



REQUEST FOR QUOTATION

Terms of Reference

INVITATION TO BID

**Appointment of an independent service provider to
render SCM policy-review services.**

RFQ NO.

RFQ-066a-24

REQUEST FOR QUOTATION

You are hereby invited to submit a price quotation for:
Appointment of an independent service provider to render SCM policy-review services.

RFQ NUMBER:	RFQ-066a-24
ADVERTISEMENT DATE:	19 November 2024
CLOSING DATE:	26 November 2024
CLOSING TIME:	12:00
BID DOCUMENT DELIVERY ADDRESS:	scmquotations@sanparks.org (Please note that any submissions made to any other email other than the designated email will not be accepted)
BID VALIDITY PERIOD:	90 days (commencing from the RFQ Closing Date)
TECHNICAL RELATED QUERIES	Victor.Shokane@sanparks.org
SCM RELATED QUERIES	Quinton.Chetty@sanparks.org

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

Bidders shall submit proposal responses in accordance with the prescribed manner of submissions as specified above. Bids received after the time stipulated shall not be considered.

Where applicable, the successful bidder will be required to fill in and sign a written Contract Form (SBD 7).

Bidders are not allowed to contact any other SANParks staff in the context of this RFQ other than the indicated officials under SBD 1 or as indicated above.

NB: No proposal shall be accepted by SANPARKS if submitted in any manner other than as prescribed above.

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN NATIONAL PARKS					
BID NUMBER:	RFQ-066-24	CLOSING DATE:	26 November 2024	CLOSING TIME:	12:00
DESCRIPTION	Appointment of an independent service provider to render SCM policy-review services.				
BID RESPONSE DOCUMENTS MUST BE SENT TO THE DESIGNATED EMAIL ADDRESS					
scmquotations@sanparks.org					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Quinton Chetty	CONTACT PERSON	Victor Shokane		
TELEPHONE NUMBER	-	TELEPHONE NUMBER	-		
E-MAIL ADDRESS	Quinton.Chetty@sanparks.org	E-MAIL ADDRESS	Victor.Shokane@sanparks.org		
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] ☐ Yes ☐ No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				☐ YES ☐ NO	

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

☐ YES ☐ NO

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

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED – (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND, THE 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:

1. PURPOSE

The purpose of this terms of reference is to appoint an independent service provider to review SCM policy and align it with the SCM SOP in respect of procurement processes undertaken by the South African National Parks (SANParks)..

2. BACKGROUND

The Public Finance Management Act, 1999 (Act 1 of 1999, the PFMA) promotes economy, efficiency, effectiveness, and transparency in the use of state resources and amongst its key objectives in this regard is the elimination of waste and corruption.

- 2.1. SANParks has a responsibility to drive financial management discipline including the promotion of a good public procurement system that ensures that the Accounting Officer complies with the principles of Section 217 of the Constitution, i.e., fairness, integrity, transparency, efficiency, competition, and equity.
- 2.2. In addition to these principles, the SANParks has a responsibility to the public it serves to ensure that its procurement processes are efficient, i.e. is done in the least amount of time using the least number of human resource hours to achieve the highest volume and quality of successfully concluded procurement processes, and effective, i.e. delivers the desired value for money quantity and quality of goods and services on time and on budget.
- 2.3. Although the SANParks believes that its public procurement system has been designed and is increasingly being implemented in a way that meets these requirements and those of the Preferential Procurement Policy Framework Act (PPPFA) and all related legislation, the entity also believes that there is always room for improvement to ensure service delivery and eliminate adverse audit findings.
- 2.4. To this end, the SANParks is convinced that continuous improvement and the implementation of best practice will be facilitated and enhanced through professional independent assessments and technical inputs and advice that ensures that procurement processes are conducted in a manner that is fair, impartial, accountable, and cost-effective whilst meeting the highest standards of integrity, uprightness and honesty.

3. OBJECTIVES

3.1. The overall objective of this intervention is a measurable improvement in all aspects of the SANParks' procurement processes through the appointment of a professional independent service provider to –

3.1.1. Render policy review services for the SCM Policy and align it with the SCM Standard Operating Procedures and the SCM Terms of Reference.

3.1.2. Also ensure that all processes and procedures are consistent with applicable regulations, instruction notes, guidelines and best practice principles that guarantee that these important procurement stages are fair, equitable, transparent, competitive, and cost-effective.

4. SCOPE AND EXTENT OF WORK

4.1.1. The Policy Reviewer will be required to consult with the GM: SCM and ascertain the Supply Chain Management function requirements.

4.1.2. Review and amend the SCM policy, related SOPs to ensure that they align with the legislative framework and internal business processes (SOP's, BSC, BEC and BAC Terms of reference).

4.1.3. In respect of the first objective (3.1.1), the appointed service provider is expected to review the current SCM Policy and align it with the SCM Standard Operating Procedures and the Delegation of Authority Framework. The appointed service provider will expertly review the above-mentioned policy documents to ensure that all processes and procedures followed are consistent with applicable regulations, instruction notes, guidelines and best practice principles that guarantee that these important procurement stages are fair, equitable, transparent, competitive, and cost-effective.

4.1.4. The review will assess compliance of the SCM Policy with the following prescripts: (i) national policy, legislation, regulation, and National Treasury Instruction Notes but not limited to: the Public Finance Management Act (No 1 of 1999, the PFMA); the Preferential Procurement Policy Framework Act (No 5 of 2000, the PPPFA) and its regulations; and Construction Industry Development Board (CIBD) and entity of Trade, Industry and Competition (the Dtic) prescripts); (ii) SANParks Policies, protocols and standard operating procedures; and (iii) current best practice;

- 4.1.5. All reviews will be documented in reports to be submitted to the SANPark's GM: SCM which provide, among others, an executive summary and recommendations.
- 4.1.6. The appointed service provider may be required to present their review findings and recommendations to the GM: SCM, her staff and/or the CFO.
- 4.2. In respect of the second objective (3.1.2), the appointed service provider is expected to design and implement interventions aimed at enhancing and maintaining the SANParks's procurement process organisational capacity. To this end, the appointed service provider will –
- 4.2.1. Conduct workshops with the SANParks Supply Chain Management staff to:
(i) discuss and debate the reviewed SCM policy and the TOR; and (ii) transfer best practice knowledge, skills and expertise to the entity.
- 4.2.2. Design, compile and test all agreed systems improvements (e.g. protocols, standard operating procedures, flowcharts, organograms, checklists, templates, etc.) for submission to SANParks for approval and possible rollout.
- 4.2.3. Compile any necessary manuals and provide all the necessary training required to ensure the efficient and effective use of approved systems improvements by the SANParks.
- 4.3. All intellectual property including the reports, supporting documentation, and working papers will become the property of SANParks.
- 4.4. All information obtained from the entity (documentary or otherwise) shall be regarded as classified and, as such, must be handled appropriately as required by the Minimum Information Security Standards (MISS) policy.

5. EXPECTED DELIVERABLES / OUTPUTS

- 5.1. In respect of the first objective, the appointed service provider is required to generate and submit the following high-quality reports for each, and every, individual procurement process assessed –
- 5.1.1. Reviewed SCM Policy
- 5.1.2. Reviewed Bid Committee Terms of Reference
- 5.1.3. Reviewed SCM SOP
- 5.1.4. Proof of workshop conducted and employee attendance
- 5.1.5. Report on changes and improvements on the Reviewed documents

5.1.6. Exception Reports – ad hoc reports on all identified misalignments

5.2. All reports must be submitted to the GM: SCM through the entity's Project Manager in one (1) bound hard copy (including any supporting documentation or evidence) and one (1) electronic copy.

6. MINIMUM TEAM REQUIREMENTS

6.1. The successful service provider shall be based in Pretoria, Groenkloof and may be required to travel to SANParks' Regional Offices. The service provider's project team members must be fully conversant with the public procurement requirements described in 4.1.4 above, and possess the necessary qualifications, skills, experience, expertise and knowledge required to efficiently and effectively undertake the project's scope of work (see 4 above) and the delivery of the project's outputs (see 5 above). To this end, considering the project's scope of work (see 4 above) and the entity's previous practical experience in this regard, the entity requires the service provider's project team to consist of the following members as a minimum:

6.1.1. Policy Reviewer will sign-off all the output for the project. He or she's SANParks counterpart will be the GM: Supply Chain Management In order to secure the maximum bid functionality / technical evaluation points allocated to this team member, the Policy Reviewer should have six (6) or more years of experience in public service supply chain management implementation or review and should possess a Master's Degree or equivalent in a field relevant to the assignment, including, but not limited to, supply chain management, public service administration, accounting or auditing.

6.2. Should any of the team members exit the project / employment of the service provider, a replacement with similar experience and qualifications must be provided and approved by the entity.

6.3. The service provider is expected to provide team members with all necessary tools of trade such as laptops, cell phones, etc.

7. EVALUATION CRITERIA

7.1. The evaluation for this bid will be carried out in three (3) phases:

7.1.1. Phase 1: Pre-compliance

7.1.2. Phase 2: Functional Evaluation Criteria

7.1.3. Phase 3: Price and Specific goals

7.2. Phase 1: Pre-Compliance

7.2.1. During this phase bid documents will be reviewed to determine compliance with Supply Chain Management (SCM) returnable documents, tax matters and whether proof of registration on Central Supplier Database (CSD) has been submitted with the bid documents at the closing date and time of the bid. Bids which do not satisfy the compliance criteria may not be evaluated further.

7.2.2. The bid proposal will be screened for compliance with the administrative requirements indicated below:

ITEM NO.	ADMINISTRATIVE REQUIREMENTS	CHECK/ COMPLIANCE
1.	Master Bid Document	Provided and bound
2.	Submission of fully completed SBD1 (Invitation to Bid),	Completed and signed
3.	Tax Compliance and CSD Registration	Attached CSD registration number/ Proof of CSD registration and/or SARS Tax Pin
4.	Submission of a quotation on the company letterhead,	Provided on letterhead
5.	Submission of SBD 3.3 Professional services (Pricing schedule)	Completed
6.	Submission of fully completed SBD 4 (Bidder's disclosure),	Completed and signed
7.	Submission of fully completed SBD 6.1 – Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022, accompanied by the relevant documents as proof for the points claimed for B-BBEE level and specific goals (where applicable)	Completed and signed
8.	Submission of fully completed SBD 7.2	Completed and signed

9.	In case of bids involving Consortia / Joint Ventures, Consortia / Joint Venture agreement signed by both parties must be submitted with bid proposal	
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7.3. Phase 2: Functionality Criteria

- 7.3.1. Bid proposals that meet the pre-qualification requirements detailed in 7.2 above will be evaluated on functionality criteria.
- 7.3.2. The bidder must score a minimum of **75%** during Phase 2 (functionality / technical) of the evaluation to qualify for Phase 3 of the evaluation where only points for Price and Specific Goals will be considered. In order to ensure fairness, integrity, transparency, fair competition, equity and value-for-money, bidders that do not attain the minimum technical or functionality score will be considered unable to deliver the required services of the quality required and will be disqualified.
- 7.3.3. The entity will consider Company and Individual(s) (Personnel) experience and Qualifications obtained within and outside the Republic of South Africa (RSA). For evaluation purposes, qualifications obtained outside RSA must be accompanied by the SAQA Certificate of Evaluation (SCoE). The SCoE must indicate the recognition decision taken by SAQA in respect of the foreign qualification and the comparability of that qualification with a South African qualification registered on the National Qualification Framework (NQF). Foreign qualifications that are not accompanied by the SCoE will not be considered for evaluation in this contract.
- 7.3.4. The recognition of foreign qualifications is in terms of the South African National Qualifications Framework (NQF) conducted by SAQA. SAQA derives this mandate from the NQF Act, 67 of 2008 (as amended) and performs the function according to the Policy and Criteria for Evaluating Foreign Qualifications within the South African NQF (as amended, 2017) (see www.saqa.org.za).
- 7.3.5. The functionality / technical evaluation will be carried out in accordance with the following guidelines and criteria. Bidders must ensure that their bids provide the evaluators with clear, complete and accurate information so that evaluators can award an objective score. Evaluators will not give bidders any benefit of the doubt when scoring and will base their evaluation only on the information provided in the bid.

Functionality / Technical Evaluation Criteria

Evaluation Criteria	Score
1. Experience of the Bidder will be demonstrated by the bidder proving the business profile stating the experience of the company (in policy development and review) and the registration date. 5 years or more – 25 points 3 to 4 years – 20 points 1 to 2 years – 10 points Zero experience – 0 points	25
2. Experience of the core team working with NGO/public/ private sector in policy review, amendment and development of SCM Policies and SOPs. A minimum of two CV's and relevant qualification of the project team, excluding the team leader, will be used to allocate points as indicated below: More than 20 years combined – 25 points More than 10 years and up to 19 years – 20 points More than 5 years and up to 9 years – 10 points 1 year to 4 years' experience – 0 points	25
3. Team leader has experience of leading individual or proposed project team working on projects of a similar nature, including the knowledge and expertise in the area of SCM Policy development. CV's relevant qualification of the project team will be used to allocate points as indicated below: More than 20 years combined – 30 points More than 10 years and up to 19 years – 20 points More than 5 years and up to 9 years – 10 points	30
4. The bidder to demonstrate previous experience relevant to the project by providing contactable references for five years and points distributed as demonstrated below: 3 or more references– 20 points 2 references - 10 points 1 reference – 5 points Zero references – 0 points	20
Total functionality points	100

NB: Only bidders who obtained 75% on Functionality will proceed to Phase 3 - Price and Specific-goals evaluation.

7.4. Phase 3: Preference Point System 80/20

7.4.1. Preference point system applicable for this bid is: 80/20.

7.4.2. The following preference point system will be followed to advance the categories of persons:

a. For contracts with a Rand value up to R50 000 000, a maximum of 20 points may be allocated for specific goals as contemplated above, provided that the lowest acceptable tender scores 80 points for price as follows:

i. The applicable formula to be used is $Ps=80[1-(Pt-Pmin)/Pmin]$.
Provided:

Ps = Points scored for price of tender under consideration.

Pt = Price of tender under consideration; and

Pmin = Price of the lowest applicable tender.

ii. A total of 20 points may be awarded to a tenderer as follows:

20 points: if the Bidder has more than 50% (fifty percent) owned by Black people, Women, or people with disabilities

0 Points: for 50% and below ownership by stipulated categories of persons

7.4.3. A contract may be awarded to a tenderer that did not score the highest points in accordance with section 2(1) of the PPPFA.

7.4.4. Bid will be awarded to a bidder with the highest points on price and Preference Points on condition that they have met all phases of the evaluation criteria and complied with the tender requirements set out in the tender document.

7.4.5. A maximum of 20 Points will be allocated for **either** of the specific goals –

SPECIFIC GOALS	80/20
>50% ownership by Black people, Or	20
>50% ownership by Women, Or	20
>50% ownership by people with Disability	20

For service providers to claim for preference points the following must be adhered to:

- a) Submit a complete and signed SBD 6.1,
- b) Submit a Medical Certificate signed by a medical Consultant with a practice number.
- c) Submit CSD Registration Report or MAAA Number

8. PRICING

- 8.1. In order to ensure fair competition, the entity has estimated the annual work hours the service provider's team will have to work in order to undertake the work described in 4 and 5 above and these figures are reflected in Annexure A – Pricing Schedule.
- 8.1.1. A comprehensive pricing schedule must be provided inclusive of all disbursement costs, expenses, and VAT (SBD 3.3 and **Annexure A** – Pricing Schedule. **Service providers must quote for all items.**
- 8.1.2. A breakdown of the hourly tariff, Value Added Tax (VAT) inclusive, per category indicated in Annexure A below, as required for services rendered.
- 8.1.3. The award will be based on the rates that will be provided by bidders using the breakdown listed in Annexure A which will form an integral part of the contract. Failure to comply will result in your bid being considered non-responsive. Final agreed prices will remain firm for the duration of the contract.
- 8.1.4. Expenditure incurred without the prior approval of the entity will not be reimbursed.
- 8.1.5. The entity shall not pay for any unproductive or duplicated time spent by the service provider on any assignment because of staff changes, sub-contracting, or re-drafting of reports due to errors, corrections, or incorrect/incomplete findings.
- 8.1.6. The amendment of the descriptions and quantities of items provided in the pricing schedule is prohibited except in the case that an alternative bid has been submitted. Non-compliance to the pricing instructions will result in disqualification.
- 8.1.7. SANParks reserves the right to negotiate price with a recommended service provider identified in the evaluation process without offering the same opportunity to any other bidder(s) who have not been recommended.
- 8.1.8. SANParks reserves the right to benchmark and negotiate rates with successful bidders before award.
- 8.1.9. Requests for clarification of the tender documentation, questions, or queries, if necessary, must be submitted in writing to the SANParks representative as listed under technical enquiries at least seven (7) calendar days before the stipulated closing date and time of the tender. However, SANParks shall not be liable nor assume liability for failure to respond to any questions and/or queries raised by the bidder.

SBD 3.3
PRICING SCHEDULE
(Professional Services)

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY	
	**(ALL APPLICABLE TAXES INCLUDED)		
1.	The accompanying information must be used for the formulation of proposals.		
2.	Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.	R.....	
3.	PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)		
4.	PERSON AND POSITION	HOURLY RATE	DAILY RATE
	-----	R-----	-----
	-----	R-----	-----
	-----	R-----	-----
	-----	R-----	-----
	-----	R-----	-----
5.	PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT		
	-----	R-----	----- days
	-----	R-----	----- days
	-----	R-----	----- days
	-----	R-----	----- days
5.1	Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.		
	DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY AMOUNT
	-----	-----	R.....
	-----	-----	R.....
	-----	-----	R.....
	-----	-----	R.....
	TOTAL: R.....		

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

- 5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....			R.....
.....			R.....
.....			R.....
.....			R.....
TOTAL: R.....			

6. Period required for commencement with project after acceptance of bid
7. Estimated man-days for completion of project.....
8. Are the rates quoted firm for the full period of contract? *YES/NO
9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

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9. DURATION OF CONTRACT

The Contract is a once-off project for a period of 6 months; which will commence after receiving a letter of award and the issuance of a Purchase Order by SANParks.

10. BID SUBMISSION REQUIREMENTS

- 10.1.1. Bidders should ensure that the following submission requirements, which will be needed for evaluation purposes, are included in their bid proposal –
- 10.1.2. The service provider must draft a table of content which will indicate where each document is located in the proposal.
- 10.1.3. The proposal shall consist of two parts, namely the technical bid and the pricing bid.
- 10.1.4. For ease of evaluation, all required proposed project team CVs (see 6.1 above) should be formatted in accordance with the CV template provided in **Annexure B**.
- 10.1.5. The reference letters to be used in the evaluation from clients on previous work successfully completed must be on the client's letterhead and must including the type, size, and duration (including start and end dates) of the project and the role the bidder played in that particular project. The letters must be signed by the client and have the details of a contact person.
- 10.1.6. Bidders must include a comprehensive detailed Project Plan that: (i) clearly illustrates the bidders understanding of the brief; (ii) details the sequence and timing of the various project activities and related required outputs; and (iii) indicates which project team members will be responsible for the management and implementation of the activities.
- 10.1.7. Standard bidding documents (SBD1, 4 and 6.1).
- 10.1.8. Tax compliance status requirements and/ or Central Supplier Database (CSD) number or report.
- 10.1.9. Copies of identity documents of directors and shareholders of the company.
- 10.1.10. Entity registration Certificate (CK1).
- 10.1.11. Letter of Authority to sign documents on behalf of the company.

11. LEGISLATIVE FRAMEWORK OF THE BID

11.1.1. Tax Legislation

11.1.2. Bidders must at all times attempt to be compliant when submitting proposals to SANParks and remain compliant for the entire contract term with all applicable tax legislation, including but not limited to the Income Tax Act, 1962 (Act No. 58 of 1962) and Value Added Tax Act, 1991 (Act No. 89 of 1991).

11.1.3. Bidders who make taxable supplies more than R1 million in any 12-month conservative period are liable for compulsory VAT registration, but a person may also choose to register voluntarily provided that the minimum threshold of R500 000 has been exceeded in the past 12-month period.

11.1.4. Bidders who meet the above requirement must register as VAT vendors, if successful, within seven days of award of the bid.

11.1.5. SARS Tax Status Pin requirements/ or Central Supplier Database (CSD) number or report must be provided.

11.1.6. Procurement Legislation

11.1.7. Bidders should be cognisant of the legislation and/or standards specifically applicable to the services.

11.1.8. Bidders are requested to submit a valid B-BBEE Status Level Verification Certificate issued by SANAS, or Accredited Verification Agency; or B-BBEE Certificate issued by CIPC, or Sworn Affidavit commissioned by Commissioner of Oaths together with their bids.

11.1.9. If the application is made by a Joint Venture or Partnership, the accreditation credentials in name of joined entity should be submitted. Both members in the joint venture must meet the requirements of the proposal (see also 13.11 below).

11.1.10. Privacy and Protection of Personal Information Act 4 of 2013

11.1.11. Protecting personal information is important to SANParks. To do so, SANParks follows general principles in accordance with applicable privacy laws and the Protection of Personal Information Act 4 of 2013 (POPIA).

11.1.12. SANParks's role as the responsible party, is amongst others to process personal information for the intended purpose for which it was obtained

and in line with legal agreements with its respective/prospective services providers and third parties.

11.1.13. SANParks will process personal information only with the knowledge and authorisation of the bidder/respondent and will treat personal information which comes to its knowledge as confidential and will not disclose it, unless so required by law or subject to the exception contained in the POPIA.

11.1.14. SANParks reserves all the rights afforded to it by the POPIA in the processing of any of its information as contained in this bid and the bidder/respondent is required to comply with all prescripts as detailed in the POPIA relating to all information concerning SANParks.

11.1.15. In responding to this bid, SANParks acknowledges that it will obtain and have access to personal information of the bidder/respondent. SANParks agrees that it shall only process the information disclosed by the bidder/respondent in their response to this bid for the purpose of evaluation and subsequent award of the tender and in accordance with any applicable law.

12. SPECIAL CONDITIONS OF CONTRACT

- 12.1.1. On appointment, the performance measures for the delivery of the agreed services will be closely monitored by the entity's assigned Project Manager.
- 12.1.2. Failure to submit the required reports detailed in 5.1.1 and 5.1.1 within the times specified will result in penalties of 7% of monthly invoiced amount.
- 12.1.3. The service provider's Project Manager must attend quarterly project management meetings and Team Leaders will attend meetings to provide feedback and discuss the progress in terms of the plan as and when required by the entity.
- 12.1.4. The service provider will inform the entity immediately of any situation that may negatively impact on the efficient and effective delivery of the services detailed in 4 and 5 above.
- 12.1.5. The SCM or delegated official shall do the ongoing management of the Service Level Agreement (SLA).
- 12.1.6. The appointed Service Provider may be subjected to security vetting and screening.
- 12.1.7. The Service Provider must guarantee the presence of their Project Manager (see 6.1.1 above) throughout the duration of the contract.
- 12.1.8. Prior to the replacement of any of the service provider's project team members, the SANParks Project Manager must approve such replacement.
- 12.1.9. Any replacement team member must possess similar expertise and comparable years of experience to the team member being replaced.
- 12.1.10. If the Project Manager or Team Leaders have to leave the project, a notice period of at least one (1) week is required in which the departing team member must work in parallel with his/ her replacement in order to transfer skills and knowledge. The service provider shall bear the costs of the parallel seniors during the notice period and will not levy any additional charges.
- 12.1.11. Before any work can commence the Service Level Agreement (SLA) must be signed by both parties (SANParks and the successful bidder) as well as the issuance of an official Purchase Order. Should there be any dispute regarding the finalisation of the agreement, SANParks reserves the right to cancel the contract with no cost implications for the entity.

- 12.1.12. All the conditions specified in the General Conditions of Contract (GCC) will apply and where the conditions in the special conditions of contract contradicts the conditions in the general conditions of contract the special conditions of contract will prevail.
- 12.1.13. The service provider shall notify the SANParks in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the service provider from any liability or obligation under the contract.
- 12.1.14. The service provider will submit monthly progress reports as per an agreed to workplan to the SANParks Project Manager, within 3 days after the set date.
- 12.1.15. A trust, consortium or joint venture will qualify for Preference Points if their average combined ownership is more than 50% (fifty percent) of ownership on specific goals (e.g. two or more companies claiming preference points, Ownership/ Directorship will be combined and divided by the number of companies to ascertain the preference points),
- 12.1.16. SANParks reserves the right to request additional information to validate any information submitted by bidders including preference points claimed.
- 12.1.17. If the SANParks is of the view that a Bidder submitted false information regarding a Specific Goal, the SANParks must inform the Bidder accordingly and give the Bidder an opportunity to make representations within 14 (fourteen) days as to why:-
- 12.1.18. the Tender may not be disqualified, or,
- 12.1.19. if the Tender has already been awarded to the Bidder, the contract or order should not be terminated in whole or in part.
- 12.1.20. After considering the representations, the SANParks may, if it concludes that the information relating to a Specific Goal is false, disqualify the Bidder or terminate the Contract in whole or in part and if applicable, claim damages from the Bidder.
- 12.1.21. Poor or non-performance by the bidder will result in cancellation of contract / orders.

12.1.22. SANParks will not be held responsible for any costs incurred by the service providers in the preparation, presentation, and submission of the proposal.

13. FINANCIAL PAYMENT

SANParks undertakes to pay out in full or as per deliverables within thirty (30) days all valid claims for work done to its satisfaction upon presentation of a substantiated claim and the required reports stipulated in special conditions. No payment will be made where there is outstanding information/ work not submitted by the Service Provider/s until that outstanding information is submitted.

14. FINAL AWARD

SANParks recommends the bidder who has quoted on all the items as required in terms of the RFQ for the contract award subject to the bidder having supplied the relevant administrative documentation and complied in all aspects with the terms and conditions and requirements of the RFQ.

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.

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.

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

.....

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

2.3.1 If so, furnish particulars:

.....

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

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.

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.

.....

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 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 The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points	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:

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

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:

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)
>50% ownership by Black people, or	>50% = 20 =<50% = 0	
>50% ownership by Women, or	>50% = 20 =<50% = 0	
>50% ownership by people with Disability	>50% = 20 =<50% = 0	

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:

.....

CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .

2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Proof of tax compliance status;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations;
 - Bidder's Disclosure form;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)

3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.

5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

2

DATE:

CONTRACT FORM - RENDERING OF SERVICES**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I..... in my capacity as.....accept your bid under reference numberdated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	TOTAL PREFERENCE POINTS CLAIMED	POINTS CLAIMED FOR EACH SPECIFIC GOAL

4. I confirm that I am duly authorised to sign this contract.

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1

2

DATE:

ANNEXURE A – SDB 3.3 - PRICING SCHEDULE

Financial plan must include pricing information. Price proposals should include VAT and should be fully inclusive of ALL costs to deliver the outputs indicated in the terms of reference. The consultant should also include notes to justify the cost items.

SBD 3.3

PRICING SCHEDULE **(Professional Services)**

ITEM NO	DESCRIPTION **(ALL APPLICABLE TAXES INCLUDED)	BID PRICE IN RSA CURRENCY	
1.	The accompanying information must be used for the formulation of proposals.		
2.	Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.	R.....	
3.	PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)		
4.	PERSON AND POSITION	HOURLY RATE	DAILY RATE
	-----	R-----	-----
	-----	R-----	-----
	-----	R-----	-----
	-----	R-----	-----
	-----	R-----	-----
5.	PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT		
	-----	R-----	----- days
	-----	R-----	----- days
	-----	R-----	----- days
	-----	R-----	----- days

- 5.1 Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....			R.....
.....			R.....
.....			R.....
.....			R.....
TOTAL:			

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

- 5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....			R.....
.....			R.....
.....			R.....
.....			R.....
TOTAL: R.....			

6. Period required for commencement with project after acceptance of bid

7. Estimated man-days for completion of project.....

8. Are the rates quoted firm for the full period of contract? *YES/NO

9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

.....

.....

.....

ANNEXURE B – CV TEMPLATE TO BE COMPLETED FOR ALL PROJECT TEAM MEMBERS

Summary of experience and qualifications. Please attach CVs of proposed team members, where applicable which show the range of similar assignments they have undertaken and the size of these assignments, three letters of reference or other means of verifying experience.

CV TEMPLATE

1. Surname	
2. Name	
3. National ID / Passport Number	
4. Contact Number	
5. Email Address	
6. Proposed role on the project	

7. Education:

Year Completed	Institution	Degree / Diploma obtained	NQF Level

8. Language skills: Indicate competence on a scale from 1 (basic) to 5 (excellent)

Language	Reading	Speaking	Writing

9. Membership of professional bodies:

Name of professional body	Year joined	Membership Number

10. Other skills: (e.g. Computer literacy, etc.)

11. Present position:

Name of Employer	
Position	
Date from - Date to	

12. Years within the institution:

13. Key experience relevant to the terms of reference: (List specific assignments relevant to the terms of reference)

Name of Employer	Name of Client	Role on Assignment	Client Reference (Provide contact person and contact details)	Date from - Date to	Description of key experience as per the requirements of Terms of Reference

14. Professional experience:

Name of Employer	Date from - Date to	Reference (Provide contact person and contact details)	Position	Description of duties

15. Other relevant information (e.g. Publications)

ANNEXURE C

Technical Proposal demonstrating ability to complete the assignment and produce a quality document as per scope of work detailed above.