

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (<i>South African National Biodiversity Institute</i>)					
BID NUMBER:	SANBI: HR446/2022	CLOSING DATE:	10 FEBRUARY 2023	CLOSING TIME:	11:00 am
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO PLACE JOB ADVERTISEMENTS IN THE TARGETED MEDIA FOR THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) DURING THE PERIOD OF FIVE (5) YEARS.				
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					
Compulsory briefing session date: 27 January 2023 at 09:00 to 10:30am.					
A compulsory site briefing session will take place online place online Microsoft Teams (link provided below). (see the attached link on page 16 below)					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON			CONTACT PERSON		
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	sanbi.tenders@sanbi.org.za		E-MAIL ADDRESS	V.Mncwango@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	TAX		OR	CENTRAL	MAAA

COMPLIANCE STATUS	COMPLIANCE SYSTEM PIN:		SUPPLIER DATABASE No:	
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]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS				
<p>IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>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.</p>				

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:

.....

SBD 3.1

**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: G446/2022**

Closing Time 11:00

Closing date: **10 February 2022**

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

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY
----------	----------	-------------	---------------------------

**** (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 institution	State

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?

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.

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

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- 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

a) The value of this bid is estimated to **not exceed** R50 000 000 (all applicable taxes included) and therefore the **80/20** preference point system shall be applicable; or

b) The 80/20 preference point system will be applicable to this tender.

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser

2.

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3.

3.1

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

or

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

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4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

- 5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

- 7.1 Will any portion of the contract be sub-contracted?

(*Tick applicable box*)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

- 7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES		NO	
-----	--	----	--

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

8.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

- 8.7 Total number of years the company/firm has been in business:.....
- 8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
 - iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

..... SIGNATURE(S) OF BIDDERS(S)	
DATE:
ADDRESS

WITNESSES	
1.
2.

REQUEST FOR TENDER

FOR

**APPOINTMENT OF A SERVICE PROVIDER TO PLACE JOB ADVERTISEMENTS IN THE
TARGETED MEDIA FOR THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE
(SANBI) DURING THE PERIOD OF FIVE (5) YEARS**

**The South African National Biodiversity Institute (SANBI)
Private Bag X101
Silverton
0184
Gauteng**

Tender No: SANBI: HR 446/2022

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1. Introduction and background

The South African National Biodiversity Institute is a public entity that is mandated by the National Environmental Management: Biodiversity Act (NEMBA), Act No. 10 of 2004. SANBI's mission is to champion the exploration, conservation, sustainable use, appreciation and enjoyment of South Africa's exceptionally rich biodiversity for all people. SANBI contributes to South Africa's sustainable development by facilitating access to biodiversity data, generating information and knowledge, building capacity, providing policy advice, showcasing and conserving biodiversity in its national botanical and zoological gardens.

As indicated in Annexure B, SANBI has the total of 1164 filled and unfilled positions.

2. Invitation to tender

Tenderers are hereby invited to place job advertisements in the targeted media for the South African Biodiversity Institute for a period of five (5) years. The purpose of this Request for Tender (RFT) is to provide potential service providers with directives of the relevant services required by SANBI; and to provide information on how SANBI will consider tender responses from suitably qualified, experienced, and professional service providers.

The tender process will be coordinated by SANBI's Supply Chain Management (SCM) Directorate, 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 at 11:00 on 10 February 2023

3. Compulsory online briefing session and email enquiries

A virtual compulsory briefing session will take place as follows:

Date: 27 January 2023

Time: 09H00 to 10H30

Venue: Microsoft Teams, via the following link: https://teams.microsoft.com/l/meetup-join/19%3ameeting_NzA3MjQ0YTYtODQ5ZC00NmIxLWEyMjltMWQzYTllZmRkNzlw%40thread.v2/0?context=%7b%22Tid%22%3a%220b847c5e-73e2-4441-8789-9c092d2dd489%22%2c%22Oid%22%3a%223490c688-2b81-4e52-a978-205196fbf94f%22%7d

Bidders are encouraged to direct all technical and bidding procedure enquiries to the email addresses below. All responses to questions via email and at the compulsory briefing session 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: v.mncwango@sanbi.org.za

Cut-off date for enquiries: 3 February 2023 at 11:00. All questions from email submission and the briefing session will be answered on the SANBI webpage dedicated to this tender.

4. Scope of work

4.1 The successful bidder will be required to undertake the following tasks:

- a) Supply quality artwork for each job advertisement in accordance with SANBI corporate branding requirements;
- b) Conduct cost-benefits analysis for placement of each job advertisement and advise SANBI of the targeted media to utilise to attract people who can meet all minimum job requirements for the advertised position;
- c) Provide expert advice on editing of job advertisements provided by SANBI in MS Word format to be specific, smart, clear, correct, relevant, and understandable in terms of grammar and language usage;
- d) Provide reasonable and cost-effective job advertisement quotations;
- e) Prepare the lay-out of job advertisements in the most cost-effective manner with the standard size (row x column) of 13 x 3, (may vary according to specific needs);
- f) Present job advertisements to the relevant SANBI Division for proofreading, quality checking, relevance, alignment, and sign-off by relevant Divisional Head;
- g) Ensure that the job advertisements have been approved by the delegated official or Director: Human Resources Operations and Development before placement in the targeted media;
- h) Ensure that the approved job advertisement placed for each vacant position reaches the maximum number of the targeted labour market in terms of people who can meet all minimum job requirements for the advertised position; and
- i) Place approved job advertisements in the appropriate targeted media and ensure that approved job advertisements have been placed in the SANBI social media platform.

4.2 Required capacity of the service providers

The service provider is required to meet the following requirements in terms of qualifications, skills, and experience (Refer to Annexure F):

- a) Bidders must have a minimum of five (5) years of experience in the placement of job advertisements for lower, middle management, and senior management levels vacant positions;
- b) Bidders must have national footprint and be able to place job advertisements nationally and to all areas of South Africa;
- c) Bidders must have all necessary resources, expertise, and information to supply quality artwork of each job advertisement to be in accordance with SANBI corporate branding requirements;
- d) Bidders must be able to place job advertisements in all advertisement media including digital media, print media, community newspapers, national and local radio stations, etc.; and
- e) Bidders must demonstrate an in-depth experience and expertise in the field of advertising within the public and private sectors, with relevant supporting documents provided.

5. Requirements for proposals

5.1 Mandatory requirements / documents

Tenders must include the following documentation (**Failure to submit this required documentation will lead to disqualification**):

- a) The following pre-qualification criterion for preferential procurement must be applied: Section 4(1) (a) a Tenderer having a minimum B-BBEE status level of contributor, Level 1 (A certified copy or original valid B-BBEE Status Level Certificate or sworn affidavit must be attached);

- b) A letter of Good Standing from the Office of the Compensation Commissioner as required by the Compensation for Occupational Injuries and Diseases Act (COIDA), if applicable. The letter must be issued by the Department of Labour;
- c) A copy of the Central Suppliers Database (CSD) registration report; and
- d) Duly completed and signed SBD forms.

5.2 Other documentation required to undertake functionality evaluation

Service Providers interested in this RFT must submit a concise written proposal that addresses the scope of work. 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:

- a) Company profile, detailing the technical ability of the organisation to fulfil the requirements of this Request for Tender.
- b) Short CVs (each CV not more than three (3) pages in total) of each team member who will be involved in this work, detailing their qualifications/training, specialist skills and knowledge, and their relevant experience of similar work related to their role for this tender. Please also complete Annexure F.
- c) Detailed proposal and work plan that explains how service providers plan to fulfil the scope of work, with the proposed start and completion date and timeframes for activities.
- d) A list of similar projects (i.e. placing job advertisements in the appropriate targeted media for the period of three (3) or more) carried out within the past five years, with a short description of work, monetary value of the work done, the scale of the work (e.g. how many job advertisements successfully placed over a three-year period or more; ability to place job advertisements in the appropriate targeted media nationally, proof of national footprint, etc.), success metrics for each project, and contactable references for each project (names and contact details of clients). Please complete Annexures D and G.
- e) Quotations clearly stipulating the amount to be charged per each job advertisement place on the targeted medium, must be outlined in the proposed work plan, with VAT listed separately. Use Annexure E for the quotations. **Note that financial and pricing details must only be included in the pack marked “ORIGINAL” (see section 7).**
- f) Bidders must provide five (5) examples of printed adverts from published media in the last five (5) years; and
- g) Bidders must submit bank rating code letter valid for three (3) months showing the conduct of the account which must be supplemented by Audited Financial Statements showing financial capacity to implement and run the project without unforeseen cashflow challenges, and liquidity).

6. Pricing requirements

The final price, using the format provided in Annexure E, must be inclusive of VAT and must include the total cost for the duration of the contract. Please note the important information about the quotation provided in 5.2(e) above, and about the two envelope process under section 7 below.

7. Submission of tender

In respect of bids that include Functionality as a Criterion for Evaluation (Issued 3 September 2010), the two-envelope system will be used for this bid. Service providers are to submit (1) printed document pack with pricing included in an envelope marked 'ORIGINAL', and in a separate envelope (marked 'COPY') provide a copy of the document pack without pricing as PDF file(s) on a memory stick.

NB: Financial or pricing details should ONLY be included in the printed document pack marked 'ORIGINAL', and not in the PDF file(s) of the document(s) on the memory stick.

NB: Failure to submit one printed document pack with pricing in one envelope, and a document pack without pricing on a memory stick will lead to your bid being disqualified.

Tenders must 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. Emailed and faxed submissions will not be accepted. Late submissions will be disqualified.

Closing date and time: 11:00 am on 10 February 2023

8. Evaluation criteria

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

The **first stage** will evaluate functionality according to the criteria listed in the table below:

CRITERIA FOR EVALUATING FUNCTIONALITY			WEIGHT / POINTS		
Detailed Proposal and Work Plan (see item 5.2(c))			35		
Implementation method and project plan: Company profile, structure, vision, mission, and infrastructure Service provider strategy and method to deliver the project			25		
Sub-Criteria		Points			
No submission		0			
Governance and staffing structure		10			
Infrastructure required to provide services (e.g. hardware and software)		5			
Service provider strategy and method to deliver the project		10			
Financial Capability: Bidders must submit bank rating code letter valid for three (3) months showing the conduct of the account which must be supplemented by Audited Financial Statement showing financial capacity to implement and run the project without unforeseen cashflow challenges, and liquidity.			10		
Sub-Criteria		Points			
No submission		0			
The amount of the enquiry is too high for the subject and terms given. (Bank code: E)		2			
The financial position of the subject is modest or unknown, but where the account is satisfactorily conducted, and the subject is considered business commitments. (Bank code: D)		4			
The subject has a good record, the amount may appear high in relation to normal transactions on the account. (Bank code: C)		6			
The subject has a good record of meeting their financial commitments, and the amount is well within the capacity of an ordinary business commitment. (Bank code: B)		8			
Undoubted for the amount of enquiry or Good for the amount of enquiry. (Bank code: A)		10			
Past experience (see item 5.2(d); the experience of the service providers in the past five (5) years to undertake the scope of the work as defined in this Request for Tender)			35		
Three reference letters regarding work of similar scope and scale completed in the last five (5) years:			15		
Sub-Criteria		Points			
No submission		0			
One reference letter		5			
Two reference letters		10			
Three reference letters or more		15			
List of at least five (5) similar projects with telephonic references and indicating			20		

CRITERIA FOR EVALUATING FUNCTIONALITY		WEIGHT / POINTS	
value of works completed in the last five (5) years:			
Sub-Criteria	Points		
No submission	0		
One Project	4		
Two Projects	8		
Three Projects	12		
Four Projects	16		
Five or more Projects	20		
Team capacity & capability of the service providers (see items 4.2, 5.2(a) and 5.2(b); service providers' ability to fulfil the requirements of this Request for Tender)		30	
CV for proposed key personnel and Annexure F: <ul style="list-style-type: none">Previous work experience of similar projectsTotal number of years' working experience in placement of job advertisementsIndividual experience on similar work in last five (5) years			
Sub-Criteria	Points		
Qualification requirements (Average score to be calculated for all staff):			
No submission	0		
relevant tertiary qualification at NQF 5	2		
relevant tertiary qualification at NQF 6	5		
relevant tertiary qualification at NQF 7	7		
relevant tertiary qualification at NQF 8	10		
relevant tertiary qualification at NQF 9 or more	15		
Experience requirements (Average score to be calculated for all staff):			
No submission	0		
Combined relevant CV experience of 2 years or more	2		
Combined relevant CV experience of 4 years or more	5		
Combined relevant CV experience of 6 years or more	7		
Combined relevant CV experience of 8 years or more	10		
Combined relevant CV experience of 10 years or more	15		
TOTAL			

Bids that fail to score a minimum of 70 points out of a possible 100 points for functionality will not be eligible for further consideration.

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, 2017 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 on the bidder's B-BBEE Status Level Certificate.

Sufficient information must be provided to allow the evaluation panel to evaluate proposals against these criteria.

9. Contract period

A five (5) year contract will be entered into with the Service Provider and will be reviewed based on performance every twelve (12) months from the date of commencement with milestones set on the workplan as agreed upon by both SANBI and successful bidder.

ANNEXURE A: Special conditions of contract

1. SPECIAL CONDITIONS OF CONTRACT

Any award made to a bidder(s) under this bid is conditional, amongst others, upon –

- a. The bidder(s) accepting the terms and conditions contained in the General Conditions of Contract as the minimum terms and conditions upon which SANBI is prepared to enter into a contract with the successful Bidder(s).
- b. The bidder submitting the General Conditions of Contract to SANBI together with its bid, duly signed by an authorised representative of the bidder.

2. SERVICE LEVEL AGREEMENT

- 2.1. Upon award, SANBI and the successful bidder will conclude a Service Level Agreement regulating the specific terms and conditions applicable to the services being procured by SANBI, more or less in the format of the draft Service Level Indicators included in this tender pack.
- 2.2. SANBI reserves the right to vary the proposed draft Service Level Indicators during the course of negotiations with a bidder by amending or adding thereto.
- 2.3. Bidder(s) are requested to:
 - a. Comment on draft Service Level Indicators and where necessary, make proposals to the indicators;
 - b. Explain each comment and/or amendment; and
 - c. Use an easily identifiable colour font or “track changes” for all changes and/or amendments to the Service Level Indicators for ease of reference.
- 2.4. SANBI reserves the right to accept or reject any or all amendments or additions proposed by a bidder if such amendments or additions are unacceptable to SANBI or pose a risk to the organisation.

3. SPECIAL CONDITIONS OF THIS BID

SANBI reserves the right:

- 3.1. To award this tender to a bidder that did not score the highest total number of points, only in accordance with section 2(1)(f) of the PPPFA (Act 5 of 2000)
- 3.2. To negotiate with one or more preferred bidder(s) identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other bidder(s) who has not been awarded the status of the preferred bidder(s).
- 3.3. To accept part of a tender rather than the whole tender.
- 3.4. To carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the services offered by the bidder(s), whether before or after adjudication of the Bid.
- 3.5. To correct any mistakes at any stage of the tender that may have been in the Bid documents or occurred at any stage of the tender process.
- 3.6. To cancel and/or terminate the tender process at any stage, including after the Closing Date and/or after presentations have been made, and/or after tenders have been evaluated and/or after the preferred bidder(s) have been notified of their status as such.
- 3.7. Award to multiple bidders based either on size or geographic considerations.

4. SANBI REQUIRES BIDDER(S) TO DECLARE

In the Bidder's Technical response, bidder(s) are required to declare the following:

4.1. Confirm that the bidder(s) is to: –

- a. Act honestly, fairly, and with due skill, care and diligence, in the interests of SANBI ;
- b. Have and employ effectively the resources, procedures and appropriate technological systems for the proper performance of the services;
- c. Act with circumspection and treat SANBI fairly in a situation of conflicting interests;
- d. Comply with all applicable statutory or common law requirements applicable to the conduct of business;
- e. Make adequate disclosures of relevant material information including disclosures of actual or potential own interests, in relation to dealings with SANBI;
- f. Avoidance of fraudulent and misleading advertising, canvassing and marketing;
- g. To conduct their business activities with transparency and consistently uphold the interests and needs of SANBI as a client before any other consideration; and
- h. To ensure that any information acquired by the bidder(s) from SANBI will not be used or disclosed unless the written consent of the client has been obtained to do so.

5. CONFLICT OF INTEREST, CORRUPTION AND FRAUD

5.1. SANBI reserves its right to disqualify any bidder who either itself or any of whose members (save for such members who hold a minority interest in the bidder through shares listed on any recognised stock exchange), indirect members (being any person or entity who indirectly holds at least a 15% interest in the bidder other than in the context of shares listed on a recognised stock exchange), directors or members of senior management, whether in respect of SANBI or any other government organ or entity and whether from the Republic of South Africa or otherwise ("Government Entity")

- a. engages in any collusive tendering, anti-competitive conduct, or any other similar conduct, including but not limited to any collusion with any other bidder in respect of the subject matter of this bid;
- b. seeks any assistance, other than assistance officially provided by a Government Entity, from any employee, advisor or other representative of a Government Entity in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity;
- c. makes or offers any gift, gratuity, anything of value or other inducement, whether lawful or unlawful, to any of SANBI's officers, directors, employees, advisors or other representatives;
- d. makes or offers any gift, gratuity, anything of any value or other inducement, to any Government Entity's officers, directors, employees, advisors or other representatives in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity;
- e. accepts anything of value or an inducement that would or may provide financial gain, advantage or benefit in relation to procurement or services provided or to be provided to a Government Entity;
- f. pays or agrees to pay to any person any fee, commission, percentage, brokerage fee, gift or any other consideration, that is contingent upon or results from, the

award of any tender, contract, right or entitlement which is in any way related to procurement or the rendering of any services to a Government Entity;

- g. has in the past engaged in any matter referred to above; or
- h. has been found guilty in a court of law on charges of fraud and/or forgery, regardless of whether or not a prison term was imposed and despite such bidder, member or director's name not specifically appearing on the List of Tender Defaulters kept at National Treasury.

6. MISREPRESENTATION DURING THE LIFECYCLE OF THE CONTRACT

- 6.1. The bidder should note that the terms of its Tender will be incorporated in the proposed contract by reference and that SANBI relies upon the bidder's Tender as a material representation in making an award to a successful bidder and in concluding an agreement with the bidder.
- 6.2. It follows therefore that misrepresentations in a Tender may give rise to service termination and a claim by SANBI against the bidder notwithstanding the conclusion of the Service Level Agreement between SANBI and the bidder for the provision of the Service in question. In the event of a conflict between the bidder's proposal and the Service Level Agreement concluded between the parties, the Service Level Agreement will prevail.

7. PREPARATION COSTS

The Bidder will bear all its costs in preparing, submitting and presenting any response or Tender to this bid and all other costs incurred by it throughout the bid process. Furthermore, no statement in this bid will be construed as placing SANBI, its employees or agents under any obligation whatsoever, including in respect of costs, expenses or losses incurred by the bidder(s) in the preparation of their response to this bid.

8. INDEMNITY

If a bidder breaches the conditions of this bid and, as a result of that breach, SANBI incurs costs or damages (including, without limitation, the cost of any investigations, procedural impairment, repetition of all or part of the bid process and/or enforcement of intellectual property rights or confidentiality obligations), then the bidder indemnifies and holds SANBI harmless from any and all such costs which SANBI may incur and for any damages or losses SANBI may suffer.

9. PRECEDENCE

This document will prevail over any information provided during any briefing session whether oral or written, unless such written information provided, expressly amends this document by reference.

10. LIMITATION OF LIABILITY

A bidder participates in this bid process entirely at its own risk and cost. SANBI shall not be liable to compensate a bidder on any grounds whatsoever for any costs incurred or any damages suffered as a result of the Bidder's participation in this Bid process.

11. TAX COMPLIANCE

No tender shall be awarded to a bidder who is not tax compliant. SANBI reserves the right to withdraw an award made, or cancel a contract concluded with a successful bidder in the event that it is established that such bidder was in fact not tax compliant at the time of the award, or has submitted a fraudulent Tax Clearance Certificate to SANBI or whose verification against the Central Supplier Database (CSD) proves non-compliant. SANBI further reserves the right to cancel a contract with a successful bidder in the event that such bidder does not remain tax compliant for the full term of the contract.

12. TENDER DEFAULTERS AND RESTRICTED SUPPLIERS

No tender shall be awarded to a bidder whose name (or any of its members, directors, partners or trustees) appear on the Register of Tender Defaulters kept by National Treasury, or who have been placed on National Treasury's List of Restricted Suppliers. SANBI reserves the right to withdraw an award, or cancel a contract concluded with a Bidder should it be established, at any time, that a bidder has been blacklisted with National Treasury by another government institution.

13. GOVERNING LAW

South African law governs this bid and the bid response process. The bidder agrees to submit to the exclusive jurisdiction of the South African courts in any dispute of any kind that may arise out of or in connection with the subject matter of this bid, the bid itself and all processes associated with the bid.

14. RESPONSIBILITY FOR SUB-CONTRACTORS AND BIDDER'S PERSONNEL

A bidder is responsible for ensuring that its personnel (including agents, officers, directors, employees, advisors and other representatives), its sub-contractors (if any) and personnel of its sub-contractors comply with all terms and conditions of this bid. In the event that SANBI allows a bidder to make use of sub-contractors, such sub-contractors will at all times remain the responsibility of the bidder and SANBI will not under any circumstances be liable for any losses or damages incurred by or caused by such sub-contractors.

15. CONFIDENTIALITY

Except as may be required by operation of law, by a court or by a regulatory authority having appropriate jurisdiction, no information contained in or relating to this bid or a bidder's tender(s) will be disclosed by any bidder or other person not officially involved with SANBI's examination and evaluation of a Tender.

No part of the bid may be distributed, reproduced, stored or transmitted, in any form or by any means, electronic, photocopying, recording or otherwise, in whole or in part except for the purpose of preparing a Tender. This bid and any other documents supplied by SANBI remain proprietary to SANBI and must be promptly returned to SANBI upon request together with all copies, electronic versions, excerpts or summaries thereof or work derived there from.

Throughout this bid process and thereafter, bidder(s) must secure SANBI's written approval prior to the release of any information that pertains to (i) the potential work or activities to which this bid relates; or (ii) the process which follows this bid. Failure to adhere to this requirement may result in disqualification from the bid process and civil action.

16. SANBI PROPRIETARY INFORMATION

Bidder will on their bid cover letter make declaration that they did not have access to any SANBI proprietary information or any other matter that may have unfairly placed that bidder in a preferential position in relation to any of the other bidder(s).

17. AVAILABILITY OF FUNDS

Should funds no longer be available to pay for the execution of the responsibilities of this bid, SANBI may terminate the Agreement at its own discretion or temporarily suspend all or part of the services by notice to the successful bidder who shall immediately make arrangements to stop the performance of the services and minimize further expenditure: Provided that the successful bidder shall thereupon be entitled to payment in full for the services delivered, up to the date of cancellation or suspension.

Should POPIA not be complied with in this part of the Annexure for Tender Like SANBI will not share tender information and strategies provided by the service providers and also they in turn need to keep the information of the candidates that would be potential employees confidential in line with POPIA.

ANNEXURE B: List of SANBI work centres and number of employees per centre

PROVINCE	NAME OF THE CENTRE	ESTIMATED NUMBER OF EMPLOYEES (Permanent, Contract)
Free State Province	Free State National Botanical Garden, Bloemfontein	32
Northern Cape Province	Hantam National Botanical Garden, Nieuwoudtville	8
Western Cape Province	Harold Porter National Botanical Garden, Betty's Bay	31
	Karoo Desert National Botanical Garden, Worcester	34
	Kirstenbosch National Botanical Garden, Cape Town	334
Eastern Cape Province	Kwelera National Botanical Garden, East London	11
KwaZulu-Natal Province	KwaZulu-Natal Herbarium, Durban	8
	KwaZulu-Natal National Botanical Garden, Pietermaritzburg	26
Mpumalanga Province	Lowveld National Botanical Garden, Mbombela	49
Gauteng Province	Pretoria National Botanical Garden, Pretoria	253
	Walter Sisulu National Botanical Garden, Roodepoort	59
	National Zoological Garden, Pretoria	293
Limpopo Province	Mokopane Biodiversity Conservation Centre, Mokopane	19
	Thohoyandou Botanical Garden, Thohoyandou	7
TOTAL		1164

ANNEXURE C: Placement of job advertisements specifications

Placing job advertisements to appropriate targeted media will require the bidders to have experience in placement of job advertisements in the following areas of specialisation. Bidders are required to clearly indicate by tick in the relevant box the area of specialisation they have experience on:

AREA OF SPECIALISATION	TICK
Receptionists	
Secretaries	
Administrators	
Coordinators	
Officers (Marketing, Human Resources, Finance, etc.)	
Conservation Workers	
Specialists (Biodiversity, Conservation, Marketing, Human Resources, Finance, etc.)	
IT Staff (Helpdesk, Network Administrators, Technicians)	
Researchers	
Scientists	
Horticulturists	
Curators	
Managers	
Senior Managers	
Assistant Directors	
Deputy Directors	
Directors	
Chief Directors	
Chief Financial Officers	
Chief Operations Officers	
Chief Executive Officers	

ANNEXURE D: National footprint specifications

Bidders are required to clearly indicate (by a tick in the relevant box) a province the bidder will be able to service. List own physical addresses and, if there are provinces where the bidder does not have a physical office, provide detailed explanation of how the bidder will service the province:

PROVINCE	TICK	PHYSICAL ADDRESS
Eastern Cape		
Free State		
Gauteng		
KwaZulu-Natal		
Limpopo		
Mpumalanga		
North West		
Northern Cape		
Western Cape		

ANNEXURE E: Quotation template

- a) An all-inclusive quotation of work must clearly state the rates per lay-out of job advertisements using the standard size (row x column) of 13 x 3, (may vary according to specific needs) according to work plan, with VAT listed separately.

NB: Financial or pricing details should ONLY be included in the printed document pack marked 'ORIGINAL', and not in the PDF file(s) of the document(s) on the memory stick.

Years of contract period	Layout of standard size (row x column) of 13 x 3	Service charge for placement of advert in: 1. Sunday Times 2. Online (e.g. Careers24) 3. Local paper	Value Added Tax	Total
2023-2024				
2024-2025				
2025-2026				
2026-2027				
2027-2028				
Grant Total:				

ANNEXURE F: Bidders are required to submit the list of team members' qualifications and experiences in the placement of job advertisement for five (5) years or more

Name	Position & Qualifications	Role/Duties in this Project	Project Period (Start & End Dates)	Relevant Project Experience	
				Client Name, Contacts, Project Description, Project Period.	Project Value

ANNEXURE G: Bidders are required to submit the list of at least five (5) similar projects with telephonic references and indicating value of works completed in the last five (5) years

Client's Name	Project Description	Project Cost	Project Period (Start & End Dates)	Description of service performed and extent of Bidder's responsibilities	Name, title and telephone and email of client

ANNEXURE H: Example of job advertisement

See following page

ADVERTISEMENT
Director: Information Security, Governance & Risk
Salary Level 13
All-inclusive remuneration package R XXX
Pretoria National Botanical Garden
Business Innovation & Technology Division
Reference Number: BIT/001/2022

The South African National Biodiversity Institute (SANBI) is looking for a highly motivated individual to keep the impact and occurrence of information security incidents within the Institute's risk appetite and impact tolerance levels. Protect the Institute's information to maintain the level of information security risk acceptable in accordance with the security and cybersecurity policy. Establish and maintain information security and cybersecurity roles and access privileges and perform security monitoring.

This position requires a postgraduate degree in Computer Science, or equivalent and relevant qualification at NQF level 8. A postgraduate qualification in Computer Science, or equivalent and relevant qualification at NQF level 9 will be an added advantage. This position also requires a minimum of 10 years' experience in the relevant field, 5 years of which should be at middle management level.


The following competencies are required for the candidate to be successful in this position: proven ability to lead monitoring and assessment activities; advance knowledge and experience in CISSP, CSX, CISM, CGEIT, COBIT, CSSP, ISO 38 500, ISO 27 000, and ISO 31 000; extensive experience in developing and implementation of strategy related to information security, governance and risk management; proven ability to work with government and international organisations; comprehensive experience for management of donor funded projects involving collaborators from a number of institutions, substantial budgets and several projects would be highly advantageous; in-depth understanding of relevant legislation, policies, procedures, processes, practices related to information security, governance and risk management; advance knowledge and experience for planning, organising, and report writing skills; exceptional organisational, analytical, interpersonal, and problem solving skills; outstanding communication skills (both verbal and written); excellent computer literacy and experience in the application of software tools including (Ms Word, PowerPoint, Excel, Internet and Outlook). The candidate must be in possession of a valid driver's license and must be willing to travel nationally and internationally.

Key Performance Responsibilities include:

- Establish and maintain an Information Security Management System (ISMS);
- Define and manage information security risk treatment plan;
- Protect against malware and Monitor and review the ISMS;
- Manage network, connectivity security Monitor the infrastructure for security related events;
- Manage endpoint security and manage user identity and logical access; and
- Develop, implement, and maintain, ICT Governance Processes, Procedures, Framework, and manage physical access to IT assets and manage sensitive documents and output devices.

Please Note: 1) An application form (obtainable from our Offices or SANBI website www.sanbi.org) must accompany the CV together with a letter motivating why the applicant should be favourably considered for this position, and certified qualifications confirming that the minimum qualifications are met (applicants lacking evidence of meeting minimum qualifications and relevant experience will not be considered). 2) A competency test will be conducted as part of the selection process. 3) Applicants must also provide the full names, addresses and telephone numbers and if possible e-mail addresses of at least three referees. 4) Failure to submit the requested information and reference number shall result in your application not being considered.

Personal Information will be processed by SANBI for purposes of assessing your suitability for the advertised position. SANBI may also share your personal information including special personal information with service providers or third parties, both within the Republic of South Africa and in other jurisdictions, to carry out verification of qualifications and other necessary documents, background and reference checks, competency assessment tests, and criminal record checks. In this regard, by virtue of your application, you acknowledge that SANBI's authorized verification agent(s) and service providers will access your personal information including special personal information to conduct background screening, verification of qualifications and other necessary documents, reference checks, competency assessment tests, and criminal record checks. For more information, kindly refer to SANBI's website.

Persons with disabilities are encouraged to apply.  . SANBI reserves the right not to fill this position. All applications will be considered with the understanding that, in terms of the SANBI Employment Equity Plan, preference will be given to candidates from the designated groups.

Contact Mr. Maano Netshiombo on Tel: +27 (0)12 843 5295 for any queries for purposes of clarity. Applications consisting of the completed application form, motivation letter, a concise CV, and certified qualifications are to be submitted via an e-mail to recruitmentpta@sanbi.org.za
Postal applications must be addressed to: Assistant Director: Human Resources Operations, South African National Biodiversity Institute, Private Bag X101, Pretoria, 0001

Closing Date: XX April 2022

Candidates are expected to be available for selection interviews on a date and time as determined by SANBI. If no response has been received within 30 days of the closing date, candidates may consider their applications unsuccessful.