.

4.1.4. Reporting services for all campaigns, including media monitoring services

4.2. Other public relations services that will not be included in the monthly retainer

In addition to the ongoing Public Relations and graphic design work described under 4.1., the service provider may from time to time be requested to do additional work for ad-hoc or new events or campaigns that emerge during the time of the contract period:

- Public relations and graphic design work for newsworthy stories across all SANBI gardens, e.g. a historic tree at Kirstenbosch NBG has blown over in a storm, one of the SANBI gardens has received a special award, etc.
- New or once-off events and campaigns that will come up during the contract term, e.g. a SANBI Biodiversity Expo, concerts in gardens other than Kirstenbosch NBG, etc.
- Graphic design of posters, banners, flyers and letterheads for events and campaigns for all gardens.

5. Key skills and competencies required

The service provider must be self-motivated and results driven, with the ability to work independently and deliver efficiently on the deliverables within the timeframes required. The service provider must have proven ability to provide SANBI with the following:

[list the skills and competencies required]

6. Requirements for proposals

6.1. Mandatory documents required

Each submission must include the following (failure to provide below documentation will result in the tender being rejected):

- A current copy of the Central Suppliers Database (CSD) registration report.
- A certified copy of Liability Insurance Cover for the company and the amount available per claim.
- A valid Letter of Good Standing from the office of the Compensation Commissioner as required by the Compensation for Occupational Injuries and Diseases Act (COIDA). The letter should be issued by the Department of Labour.
- Compulsory online briefing attendance certificate.
- Fully completed SBD forms.
- Pricing details (see Annexure B). The service provider must supply applicable pricing details in Annexure B. **The pricing details must only be included in the 'original' document as per the section on submission below. Inclusion of pricing in the electronic copy delivered on USB will result in the tender being rejected (see Section 7).**

6.2. Other documents required

Service providers interested in this RFT should submit a concise written proposal that addresses the scope of work and the above requirements. Failure to submit these documents will not result in disqualification, however, the information contained in them is required for evaluation purposes.

The proposal must include:

- Details of the service provider, including relevant skills, experience, competencies and track record. Up-to-date CVs must be included. The CVs for the project lead as well as the other individuals responsible for the work must be provided.
- A proposal including a description of the approach and deliverables for the scope of work and addressing the requirements above, and how the service provider will deliver on the scope of work.
- Four (4) company reference letters on letterheads for Public Relations work previously undertaken by your company in the past five (5) years.
- Details of the scope and scale of three (3) previously undertaken relevant work projects related to Public Relations by your current company in the past five (5) years.
- CV of the nominated Project Leader, who will be the Service Provider's contact with Kirstenbosch NBG.
- CV's of team members who will be supporting the Project Leader, indicating their skills and experience.
- A concise outline of how your company would handle Public Relations work for the Kirstenbosch Summer Sunset Concerts (not more than 2 pages)
- An example of a social media plan for Kirstenbosch for the last week of December (1 page).

SANBI reserves the right:

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

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

7. Pricing

Based on the requirements outlined under the scope of work, bidders are required to quote on a monthly retainer that covers all the work that is required for Kirstenbosch NBG. Since a five (5)

year contract will be awarded, bidders are to indicate their price for each year, as well as the total value. Please complete Table 1 in Annexure B.

In addition to the monthly retainer for Public Relations work required for Kirstenbosch NBG, bidders should also provide an hourly rate for ad hoc work required by SANBI beyond Kirstenbosch NBG, as described under the scope of work (?? And ??). Please complete Table 2 in Annexure B.

Pricing information should only be included in the “original” copy of the tender document.

8. Submission of tender

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

This is a two-envelope tender process. Service Providers are to submit **one (1) pack** of original proposals, marked “ORIGINAL” in an envelope, with pricing included, **and one (1) electronic copy on USB**, marked “COPY” in a second envelope. The electronic copy on USB must exclude pricing details.

Financial and pricing details must only be included in the pack marked “ORIGINAL”.

NB. Failure to submit:

- one pack of original documents with pricing included; and
- one electronic copy on USB without pricing data

in the prescribed manner WILL lead to the bid being disqualified.

Tenders can be submitted in the tender box located in the reception area of the Biodiversity Centre Building at the Pretoria National Botanical Garden, 2 Cussonia Avenue, Brummeria, Pretoria, during office hours before the tender closing date and time.

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

9. Evaluation criteria

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

Please note that this bid will be evaluated on functionality first. Those proposals passing the functionality threshold below, will go into an evaluation on price and specific goals.

Stage one evaluation: The table below indicates the criteria for phase one (functionality) evaluation.

Functionality criteria	Weight
1. Past Experience: This refers to the experience of the tenderer to undertake the scope of work involved in this tender.	30
<p>1.1 Provide details of three (3) previously undertaken relevant work projects related to Public Relations by your current company. Details on the scope of work the execution of the work and the outcome should be included.</p> <p><i>Sub-criteria for past relevant PR project experience:</i></p> <ul style="list-style-type: none"> - Relevance of the work in relation to Kirstenbosch's requirements (2 points per project) - Description of the execution of each project (2 points per project) - Description of the outcome of each project (2 points per project) 	<p>(18)</p> <p>(6)</p> <p>(6)</p> <p>(6)</p>
<p>1.2 Provide four (4) company reference letters on letterheads for Public Relations work previously undertaken. These letters should include the scope of work, the contract value, the contract period and the contact details of the client.</p> <p><i>Sub-criteria for reference letters:</i></p> <ul style="list-style-type: none"> - Relevant reference letter is provided (1 point per letter) - Quality of each reference (2 points per letter) 	<p>(12)</p> <p>(4)</p> <p>(8)</p>
2. Team Capacity: The Tenderer should demonstrate the capacity of his/her team to carry out the work required in this Tender.	30
<p>2.1 Provide a CV of the nominated Project Leader, who will be the Service Provider's contact with Kirstenbosch NBG for at least 70% of the time. This person should have at least ten years' experience in Public Relations.</p>	(15)

<p><i>Sub-criteria for Project Leader experience in Public Relations</i></p> <p>10 years' experience in the field of Public Relations</p> <p>15 years' experience in the field of Public Relations</p> <p>20 years' experience in the field of Public Relations</p>	<p>(5)</p> <p>(10)</p> <p>(15)</p>	
<p>2.2 CV's of team members who will be supporting the Project Leader, indicating their skills and experience.</p> <p><i>Sub-criteria for team capacity</i></p> <p>One to two CV's with relevant qualifications and less than ten years combined experience in the field of Public Relations</p> <p>One to two CV's with relevant qualifications and between ten and fifteen combined experience in the field of Public Relations</p> <p>More than two CV's with relevant qualifications and more than twenty years combined experience in the field of Public Relations</p>	<p>(5)</p> <p>(10)</p> <p>(15)</p>	<p>(15)</p>
<p>3. Technical merit of the proposal including the approach to Kirstenbosch NBG's events and campaigns. The bidder should demonstrate an understanding of each event and the public relation requirements.</p> <p>3.1. Submit a concise outline of how your company would handle Public Relations work for the Kirstenbosch Summer Sunset Concerts (not more than 2 pages)</p>		<p>40</p> <p>(18)</p>

3.2. A WhatsApp voice note has been circulating that there is a lion that has escaped from the Zoo and is wondering the streets of Pretoria near Marabastad. This is untrue. How would you deal with communicating with SANBI stakeholders regarding this piece of news?	(12)
3.3. Completeness/level of detail provided, organisation of proposal and/or presentation of the proposal	(10)
TOTAL	100

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

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

The second stage will evaluate the price and preference points of those bids that meet the minimum threshold for functionality. In accordance with the Preferential Procurement Regulations, 2022 pertaining to 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 20 points will be awarded based on the bidder's specific goals.

Sufficient information must be provided to allow the evaluation panel to score bids against all these criteria. Failure to do so may result in the disqualification.

10. Contract period

The appointment is anticipated to be for a period of five (5) years. The contractual appointment period will be as stipulated in the Independent Contract Agreement and Service Level Agreement.

11. General Safety, Health and Environmental requirements

All Service Providers entering into a contract with the South African National Biodiversity Institute (SANBI) shall, as a minimum, comply with the following requirements if applicable:

- The Compensation for Occupational Injuries & Diseases Act (Act 130 of 1996): The Service Providers will be required to submit a letter of good standing from the office of the Compensation Commissioner as required by the Compensation for Occupational Injuries and Diseases, if applicable. The letter should be issued by the Department of Labour.

- A current, up-to-date copy of the Compensation for Occupational Injury and Diseases Act (COIDA) shall be available on site at all times.
- National Environmental Management Act (Act No. 107 of 1998).
- The South African National Biodiversity Institute Health and Safety specification and relevant policies.

12. General

- All documents submitted in the response to this RFT must be written in English.
- Potential Service Providers should not assume that information and/or documents previously supplied to SANBI, at any time prior to this RFT, will be considered, and they shall not make reference to such information and/or documentation in their response to the RFT.
- The appointment of a successful Service Provider will be subject to all parties agreeing to mutually acceptable contractual Terms and Conditions. The preferred form of contract for the professional services as per this RFT will be the Independent Contract Agreement.
- The Independent Contract Agreement will be drawn up between SANBI and the Service Provider.
- Invoices will be paid for deliverables received as agreed in the Independent Contract Agreement.
- Invoices must indicate the deliverables provided. Supporting documentation in terms of evidence of software license purchase and proof of payment for the purchase must be provided.
- No upfront payments will be made. SANBI will pay for the satisfactory completion of work within 30 days of submission of invoices.
- Invoices must be addressed to the Director: Biodiversity Information Management and Planning.
- Accountability and reporting will be to Sarah Struys and Nontsikelelo Mpulo at SANBI.
- Any or all information made available to the Service Provider by SANBI will be regarded as confidential and shall not be made available to third parties without the prior written consent of SANBI.
- All reports must be in MS Office format (Word or Excel preferred) and electronic versions of all reports must be submitted.
- The tender process will be coordinated by SANBI's Supply Chain Management (SCM) department, contactable at the following email address: sanbi.tenders@sanbi.org.za
- Tender documents will only be available online on the SANBI website www.sanbi.org

Annexure A: Special conditions of service

Annexure B: Pricing schedule

Table 1: Monthly retainer for Kirstenbosch NBG (refer to 4.1.)

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Monthly retainer	R.....	R.....	R.....	R.....	R.....
Retainer for 12-month period <i>(monthly retainer X 12)</i>	R.....	R.....	R.....	R.....	R.....
Standard social media advertising budget per months*	R8 000	R8 800	R9 680	R10 648	R 11 713
Standard social media advertising budget for 12-month period* <i>(monthly budget x 12)</i>	R96 000	R105 600	R 116 160	R 243 936	R 140 556
TOTAL PRICE PER ANNUM <i>(Retainer for 12-month period + Advertising budget for 12-month period)</i>	R.....	R.....	R.....	R.....	R.....
TOTAL PRICE FOR 5 YEARS	R.....				

*These amounts are predetermined by SANBI but will be included in the monthly retainer paid to the service provider.

Table 2: Hourly rate for ad hoc SANBI Public Relations and Graphic Design work (refer to 4.2)

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Hourly rate for Public Relations work	R.....	R.....	R.....	R.....	R.....
Hourly rate for graphic design work	R.....	R.....	R.....	R.....	R.....