### Invitation to Bid

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN NATIONAL PARKS**

<table>
<thead>
<tr>
<th>RFB NUMBER:</th>
<th>GNP-003-16</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADVERTISEMENT DATE:</td>
<td>27 MAY 2016</td>
</tr>
<tr>
<td>CLOSING DATE:</td>
<td>21 JUNE 2016</td>
</tr>
<tr>
<td>CLOSING TIME:</td>
<td>11:00 AM</td>
</tr>
<tr>
<td>BRIEFING SESSION:</td>
<td>WEDNESDAY, 08 JUNE 2016 TIME: 11:00 AM</td>
</tr>
<tr>
<td>BID VALIDITY PERIOD:</td>
<td>90 days (commencing from the RFP Closing Date)</td>
</tr>
</tbody>
</table>

**DESCRIPTION OF BID:**

RE-ADVERTISEMENT: BID INVITATION FOR THE APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR EXECUTIVE MANAGEMENT COACHING PROGRAMME FOR A PERIOD OF UP TO THREE YEARS

<table>
<thead>
<tr>
<th>COMPULSORY CLARIFICATION SESSION ADDRESS</th>
<th>SOUTH AFRICA NATIONAL PARK 643 Leyds Street, Muckleneuk, Groenkloof, Pretoria, 0002</th>
</tr>
</thead>
<tbody>
<tr>
<td>BID DOCUMENTS DELIVERY ADDRESS</td>
<td>SOUTH AFRICA NATIONAL PARK 643 Leyds Street, Muckleneuk, Groenkloof, Pretoria, 0002</td>
</tr>
</tbody>
</table>

For Attention:  Ms Elisa Ntsatsi Makwa

**NB:** Bidders must ensure that they sign the register at the park when submitting the bids.

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The successful bidder will be required to fill in and sign a written Contract Form (SBD 7).

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

The bid box is generally open 24 hours a day, 7 days a week.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
THE FOLLOWING PARTICULARS MUST BE FURNISHED (FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

NAME OF BIDDER

POSTAL ADDRESS

STREET ADDRESS

TELEPHONE NUMBER

CELLPHONE NUMBER

FACSIMILE NUMBER

E-MAIL ADDRESS

VAT REGISTRATION NUMBER

HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN SUBMITTED? (SBD 2)

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (SBD 6.1)

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)

A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS);

A REGISTERED AUDITOR

TOTAL BID PRICE: R……………………………………

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department: South African National parks

Contact Person: Ms Elisa Ntsatsi Makwa

Tel: 012 426 5096

E-mail address: elisa.makwa@sanparks.org
CONDITIONS AND UNDERTAKINGS BY BIDDER

a. The Bid forms should not be retyped or redrafted but photocopies may be prepared and used. However, only documents with the original signature in black ink shall be accepted. Additional offers against any item should be made on a photocopy of the page in question.

b. Black ink should be used when completing Bid documents.

c. Bidders should check the numbers of the pages to satisfy themselves that none is missing or duplicated. SANParks will accept NO liability in regard to anything arising from the fact that pages are missing or duplicated.

d. I/We hereby Bid to supply all or any of the supplies and/or to procure all or any of the services described in the attached documents to SANParks on the terms and conditions and in accordance with the specifications stipulated in the Bid documents (and which shall be taken as part of, and incorporated into, this Bid) at the prices inserted therein.

e. I/We agree that –

f. the offer herein shall remain binding upon me/us and open for acceptance by SANParks during the validity period indicated and calculated from the closing hour and date of the Bid;

g. the laws of the Republic of South Africa shall govern the contract created by the acceptance of my/our Bid and that I/we choose domicilium citandi et executandi in the Republic as indicated below; and

NB: BIDDERS TERMS AND CONDITIONS ARE NOT ACCEPTABLE.

I/We furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our Bid that the price(s) and rate(s) quoted cover all the work/item(s) specified in the Bid documents and that the price(s) and rate(s) cover all my/our obligations under a resulting contract and that I/we accept that any mistakes regarding price(s) and calculations will be at my/our risk.

I/We hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me/us under this Bid as the Principal(s) liable for the due fulfilment of this contract.

Signature(s) of Bidder or assignee(s)   Date

Name of signing person (in block letters)

Capacity

Are you duly authorized to sign this bid?

Name of Bidder [company name] (in block letters)

Postal address (in block letters)

Domicilium citandi et executandi in the RSA (full street address of this place) (in block letters)

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Telephone Number:…………………….. Fax Number ……………………………………………………………………

Cell Number: …………………………… Email Address …………………………………………………………………
INSTRUCTIONS TO BIDDER

1 Confidential information disclosure notice
1.1 This document may contain confidential information that is the property of South African National Parks (SANParks).
1.2 No part of the contents may be used, copied, disclosed or conveyed in whole or in part to any party in any manner whatsoever other than for preparing a proposal in response to this Bid, without prior written permission from SANParks.
1.3 All copyright and Intellectual Property herein vests with SANParks.

2 Introduction
2.1 Purpose
2.1.1 The purpose of this Request for Bid (RFP) is an invitation to potential suppliers (hereinafter referred to as “Bidders”) to submit Bids for the items/products/solutions as detailed under Annex A: Technical/solution specification.

2.2 Objectives
2.2.1 The following objectives must be achieved with the implementation of the above required solution:
2.2.1.1 Based on the Bids submitted and the outcome of the evaluation process according to the set evaluation criteria, SANParks intends to select a preferred bidder/s with the view of concluding a service level agreement (SLA) where applicable with such successful bidder. The Bid shall be evaluated in terms of the PPPFA (90/10).

2.3 Queries
2.3.1 Should it be necessary for a bidder to obtain clarity on any matter arising from or referred to in this RFP document, please refer queries, in writing, to the contact person(s) listed below. Under no circumstances may any other employee within SANParks be approached for any information. Any such action may result to disqualification of a response submitted in response to the RFP. SANParks reserves the right to place responses to such queries on the website.

<table>
<thead>
<tr>
<th>Name</th>
<th>Type of Query</th>
<th>Email address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms Elisa Ntsatsi Makwa</td>
<td>Bid Queries</td>
<td><a href="mailto:elisa.makwa@sanparks.org">elisa.makwa@sanparks.org</a></td>
</tr>
</tbody>
</table>

Enquiries should reference specific paragraph numbers, where appropriate.
All questions/enquiries must be forwarded in writing not later than Thursday, 16 June 2016 at 11h00.
Questions/enquiries received after 11h00 on 16 June 2016 will not be considered.

**Bidders are not allowed to contact any other SANParks staff in the context of this tender other than the indicated official under 2.3.1.**

2.4 Bid Documents
2.4.1 Bids must be **hand delivered or (if couriered) reach** to SANParks by no later than 11h00; 21 June 2016.
2.4.2 Bid documents must contain **one original document, initialled on each page, and signed where required** and 02 (Two) copies thereof (two separate envelopes: one for financials and the other for Technical document).
2.4.3 A **digital version on CD/DVD** must be provided of all tender documentation and brochures, within the Bid envelope.
3 General rules and instructions

3.1 Confidentiality

3.1.1 The information contained in this document is of a confidential nature, and must only be used for purposes of responding to this RFP. This confidentiality clause extends to Bidder partners and/or implementation agents, whom the Bidder may decide to involve in preparing a response to this RFP.

3.1.2 For purposes of this process, the term “Confidential Information” shall include all technical and business information, including, without limiting the generality of the foregoing, all secret knowledge and information (including any and all financial, commercial, market, technical, functional and scientific information, and information relating to a party’s strategic objectives and planning and its past, present and future research and development), technical, functional and scientific requirements and specifications, data concerning business relationships, demonstrations, processes, machinery, know-how, architectural information, information contained in a party’s software and associated material and documentation, plans, designs and drawings and all material of whatever description, whether subject to or protected by copyright, patent or trademark, registered or un-registered, or otherwise disclosed or communicated before or after the date of this process.

3.1.3 The receiving party shall not, during the period of validity of this process, or at any time thereafter, use or disclose, directly or indirectly, the confidential information of SANParks (even if received before the date of this process) to any person whether in the employment of the receiving party or not, who does not take part in the performance of this process.

3.1.4 The receiving party shall take all such steps as may be reasonably necessary to prevent SANParks’ confidential information coming into the possession of unauthorised third parties. In protecting the receiving party’s confidential information, SANParks shall use the same degree of care, which does not amount to less than a reasonable degree of care, to prevent the unauthorised use or disclosure of the confidential information as the receiving party uses to protect its own confidential information.

3.1.5 Any documentation, software or records relating to confidential information of SANParks, which comes into the possession of the receiving party during the period of validity of this process or at any time thereafter or which has so come into its possession before the period of validity of this process:

3.1.5.1 Shall be deemed to form part of the confidential information of SANParks;
3.1.5.2 Shall be deemed to be the property of SANParks;
3.1.5.3 shall not be copied, reproduced, published or circulated by the receiving party unless and to the extent that such copying is necessary for the performance of this process and all other processes as contemplated in; and
3.1.5.4 Shall be surrendered to SANParks on demand, and in any event on the termination of the investigations and negotiations, and the receiving party shall not retain any extracts.

3.2 News and press releases

3.2.1 Bidders or their agents shall not make any news releases concerning this RFP or the awarding of the same or any resulting agreement(s) without the consent of, and then only in co-ordination with SANParks.

1.1 Precedence of documents

3.3.1 This RFP consists of a number of sections (see list). Where there is a contradiction in terms between the clauses, phrases, words, stipulations or terms and herein referred to generally as stipulations in this RFP and the stipulations in any other document attached hereto, or the RFP submitted hereto, the relevant stipulations in this RFP shall take precedence.

3.3.2 Where this RFP is silent on any matter, the relevant stipulations addressing such matter and which appears in the PPPFA shall take precedence. Bidders shall refrain from incorporating any additional stipulations in its proposal
submitted in terms hereof other than in the form of a clearly marked recommendation that SANParks may in its sole discretion elect to import or to ignore. Any such inclusion shall not be used for any purpose of interpretation unless it has been so imported or acknowledged by SANParks.

3.3.3 It is acknowledged that all stipulations in the PPPFA are not equally applicable to all matters addressed in this RFP. It however remains the exclusive domain and election of SANParks as to which of these stipulations are applicable and to what extent. Bidders are hereby acknowledging that the decision of the SANParks in this regard is final and binding. The onus to enquire and obtain clarity in this regard rests with the vendor(s). The vendor(s) shall take care to restrict its enquiries in this regard to the most reasonable interpretations required to ensure the necessary consensus.

3.4 Preferential Procurement Reform

3.4.1 SANParks supports Black Economic Empowerment as an essential ingredient of its business. In accordance with government policy, SANParks insists that the private sector demonstrates its commitment and track record to Black Economic Empowerment in the areas of ownership (shareholding), skills transfer, employment equity and procurement practices (SMME Development) etc.

3.4.2 SANParks shall apply the principles of the Preferential Procurement Policy Framework Act, (Act No. 5 of 2000) with its Preferential Procurement Regulation 2011 to this proposal.

3.4.3 Bidders shall complete the preference certificate attached to this proposal. In the case of a consortium and subcontractors, the preference certificate must be completed for each legal entity (Annex C).

3.5 Security clearances

3.5.1 Employees and subcontractors of the Bidders may be required to be in possession of valid security clearances to the level determined by NIA or SANParks commensurate with the nature of the project activities they are involved in. The cost of obtaining suitable clearances is for the account of the bidders. The Bidders shall supply and maintain a list of personnel involved on the project indicating their clearance status.

3.6 Occupational Injuries and Diseases Act 13 of 1993

3.6.1 The Bidder warrants that all its employees (including the employees of any sub-contractor that may be appointed) are covered in terms of the Compensation for Occupational Injuries and Diseases Act 13 of 1993 ("COIDA") and that the cover shall remain in force for the duration of the adjudication of this bid and/or subsequent agreement. SANParks reserves the right to request the Bidder to submit documentary proof of the Bidder’s registration and “good standing” with the Compensation Fund, or similar proof acceptable to SANParks.

3.7 Instructions for submitting a proposal

3.7.1 One (1) original, Two (2) hard copy of the Bid shall be submitted on the date of closure of the Bid.

3.7.1.1 The original copy must be signed in black ink by an authorised employee, agent or representative of the bidder and each and every page of the proposal shall contain the initials of same signatories.

3.7.2 Bidders shall submit proposal responses in accordance with the prescribed manner of submissions as specified above.

3.7.3 Bid must be submitted in a prescribed response format herewith reflected as Response Format, and be sealed in an envelope. The envelope must be marked clearly (on the outside) with the Bid Number and be addressed to Ms. Elisa Ntsatsi Makwa.

3.7.4 Bid must be submitted on or before 27 May 2016 not later than 11h00. The bids must be dropped in the tender box at the South African National Parks – 643 Leyds Street, Muckleneuk, Pretoria, Groenkloof Park. SANParks receives a lot of correspondence on a daily basis. Bidders are therefore urged to ensure that they clearly mark their bids with the Bid Number; register their bids and sign the register that will be provided at the gate. Failure to sign the register will lead to the bid being disqualified. Failure to submitted sealed bids could result
to disqualification of bids. The onus is on the bidder to ensure that their bids get registered in the bids received register. Bidders must advise their courier companies of this instruction.

3.7.5 All Bids in this regard shall only be accepted if they have been registered on the bids received register before or on the closing date and stipulated time.

3.7.6 Bids received after the time stipulated shall not be considered.

3.7.7 Bid responses sent by courier must reach this office at least 36 hours before the closing date to be registered on the bids received register. Failure to comply with this requirement shall result in your proposal being treated as a “late proposal” and shall not be entertained. Such proposal shall be returned to the respective Bidders.

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

4 Reasons for disqualification

4.1 SANParks reserves the right to disqualify any bidder which does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder, however the bidder shall be notified in writing of such disqualification:

4.1.2 Bidders who do not submit a valid and original Tax Clearance Certificate on the closing date and time of the bid;

4.1.3 Bidders who submitted incomplete information and documentation according to the requirements of this RFP;

4.1.4 Bidders who submitted information that is fraudulent, factually untrue or inaccurate, for example memberships that do not exist, BEE credentials, experience, etc.;

4.1.5 Bidders who received information not available to other bidders through fraudulent means;

4.1.6 Bidders who do not comply with mandatory requirements as stipulated in this RFP.

4.1.7 Bidders who made false declarations on the Standard Bidding Documents, or misrepresent facts; and/or

4.1.8 Bidders who are listed on the National Treasury’s database of restricted suppliers.

5 Closing of Bid

5.1 There shall be no public opening of the Bid received. There shall be no discussions with any enterprise until evaluation of the proposal has been complete. Any subsequent discussions shall be at the discretion of SANParks. Unless specifically provided for in the proposal document, bids submitted by means of telegram, telex, facsimile or similar means shall not be considered.

5.2 No Bids from any bidder with offices within the RSA shall be accepted if sent via the Internet or e-mail. However Bids from international bidders with no office or representation in the RSA shall be accepted if received via the Internet or e-mail before the closing date and time.

5.2.1 Such Bids shall not be made available for evaluation until the original signed documentation is received within three (3) working days after the closing date, otherwise the proposal shall be disqualified. International bidders must submit proof that they do not have any offices or representation in South Africa.

6 Bid preparation

6.1 All additions to the proposal documents i.e. annexes, supporting documentation pamphlets, photographs, technical specifications and other support documentation covering the solution offered etc. shall be neatly bound as part of the schedule concerned.

6.2 All responses regarding questions posed in the annexes attached herewith shall be answered in accordance with the prescribed RFP Response Format.

7 Oral presentations and briefing sessions

7.1 Bidders who submit Bids in response to this RFP may be required to give an oral presentation, which may include, but is not limited to, an equipment/service demonstration of their proposal to SANParks. This provides an opportunity for the vendor to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiation. SANParks shall schedule the time and location of these presentations. Oral presentations are an option of SANParks and may or may not be conducted.
8 Evaluation Criteria for B-BBEE

8.1 Points awarded for B-BBEE Status Level of Contribution.
8.2 The value of this bid is estimated to exceed R1 000 000 (all applicable taxes included) and therefore the 90/10 system shall be applicable.
8.3 In terms of Regulation 5 (2) and 6 (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:
8.4 Preference points for this bid shall be awarded for:

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

<table>
<thead>
<tr>
<th>B-BBEE Status Level of Contributor</th>
<th>Number of points (90/10 system)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10</td>
</tr>
<tr>
<td>2</td>
<td>9</td>
</tr>
<tr>
<td>3</td>
<td>8</td>
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<tr>
<td>4</td>
<td>5</td>
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<td>5</td>
<td>4</td>
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<tr>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>7</td>
<td>2</td>
</tr>
<tr>
<td>8</td>
<td>1</td>
</tr>
<tr>
<td>Non-compliant contributor</td>
<td>0</td>
</tr>
</tbody>
</table>

8.5 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA’s approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.

8.6 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.

8.7 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

8.8 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

8.9 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

8.10 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

8.11 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.
9 Evaluation criteria and methodology

9.1 Functional evaluation criteria

“Functionality” means the measurement according to predetermined norms of a service or commodity designed to be practical and useful, working or operating, taking into account quality, reliability, viability and durability of a service or commodity.

The need to invite and evaluate bids on the basis of functionality depends on the nature of the required commodity or service.

When inviting bids, SANParks indicates:
(i) whether the bids will be evaluated on functionality;
(ii) the evaluation criteria for measuring functionality;
(iii) the weight of each criterion; and
(iv) the applicable values as well as the minimum threshold for functionality.

### Functional / Technical Evaluation Criteria

<table>
<thead>
<tr>
<th>Categories</th>
<th>Threshold</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHASE 1: MANDATORY / MINIMUM REQUIREMENTS - COMPLIANCE SCREENING</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>In this phase All bids received will be verified for compliance and completeness of the submitted proposal per the set of mandatory requirements on page 18. Bidders who comply with the listed requirements progresses to the next phase of evaluation.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHASE 2: FUNCTIONAL EVALUATION</td>
<td></td>
<td></td>
</tr>
<tr>
<td>STAGE 1: TECHNICAL EVALUATION</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Methodology (40)</td>
<td>75%</td>
<td>100</td>
</tr>
<tr>
<td>• References (30)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Relevant coaching qualification (30)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>STAGE 2: PRICE AND PREFERENCE (B-BBEE)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Price (Interest Rate)</td>
<td>90%</td>
<td>100</td>
</tr>
<tr>
<td>B-BBEE</td>
<td>10%</td>
<td></td>
</tr>
</tbody>
</table>

This bid will be evaluated on Functionality according to the criteria and weighting as listed in the table above. 75% minimum functionality score will qualify the bid to move on to the next phase where PPPFA evaluation principle shall be applied, which is Price and Preference evaluation.

9.2 Price and preference evaluation criteria

Subsequent to the eligibility screening phase, the second phase of evaluation of the Bids shall be based on the 90/10 PPPFA principle and the points for evaluation criteria are as follows:

| Price points | 90 |
| Preferential points/BEE | 10 |
| **Total** | **100 points** |

All Bid received shall be evaluated by a panel using the preference points system as stipulated in the Preferential Procurement Regulations.
SCOPE OF WORK – APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO OFFER AN EXECUTIVE COACHING PROGRAMME FOR A PERIOD OF THREE YEARS

1. Special instructions to Bidders
   1.1 Scope of work shall form part of the contract.
   1.2 Should a vendor have reasons to believe that the Specification is not open and/or is written for a particular service or work; the vendor shall notify Procurement Services within seven (07) days after publication of the bid.
   1.3 Bidders shall provide full and accurate answers to the mandatory questions posed in this document, and, where required explicitly state either “Comply/Not Comply” regarding compliance with the requirements. Bidders must substantiate their response to all questions, including full details on how their proposal/solution will address specific functional requirements. All documents as indicated must be supplied as part of the submission.

2. Introduction and Background

South African National Parks (SANParks) is a public entity functioning under the National Environmental Management: Protected Areas Act 57 of 2003 (Act 57 of 2003); with the mandate to conserve; protect; control; and manage national parks and other defined protected areas and their biological diversity (Biodiversity). As a public entity, SANParks is also governed by the Public Finance Management Act, Act 1 of 1999 (as amended by Act 29 of 1999), and it is listed as a Schedule 3 A: Public Entity.

SANParks’ operations are guided by its vision statement and mission statement. As a public entity, the organisation is committed to act in pursuance of transformation of South Africa’s society in support of entrenching South Africa’s democracy. In this regard, the organisation has adopted a transformation mission to guide its efforts accordingly.

<table>
<thead>
<tr>
<th>Vision</th>
</tr>
</thead>
<tbody>
<tr>
<td>South African National Parks connecting to Society</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mission</th>
</tr>
</thead>
<tbody>
<tr>
<td>To develop, manage and promote a system of national parks that represents the biodiversity and heritage assets by applying best practice environmental justice, benefit sharing and sustainable use</td>
</tr>
</tbody>
</table>

3 Overview of SANParks

SANParks executes its mandate through the management of National Parks that represent the cultural and bio-diversity of South Africa. These Parks are spread out over South Africa. The management of its operations is based on decentralised regional management structures. Kruger National Park, the largest single operational unit is divided into two regions, North and South with respective regional offices at Phalaborwa Gate and at the Skukuza Rest Camp. Skukuza is also the administrative head office for the whole of Kruger National Park.
The other 18 Parks under the management of SANParks are divided into 5 regions:

<table>
<thead>
<tr>
<th>Region</th>
<th>Regional Office</th>
<th>Parks managed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arid</td>
<td>Upington</td>
<td>Kgalagadi, Augrabies, Richtersveld, Namaqua, Mokala</td>
</tr>
<tr>
<td>Cape</td>
<td>Cape Town</td>
<td>Table Mountain, Agulhas, West Coast, Tankwa Karoo, Bontebok</td>
</tr>
<tr>
<td>Garden Route</td>
<td>Knysna</td>
<td>Stormsriver Mouth, Knysna Forests, Wilderness, Knysna Estuary</td>
</tr>
<tr>
<td>Frontier</td>
<td>Port Elizabeth</td>
<td>Addo, Camdeboo, Mountain Zebra, Karoo</td>
</tr>
<tr>
<td>North</td>
<td>Pretoria, Head Office</td>
<td>Golden Gate, Marakele, Mapungubwe, Groenkloof (Head Office)</td>
</tr>
</tbody>
</table>

Furthermore, SANParks oversees the management of the parks and provide strategic guidance and support from its Head Office in Pretoria.

SANParks has the following Management breakdown:

- 6 Executive Managers
- 30 General Managers
- 196 other Managers

4 Requirement

The objective of this RFP is to appoint a suitable independent Service provider (s)/companies that can support SANPARKS with the conducting of executive and management team coaching (EXCO, Divisional Management; Park Management; etc.)

Table of cost benefit analysis to be attached.

See no. 7 and 15 below

5 SCOPE AND EXTENT OF WORK

Coaches must be able to develop the applicable team awareness of interpersonal behaviors, considered to be strengths, as well as areas requiring more exposure. A coach can assist a team to learn about their own thinking style, feelings and perception and all elements that influence behavior.

The service provider will further assist the Chief Executive Officer, Managing Executives, General Managers or Park Managers and any other level identified Management levels, to among other things, identify challenges / obstacles and ways to address such challenges / obstacles in a manner appropriate to the context of the environment. These challenges / obstacles will require multifaceted, complex and evolved thinking and solutions.

The coach must assist, among other things, on structural changes, integration of new members to the team, their teamwork, culture shaping as well as strategic plan of the organization.

The coach must assist the team leader (Executive Manager, General Manager, and Park Managers) with, among other things, coaching of his / her direct sub-ordinates and to give feedback to the team and the individual.
SANParks intends to appoint a Panel of coaches / companies who will be pre-qualified and will be rotated as and when required by SANParks to provide coaching services to SANParks Managers over a period of three years.

In order to be considered for pre-qualification SANParks requires potential coaches / companies / consortia to examine the scope and extent of management functions and responsibilities within SANParks in relation to organisation mission, strategic goals as well as management competencies envisaged by the organisation.

**SANParks intention with the coaching programme is to ensure that its senior managers are provided with an effective coaching service so that individuals:**

- Achieve significant personal growth and development;
- Have increased awareness of their strength and weaknesses and are able to determine their personal attributes;
- Are motivated to perform optimally and to the best of their ability;
- Are better equipped to manage change and drive departmental transformation;
- Are provided with practical techniques to SANParks with pressure and work stress and how to achieve a balance between personal life and professional life;
- Are guided around techniques for mastering the art of listening, blending humility with confidence, building rapport and interpersonal relationships, and other areas that impact on individual and group performance including the assimilation of SANParks values;
- Are assisted with the channel to address their unique development needs and also attaining general insight into learning and growing, decision-making, conflict resolution and problem solving.

**PROPOSAL**

Coaches / companies are required to prepare a proposal for a coaching programme for SANParks Senior Managers that would describe the objectives, content and measurable outcomes of the programme contextualizing this with State Owned Enterprises and worldwide best practice in terms of executive-level coaching, learning and development.

The proposal should describe the coaching methodology, approach, and the conceptual basis and indicate how this would be implemented in relation to SANParks Senior Managers. This should include a description of how the coach identifies areas of weakness and strength and prioritises the issues that would be addressed during the coaching intervention.

The proposal should indicate in general terms the optimal length and timing of a coaching intervention and the way it would be organized. A generic description of the preparations needed for the coaching intervention, the form and organization of the intervention itself, as well as identification of key meetings, milestones, evaluations and assessments of the relationship should be included in this. The proposal
should also indicate what verbal or written feedback would be provided during coaching and to whom this would be made available.

The proposal should set out clearly that the capacity of the coach/ company would be able to give to SANParks programme in terms of number of coaches and amount of time available.

The proposal should clearly set out all the costs involved in the coaching programme, including the coach / company rates for the coaching, as well as the costs of any disbursements. (For comparative purposes an hourly rate should be indicated).

The proposal should contain full CVs of the proposed coaches that indicate both their qualifications and their experience.

Coaches should indicate the extent to which they are available beyond working hours, are contactable telephonically and on e-mail and preferred location of coaching sessions.

Coaches/companies should indicate details of their cancellation policy and policy related to changes in consultation times.

8 **PERIOD OF THE ASSIGNMENT**

The Executive and Management Teams will require ongoing support for a period of three (03) years. All work is to be carried out in accordance with the time schedule as agreed upon with the Project Sponsor.

9 **PERFORMANCE MEASURES**

The performance measures for the delivery of the Executive coaching will be closely monitored by SANParks. A detailed coaching development plan that sets out the key elements of the coaching agreement, as well as the details of frequency of meetings and milestones must be provided to the Project Sponsor. A mid-term coaching report should be submitted to the Project Sponsor which may include feedback, proposals and recommendations on:

- Progress and milestones of the programme;
- The progress made in addressing gaps realized during the assessment of each candidate;
- The attitudes, reactions and levels of participation of persons on the coaching programme;
- Challenges and opportunities. This might be done verbally in meetings with managers and be incorporated into the mid-term and close out report.

10 **REPORTING**

The Service Provider(s)/ individual coaches will submit monthly and quarterly progress reports to the Project Sponsor, within 7 days after the end of each month and quarter for the duration of the project.

- The service provider/coach will submit a Close-out report at the conclusion of the project.
• The coach must report any non-attendance, late cancellations or any other breach of conditions to the Project Sponsor.

11 MONITORING PROGRESS ON ASSIGNMENTS

The Learning and Development and Performance Management Department shall manage and monitor the ongoing management of the Service Level Agreement.

12 CONTINUITY AND PROFILE OF SENIOR STAFF ON THE PROJECT

The Service Provider/s must guarantee the presence of the Project Leader throughout the duration of the contract. If the Project Leader has to leave the project, a period of at least a month is required in which the Project Leader must work parallel with the next person (senior consultant with similar expertise and equal years of experience) appointed to be able to transfer skills and knowledge.

13 CONDITIONS OF BID

Bids will be subject to Supply Chain Management conditions as follows:

- The Preferential Procurement Policy Framework Act, Act No. 05 of 2000 and the Broad Base Black Economic Empowerment Act, Act 53 of 2003 will apply to this bid.
- In accordance with this Act, submission will be adjudicated on the 90/10 points system and the codes of good practice as gazetted. Price and technical scores will make up the total of 90 points. The remaining 10 points will be split in accordance with the SBD 6.1 documents.

The proposal should include, amongst other, the following:

- A proposed plan of action (for Executive and Management Teams, Team Coaching and Individual).
- A list of references with contact details;
- Ability to ensure continuing of staff on the project.
- A briefing session will be held on (date, time & place) determined by SANParks.

14 SPECIAL CONDITIONS

✓ The Curriculum Vitae of the staff who will be available for the duration of the work; NOTE: Failure to submit the CV’s will invalidate your bid proposal.
✓ Service providers/ individual coaches who do not supply information in respect of HDI preference points or who are found to have supplied incorrect information in the affidavit provided for in the bid documents will be disqualified.
✓ Service Providers are requested to submit the BEE accreditation certificates from reputable service providers accredited by SANAS (check sanas.co.za); failing which the BEE points claimed will be forfeited.
✓ Preference will be given to BEE companies or firms with strong BEE partnerships, in order to address South Africa’s socio-economic disparities in line with the Broad Base Black Economic Empowerment legislation.
✓ A service level agreement shall be signed with the preferred bidder(s). The successful bidder may not alter its (buy out HDI points) BEE status during the contract period. SANPARKS reserve the right to terminate the contract should the successful bidder no longer meet the BEE requirement.

✓ SANParks reserves the right to invite short listed suppliers/coaches to present their bid proposals for final decision.

✓ Bidders must be prepared to work at rates not exceeding those prescribed by the office of the Auditor-General or SANPARKS of Public Service and Administration (DPSA).

15 ADDITIONAL INFORMATION ON BID PROPOSAL

✓ The service provider/coach should provide details of staff training, highlighting training and development policies and procedures, with specific reference to affirmative action policies and initiatives.

✓ A breakdown of the hourly tariff inclusive of value-added tax for services rendered. Expenditure incurred without prior approval of the Project Sponsor will not be reimbursed.

✓ In so far as possible, a comprehensive budget, showing the charge out rates of all the staff to be involved in coaching and also including all other costs factors such as traveling.

✓ How a joint venture (if the bidders are a joint venture between a BEE firm and a non-BEE firm) will split the work between the firms. The detail must be such that SANParks can audit the actual work allocation during the delivery to enforce the transfer of skills between the two firms. (The percentage involvement of each company in the joint venture should also be indicated). Please note that all members of the joint venture should sign the contract and are jointly and severally liable for the entire assignment.

✓ SANParks will not be held responsible for any costs incurred by the bidder in the preparation and submission of the bids.

✓ Please take note that SANParks is not bound to select any of the firms submitting proposals. SANParks reserves the right not to award any of the bids and not to award the contract to the lowest bidding price as well as to renegotiate the bid of the preferred applicant.

✓ Traveling costs and time spent or incurred between home and office of consultants and SANParks head office will not be for the account of SANParks.

16 INFORMATION REQUIRED

Bid Evaluation can only be done on the basis of information, which we asked for. The comprehensiveness of the bid can therefore be decisive in the awarding thereof.

17 PAYMENT TERMS

SANParks undertakes to payout in full within 30 (thirty) days all valid claims for work done to its satisfaction upon presentation of a substantiated claim. No payment will be made where there is outstanding information/work not submitted by the Service Provider/s or coach until that outstanding information is submitted.
18 EVALUATION OF TENDER

The evaluation of the tender will be performed using the 90/10 principle after evaluation of the technical responses. The technical responses will be evaluated based on ability, previous similar assignments and experience.

8. BID EVALUATION SCORING CRITERIA

This document is issued in terms of the SANParks Supply Chain Management Policy and sets out the criteria for the evaluation of bids in a uniform scoring methodology aligned to the National Treasury Regulations and the Preferential Procurement Regulations.

9. SUBMISSION OF BIDS

Bidders are required to submit One (01) original plus Two (02) copy of the bid document.

SANParks may request clarification or further information regarding any aspect of the bid. The bidder must supply the requested information within 48 hours or unless otherwise indicated after the request has been made; otherwise the bidder may be disqualified.

10. EVALUATION PHASES

The received bid proposals will be evaluated in different phases in order to arrive to the final phase of bid award, and the phases will be as follows:

10.1 PHASE (01): MANDATORY / MINIMUM REQUIREMENTS SCREENING

In this phase all bids received will be verified for compliance and completeness of the submitted proposal per the below set of mandatory requirements. Bidders who fail to comply with the below requirements will be eliminated and bidders who comply with the below progresses to the next phase of technical evaluation.

..1 Bid forms must be properly received on the bid closing date and time specified on the invitation, fully completed, dated and signed in ink.

..2 Bid forms must be properly fully completed, dated, signed in ink and initial every page of the bid.

..3 Submission of the bid document must be binded and is without tearing any pages off.

..4 Invitation to Bid (SBD 1) must be fully completed,

..5 Submission of an Original Valid Tax Clearance Certificate (SBD 2) – Bidders whom their Tax matters are not in order and no proper arrangements have been made with SARS to meet their tax obligations will not be considered for this bid. 7 days from the bid closing date is afforded to any bidder who already made necessary arrangements with SARS (attach proof as obtained from SARS Branch) of when the necessary arrangements have been made to meet your Tax obligation and be issued with Tax certificate. Failure to submit a valid and original Tax Clearance within 7 days after the bid closing date, your submitted bid proposal will be considered non-responsive and shall be invalidated or disqualified and not considered further for evaluation.

..6 Submission of fully completed Pricing Schedule (Professional Services – SBD 3.3). Professional services, bidders should complete and sign SBD 3.3 for services

..7 Submission of fully completed SBD 4 (Declaration of Interest),

..8 Submission of fully completed SBD 6.1 (Preference Claim Certificate), accompanied by the original or certified B-BBEE Status Level Verification Certificate as issued by SANAS accredited service providers, Accredited Registers Auditors – IRBA and Procurement Regulation 2011 compliant letter issued by the Accounting Officer. Any copies submitted in this case should be certified.

..9 Submission of fully completed Contract Form (Rendering of Services – SBD 7.2).

..10 Submission of fully completed SBD8 (Declaration of Bidders Past SCM Practice),
Submission of fully completed SBD9 (Certificate of Independent Bid Determination),
Business Registration Certificate e.g. CK 1, certificate of incorporation
Familiarise yourself and Initial every page of the General Condition of Contract

NB: Any bidders who did not sign and submit any of the requested documents may be disqualified.

All bidders who complied with the mandatory / minimum requirements progressed to the technical evaluation phase for further evaluation per the below set criteria.

10.2 PHASE (02) – FUNCTIONAL EVALUATION

In this phase All bids that met all the requirements in terms of compliance and completeness of the submitted proposal per the above set of mandatory requirements will be evaluated as follows:

Stage (01) - Detail Technical Evaluation Criteria and Point Allocation
Stage (02) - Evaluation of Bid Responses Using the Price and B-BEEE Scores

10.2.1 STAGE (01): DETAIL TECHNICAL EVALUATION CRITERIA AND POINT ALLOCATION

NB: Qualification Threshold – Bidders must achieve 75% per the criteria below for consideration to the Stage (02) evaluation. Bidders who fail to comply with the set minimum threshold of 75% per the below requirements WILL be eliminated and bidders who comply with the below will progress to stage (02) of the evaluation.

TECHNICAL / FUNCTIONAL CRITERIA

With regards to technicality / functionality, the following criteria shall be applicable and the maximum points of each criterion are indicated in the table below. Bidders scoring 75 out of 100 on technical / functional criteria will be further evaluated on Price and BEE. Bidders who do not achieve the minimum of 75 points on technical / functional criteria will not progress to the next and final stage (02) being price and preference points.
FUNCTIONALITY RESPONSIVENESS CRITERIA APPLICABLE FOR THIS BID

Scoring

Please follow the following items and numbering diligently in your response to enable the Evaluation Team to afford your bid the attention it deserves.

<table>
<thead>
<tr>
<th>No</th>
<th>Functionality criteria</th>
<th>Weighting factors</th>
<th>Points</th>
<th>Documents to be submitted for evaluation purposes</th>
<th>Points allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Methodology – including but not limited to what is listed below:</td>
<td>40</td>
<td>5</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Your approach to the assignment (methodology).</td>
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<td></td>
<td>Your ability to customize your approach and recommendations according to SANParks</td>
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<td>requirements as opposed to a text book template must be proven</td>
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<td></td>
<td>A clearly detailed coaching development plan that sets out the key elements of the</td>
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<td></td>
<td>coaching agreement, including details of frequency of meetings and milestones</td>
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<td></td>
<td>Describe coaching methodology, approach, and the conceptual basis, indicating how this</td>
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<td></td>
<td>would be implemented</td>
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<td></td>
<td>Describe how as a coach you will identify areas of weakness and strength and prioritize</td>
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<tr>
<td></td>
<td>the issues which will be addressed during the coaching intervention.</td>
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<td></td>
<td>Indicate optimal length of coaching intervention</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Feedback sessions</td>
<td></td>
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</tr>
</tbody>
</table>

Methodology:

Please describe your methodology for this assignment after you have read and understood the requirements and environment.

1 = The methodology does not include all required information relevant to the assignment

3 = The methodology includes all required information and clearly clarifies the process and phases.

5 = The methodology includes all required information and has been adapted to the environmental requirements.
<table>
<thead>
<tr>
<th>No</th>
<th>Functionality criteria</th>
<th>Weighting factors</th>
<th>Points</th>
<th>Documents to be submitted for evaluation purposes</th>
<th>Points allocation</th>
</tr>
</thead>
</table>
| 2  | Provide references for delivering on similar assignments – supported by three (3) reference letters on prescribed format from clients where you have performed similar assignments. | 30                | 5      | **References:** To please indicate your experience in similar Individual Coaching assignments. The experience should be in the form of at least 3 reference letters (on the letterhead of the client, dated and signed by a responsible Executive or Manager) from the listed references. The letter should include the following points very clearly:  
  i. Nature of assignment  
  ii. When (date) the assignment took place  
  iii. To what extent your recommendations were / are being implemented | 1 = Provided one reference letter which do not comply with the highlighted requirements.  
  3 = Provided 2 reference letters which partially comply with the highlighted requirements.  
  5 = Provided 3 or more reference letters which fully comply with the highlighted requirements. |
<table>
<thead>
<tr>
<th>No</th>
<th>Functionality criteria</th>
<th>Weighting factors</th>
<th>Points</th>
<th>Documents to be submitted for evaluation purposes</th>
<th>Points allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Your specific capabilities in Individual Coaching</td>
<td></td>
<td></td>
<td><strong>Individual Coaching knowledge and experience:</strong></td>
<td>1 = Relevant qualifications submitted. Experience of the Coach is less than 5 years</td>
</tr>
<tr>
<td>3</td>
<td><strong>Qualifications</strong></td>
<td></td>
<td></td>
<td>Please indicate previous experience as an Individual Coach in the past 5 or more years.</td>
<td>3 = Relevant qualifications submitted. Experience of the Coach is 5 years.</td>
</tr>
<tr>
<td></td>
<td>Relevant coaching qualification</td>
<td></td>
<td></td>
<td></td>
<td>5 = Relevant qualifications submitted. Experience of the Coach is more than 5 years</td>
</tr>
<tr>
<td></td>
<td><strong>Experience</strong></td>
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<td>5+ years</td>
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<td></td>
<td>CVs to be submitted</td>
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<td></td>
<td><strong>Total Score</strong></td>
<td>100</td>
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</tbody>
</table>

**NB: Qualification Threshold – Bidders must achieve 75% per the above criteria for consideration to the next phase evaluation. Bidders who fails to comply with the set minimum threshold of 75% per the above requirements WILL be eliminated and bidders who comply with the below progresses to the next phase of evaluation.**
10.2.2 STAGE TWO (02): EVALUATION OF BID RESPONSES USING THE PRICE AND B-BEEE SCORES

All bidders who achieved 75% and more of the set minimum threshold from the technical evaluation phase progresses to this final phase of Price and Preference (BEE Score) points allocation systems for the recommendation of the successful bidder.

NB: Bidder who obtains highest total points on PRICE and B-BEEE claimed points shall be awarded the contract. SANParks reserves the right to appoint one or more service providers for this project.

11. EVALUATION CRITERIA AND WEIGHTING:

The RFB stipulated that the responses to be evaluated using the 90/10 preference points system in accordance with the PPPFA guidelines. Based on this system the points will be allocated as follows:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Price</td>
<td>90</td>
</tr>
<tr>
<td>Participation Goals/BEE</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

12. EVALUATION FORMULA

The following formula will be applied to calculate the scores:

**Price Formula**

The following PPPFA formula was used to evaluate the price proposals submitted by bidders, this formula was used because price was the only criterion that was scored i.e. the whole 90 points were allocated to price as per par. 10.1 of this submission.

\[
PS = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}}\right)
\]

Pmin = Rand value of bid under consideration.

Pt = Rand value of lowest acceptable bid

13. FINAL AWARD

Bidder who obtains highest total points on PRICE and B-BEEE claimed points shall be awarded the contract. SANParks reserves the right not to appoint or to appoint one or more service providers for this project.
14. TERMS AND CONDITIONS OF SPECIFICATION

Due diligence review may be conducted before the awarding of the contract.

15. CONTACTABLE OFFICIALS FOR CLARIFICATION

All technical and bid documentation enquiries can be addressed to Ms Ntsatsi Elisa Makwa at Tel: 012 426 5260 or elisa.makwa@sanparks.org.
ANNEX A: BID INVITATION

• This section refers to page 1 to 22 of the bid document.
ANNEX B: SARS TAX CLEARANCE CERTIFICATE OR SBD2

- An original and valid SARS Tax Clearance Certificate must be furnished, OR
- SBD2 Tax Clearance Certificate Requirement (if Original and Valid Tax Clearance Certificate above is not submitte
# Annex C: SBD3.3 Pricing Schedule – Professional Services

## Pricing Schedule

(Professional Services)

<table>
<thead>
<tr>
<th>Name of Bidder:</th>
<th>Bid No.:</th>
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</tbody>
</table>

Closing Time 11:00  
Closing Date: 

Offer to be valid for ........... days from the closing date of bid.

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description</th>
<th>Bid Price in RSA</th>
</tr>
</thead>
</table>

*(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)

<table>
<thead>
<tr>
<th>PERSON AND POSITION</th>
<th>HOURLY RATE</th>
<th>DAILY RATE</th>
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<tbody>
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<td>R------------</td>
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4. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

<table>
<thead>
<tr>
<th>PHASE</th>
<th>COST PER PHASE</th>
<th>MAN-DAYS TO BE SPENT</th>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>DESCRIPTION OF EXPENSE TO BE INCURRED</th>
<th>RATE</th>
<th>QUANTITY</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

TOTAL: R………………………………………

** “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.

<table>
<thead>
<tr>
<th>DESCRIPTION OF EXPENSE TO BE INCURRED</th>
<th>RATE</th>
<th>QUANTITY</th>
<th>AMOUNT</th>
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</tr>
</tbody>
</table>

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.

........................................................................................................

........................................................................................................

........................................................................................................
ANNEX D: SBD4: DECLARATION OF INTEREST

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/ a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

2.1 Full Name of bidder or his or her representative: ..........................................................

2.2 Identity Number: .................................................................................................

2.3 Position occupied in the Company (director, trustee, shareholder²): .........................

2.4 Company Registration Number: ..............................................................................

2.5 Tax Reference Number: ........................................................................................

2.6 VAT Registration Number: .....................................................................................

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹"State" means –
(a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
(b) any municipality or municipal entity;
(c) provincial legislature;
(d) national Assembly or the national Council of provinces; or
(e) Parliament.

²"Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? YES / NO

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: ................................................
Name of state institution at which you or the person connected to the bidder is employed: .................................................
Position occupied in the state institution: .................................................................
Any other particulars:

………………………………………………………………
………………………………………………………………
………………………………………………………………

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?  

YES / NO

2.7.2.1 If yes, did you attached proof of such authority to the bid document?  

YES / NO

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

………………………………………………………………
………………………………………………………………
………………………………………………………………

2.8 Did you or your spouse, or any of the company’s directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months?  

YES / NO

2.8.1 If so, furnish particulars:

………………………………………………………………
………………………………………………………………
………………………………………………………………

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?

2.9.1 If so, furnish particulars.

………………………………………………………………
………………………………………………………………
………………………………………………………………

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?  

YES/NO

2.10.1 If so, furnish particulars.

………………………………………………………………
………………………………………………………………
………………………………………………………………

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?  

YES/NO

2.11.1 If so, furnish particulars:

………………………………………………………………
………………………………………………………………
………………………………………………………………
3 Full details of directors / trustees / members / shareholders.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Identity Number</th>
<th>Personal Tax Reference Number</th>
<th>State Employee Number / Persal Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**DECLARATION**

I, THE UNDERSIGNED (NAME)……………………………………………………………………………………………………

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Position</th>
<th>Name of bidder</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>May 2011</td>
</tr>
</tbody>
</table>
ANNEX E: SBD6.1: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011

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, 2011.

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 R1 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R1 000 000 (all applicable taxes included).

1.2 The value of this bid is estimated to exceed/not exceed R1 000 000 (all applicable taxes included) and therefore the.........................system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

   (c) Price; and
   (d) B-BBEE Status Level of Contribution.

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

<table>
<thead>
<tr>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRICE</td>
</tr>
<tr>
<td>B-BBEE STATUS LEVEL OF CONTRIBUTION</td>
</tr>
</tbody>
</table>

Total points for Price and B-BBEE must not exceed 100

1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.5. 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. DEFINITIONS

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

2.2 “B-BBEE” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

2.3 “B-BBEE status level of contributor” means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
2.4 “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 services, works or goods, through price quotations, advertised competitive bidding processes or proposals;

2.5 “Broad-Based Black Economic Empowerment Act” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

2.6 “comparative price” means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;

2.7 “consortium or joint venture” 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;

2.8 “contract” means the agreement that results from the acceptance of a bid by an organ of state;

2.9 “EME” means any enterprise with an annual total revenue of R5 million or less.

2.10 “Firm price” means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;

2.11 “functionality” means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;

2.12 “non-firm prices” means all prices other than “firm” prices;

2.13 “person” includes a juristic person;

2.14 “rand value” means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;

2.15 “sub-contract” means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;

2.16 “total revenue” bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the Government Gazette on 9 February 2007;

2.17 “trust” means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and

2.18 “trustee” means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. ADJUDICATION USING A POINT SYSTEM

3.1 The bidder obtaining the highest number of total points will be awarded the contract.

3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.

3.3 Points scored must be rounded off to the nearest 2 decimal places.

7.1 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.

3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

4. POINTS AWARDED FOR PRICE

4.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

\[
Ps = 80 \left(1 - \frac{Pt - P_{\text{min}}}{P_{\text{min}}} \right) \quad \text{or} \quad P_{\text{min}} = 90 \left(1 - \frac{Pt - P_{\text{min}}}{P_{\text{min}}} \right)
\]

Where

- \(Ps\) = Points scored for comparative price of bid under consideration
- \(Pt\) = Comparative price of bid under consideration
- \(P_{\text{min}}\) = Comparative price of lowest acceptable bid

5. Points awarded for B-BBEE Status Level of Contribution

5.1 In terms of Regulation 5 (2) and 6 (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:

<table>
<thead>
<tr>
<th>B-BBEE Status Level of Contributor</th>
<th>Number of points (90/10 system)</th>
<th>Number of points (80/20 system)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>9</td>
<td>18</td>
</tr>
<tr>
<td>3</td>
<td>8</td>
<td>16</td>
</tr>
<tr>
<td>4</td>
<td>5</td>
<td>12</td>
</tr>
<tr>
<td>5</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>6</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>8</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Non-compliant contributor</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor.
Registered auditors do not need to meet the prerequisite for IRBA’s approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.

5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.

5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other Enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

6. BID DECLARATION

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

7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

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

(Ponts claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

8. SUB-CONTRACTING

8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 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? YES / NO (delete which is not applicable)

9. DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm .................................................................................................. :
9.2 VAT registration number : .................................................................

9.3 Company registration number ..............................................................:

9.4 TYPE OF COMPANY/ FIRM

☐ Partnership/Joint Venture / Consortium
☐ One person business/sole propriety
☐ Close corporation
☐ Company
☐ (Pty) Limited
[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

..................................................................................................................
..................................................................................................................
..................................................................................................................
..................................................................................................................
..................................................................................................................

9.6 COMPANY CLASSIFICATION

☐ Manufacturer
☐ Supplier
☐ Professional service provider
☐ Other service providers, e.g. transporter, etc.
[TICK APPLICABLE BOX]

9.7 Total number of years the company/firm has been in business? ......................

9.8 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-BBBE status level of contribution indicated in paragraph 7 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
paragraph 7, the contractor may be required to furnish documentary proof to the
satisfaction of the purchaser that the claims are correct;

(iv) If the B-BBBEE status level of contribution 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) restrict the bidder or contractor, its shareholders and directors, or only the
shareholders and directors who acted on a fraudulent basis, 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
WITNESSES:

1. .............................................

2. .............................................

ADDRESS:...........................................

.............................................

.............................................

SIGNATURE(S) OF BIDDER(S)

DATE:.............................................

.............................................
ANNEX F: BBBEE CERTIFICATES

| NB: Bidder(s) is requested to attach their valid and original or certified B-BBEE Preferential point claim certificate to be eligible for points claimed. Certificate must be issued by SANAS Accredited agency. |
ANNEX G: SBD 7.2: CONTRACT FORM RENDERING OF SERVICES

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;
       - Tax clearance certificate;
       - Pricing schedule(s);
       - Filled in task directive/proposal;
       - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
       - Declaration of interest;
       - Declaration of bidder’s past SCM practices;
       - Certificate of Independent Bid Determination;
       - 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 ………………………………

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**ANNEX H: SBD 8: DECLARATION OF BIDDER’S PAST SUPPLY CHAIN PRACTICES**

**DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

1. This Standard Bidding Document must form part of all bids invited.

2. It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

3. The bid of any bidder may be disregarded if that bidder, or any of its directors have:
   a. abused the institution’s supply chain management system;
   b. committed fraud or any other improper conduct in relation to such system; or
   c. failed to perform on any previous contract.

4. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

<table>
<thead>
<tr>
<th>Item</th>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1</td>
<td>Is the bidder or any of its directors listed on the National Treasury’s Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <em>audi alteram partem</em> rule was applied).</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>The Database of Restricted Suppliers now resides on the National Treasury’s website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.1.1</td>
<td>If so, furnish particulars:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 4.2  | Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?  
The Register for Tender Defaulters can be accessed on the National Treasury’s website ([www.treasury.gov.za](http://www.treasury.gov.za)) by clicking on its link at the bottom of the home page. |     |    |
| 4.2.1| If so, furnish particulars:                                                                                                               |     |    |
| 4.3  | Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years? |     |    |
| 4.3.1| If so, furnish particulars:                                                                                                               |     |    |
4.4 Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?  

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

4.4.1 If so, furnish particulars:

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)………………………………………………………………

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

......................................................... .........................................................
Signature Date

......................................................... .........................................................
Position Name of Bidder

Js365bW
CERTIFICATE OF INDEPENDENT BID DETERMINATION

1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.

2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.

3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
   a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
   b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.

4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

__________________________________________________________________________
(Bid Number and Description)

in response to the invitation for the bid made by:

__________________________________________________________________________
(Name of Institution)
do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: ___________________________________________ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

   (a) has been requested to submit a bid in response to this bid invitation;
   (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
   (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. 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 consortium will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
   (a) prices;
   (b) geographical area where product or service will be rendered (market allocation)
   (c) methods, factors or formulas used to calculate prices;
   (d) the intention or decision to submit or not to submit, a bid;
   (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
   (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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 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.

10. 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.

........................................................................................................................................

SignatureDate

........................................................................................................................................

Position Name of Bidder

Js914w 2
ANNEX J: ATTACH COMPANY PROFILE

- Attached company profile at this section or annexure.
ANNEX K: COMPANY REGISTRATION DOCUMENTS (CIPC)

- Certified copies (copy with original stamp) of your CIPC (CIPRO) company registration documents listing all members with percentages, in case of close corporation
- Certified copies (copy with original stamp) of all latest share certificates, in case of a company
ANNEX L: JOINT VENTURE AGREEMENT

- To provide Joint Venture Agreement signed under Commissioner of Oath.
- To provide above documentation for both companies that form the JV.

**NB: Joint venture agreement and performing the work**
The primary bidder needs to have major responsibilities in this project and both parties need to state their percentage interest in this joint venture. Joint venture is encouraged mainly for developmental purposes.
ANNEX M: CD/DVD/MEMORY STICK – COPY CONTAINING A DIGITAL COPY OF ALL TENDER DOCUMENTS AS PROVIDED IN PRINT
PARTICULARS OF COMMITMENTS WHICH THE TENDERER HAS PREVIOUSLY COMPLETED AND PRESENTLY ENGAGED WITH.

Current and Previous Projects of not more than 5 years.

<table>
<thead>
<tr>
<th>No</th>
<th>Project/Company name</th>
<th>Extent of contract/relationships</th>
<th>Contact person</th>
<th>Contact number</th>
<th>Contract amount</th>
<th>Date of commencement</th>
<th>Scheduled date of completion</th>
<th>Contract period (No of years)</th>
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<tr>
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<td>National No of Provinces Other</td>
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</table>
ANNEX O: RESOLUTION OF BOARD OF DIRECTORS / MEMBERS / SOLE PROPRIETOR / PARTNERS OF PARTNERSHIP

This returnable schedule needs to be completed if the tenderer is a joint venture. This form must be completed by each partner of the joint venture. The name of the principal partner must be stated under Point 2.

Resolution of Board of Directors / Members / Sole Proprietor/ Partners of Partnership (i.e. of each legal person to comprise the Joint Venture Partnership)

RESOLUTION of a meeting of the Board of *Directors / Members / Sole Proprietor/ Partners of:

_____________________________________________________________________________________

(Legally correct full name and registration number, if applicable, of the Enterprise)

Held at ______________________________________________ (place)

On ____________________________________ (date)

RESOLVED that:

1. The Enterprise submits a Tender, in Joint Venture with the following Enterprises:

_____________________________________________________________________________________

(List all the legally correct full names and registration numbers, if applicable, of the Enterprises forming the Joint Venture)

to the South African National Parks in respect of the following project:

_____________________________________________________________________________________

(Project description as per Tender Document)

Tender Number: _________________________________________ (Tender Number as per Tender Document)

2. The Principal Partner of the Joint Venture will be

_____________________________________________________________________________________

(Legally correct full name and registration number, if applicable, of the Principal Partner of Joint Venture)

3. *Mr/Mrs/Ms: ____________________________________________

in *his/her Capacity as: ____________________________ (Position in the Enterprise)

and who will sign as follows: ________________________________________________

be, and is hereby, authorised to sign a joint venture agreement with the parties listed under item 1 above, and any and all other documents and/or correspondence in connection with and relating to the joint venture, in respect of the project described under item 1 above.

4. The Enterprise accepts joint and several liability with the parties listed under item 1 above for the due fulfilment of the obligations of the joint venture deriving from, and in any way connected with, the Contract to be entered into with the South African National Parks in respect of the project described under item 1 above.

5. The Enterprise chooses as its domicilium citandi et executandi for all purposes arising from this joint venture agreement and the Contract with the South African National Parks in respect of the project under item 1 above:

Physical address: ________________________________

Invitation to Bid / SANParks / ICT Strategy: Review and Develop: GNP-016-14
Postal Address: ________________________________
______________________________
______________________________
______________________________
______________________________ (code)

Telephone number: ____________________________ (code)
Fax number: ________________________________ (code)

<table>
<thead>
<tr>
<th>1..1.2</th>
<th>Name</th>
<th>Capacity</th>
<th>Signature</th>
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<td>1..1.12</td>
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</table>

Note:
1. * Delete which is not applicable
2. **NB. This resolution must be signed by all the Directors / Members / Partners of the Bidding Enterprise**
3. Should the number of Directors / Members/Partners exceed the space available above, additional names and signatures must be supplied on a separate page
General conditions of bid and conditions of contract

Bidders shall provide full and accurate answers to all (including mandatory) questions posed in this document, and, are required to explicitly state "Comply/Accept" or "Do not comply/Do not accept" (with a ✓ or an X) regarding compliance with the requirements. Where necessary, the bidders shall substantiate their response to a specific question.

NOTE: It is mandatory for bidders to complete or answer this part fully; failure to do so result to their bid to be treated as incomplete and shall be disqualified. Refer to paragraph 4 of this document (reasons for disqualification).

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td><strong>1.</strong></td>
<td><strong>This bid is subject to the General Conditions of Contract stipulated below.</strong></td>
</tr>
<tr>
<td><strong>2.</strong></td>
<td><strong>The laws of the Republic of South Africa shall govern this RFP and the bidders hereby accept that the courts of the Republic of South Africa shall have the jurisdiction.</strong></td>
</tr>
<tr>
<td><strong>3.</strong></td>
<td><strong>SANParks shall not be liable for any costs incurred by the bidder in the preparation of response to this RFP. The preparation of response shall be made without obligation to acquire any of the items included in any bidder’s proposal or to select any proposal, or to discuss the reasons why such vendor’s or any other proposal was accepted or rejected.</strong></td>
</tr>
<tr>
<td><strong>4.</strong></td>
<td><strong>SANParks may request written clarification or further information regarding any aspect of this proposal. The bidders must supply the requested information in writing within twenty four (24) hours after the request has been made, otherwise the proposal may be disqualified.</strong></td>
</tr>
<tr>
<td><strong>5.</strong></td>
<td><strong>In the case of Consortium, Joint Venture or subcontractors, bidders are required to provide copies of signed agreements stipulating the work split and Rand value.</strong></td>
</tr>
</tbody>
</table>
In the case of Consortium, Joint Venture or subcontractors, all bidders are required to provide mandatory documents as stipulated in schedule 1 of the Response format. | Accept | Do not accept |
---|---|---|
SANParks reserves the right to; cancel or reject any proposal and not to award the proposal to the lowest bidder or award parts of the proposal to different bidders, or not to award the proposal at all. | Accept | Do not accept |
Where applicable, bidders who are distributors, resellers and installers of network equipment are required to submit back-to-back agreements and service level agreements with their principals. | Accept | Do not accept |
By submitting a proposal in response to this RFP, the bidders accept the evaluation criteria as it stands. | Accept | Do not accept |
Where applicable, SANParks reserves the right to run benchmarks on the requirements equipment during the evaluation and after the evaluation. | Accept | Do not accept |
SANParks reserves the right to conduct a pre-award survey during the source selection process to evaluate contractors’ capabilities to meet the requirements specified in the RFP and supporting documents. | Accept | Do not accept |
Only the solution commercially available at the proposal closing date shall be considered. No Bids for future solutions shall be accepted. | Accept | Do not accept |
The bidder should not qualify the proposal with own conditions. **Caution:** If the bidder does not specifically withdraw its own conditions of proposal when called upon to do so, the proposal response shall be declared invalid. | Accept | Do not accept |
14. Should the bidder withdraw the proposal before the proposal validity period expires, SANParks reserves the right to recover any additional expense incurred by SANParks having to accept any less favourable proposal or the additional expenditure incurred by SANParks in the preparation of a new RFP and by the subsequent acceptance of any less favourable proposal.

<table>
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<th>Accept</th>
<th>Do not accept</th>
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15. Delivery of and acceptance of correspondence between the SANParks and the bidder sent by prepaid registered post (by air mail if appropriate) in a correctly addressed envelope to either party’s postal address or address for service of legal documents shall be deemed to have been received and accepted after (2) two days from the date of postage to the South African Post Office Ltd.

<table>
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<th>Accept</th>
<th>Do not accept</th>
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16. Should the parties at any time before and/or after the award of the proposal and prior to, and/or after conclusion of the contract fail to agree on any significant product price or service price adjustments, change in technical specification, change in services, etc. SANParks shall be entitled within 14 (fourteen) days of such failure to agree, to recall the letter of award and cancel the proposal by giving the bidder not less than 90 (ninety) days written notice of such cancellation, in which event all fees on which the parties failed to agree increases or decreases shall, for the duration of such notice period, remain fixed on those fee/price applicable prior to the negotiations.

Such cancellation shall mean that SANParks reserves the right to award the same proposal to next best bidders as it deems fit.

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17. In the case of a consortium or JV, each of the authorised enterprise’s members and/or partners of the different enterprises must co-sign this document.

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<th>Accept</th>
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18. Any amendment or change of any nature made to this RFP shall only be of force and effect if it is in writing, signed by SANPARKS signatory and added to this RFP as an addendum.

<table>
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<th>Accept</th>
<th>Do not accept</th>
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</table>
Failure or neglect by either party to (at any time) enforce any of the provisions of this proposal shall not, in any manner, be construed to be a waiver of any of that party’s right in that regard and in terms of this proposal. Such failure or neglect shall not, in any manner, affect the continued, unaltered validity of this proposal, or prejudice the right of that party to institute subsequent action.

Accept | Do not accept

Bidders who make use of subcontractors. The proposal shall however be awarded to the Vendor as a primary contractor who shall be responsible for the management of the awarded proposal. A vendor which was awarded the contract after scoring HDI / RDP goals is not allowed to subcontract more than 25% of the contract to a non-HDI entity. No separate contract shall be entered into between SANParks and any such subcontractors. Copies of the signed agreements between the relevant parties must be attached to the proposal responses.

Accept | Do not accept

All services supplied in accordance with this proposal must be certified to all legal requirements as per the South African law.

Accept | Do not accept

No interest shall be payable on accounts due to the successful vendor in an event of a dispute arising on any stipulation in the contract.

Accept | Do not accept

Evaluation of Bids shall be performed by an evaluation panel established by SANParks. Bids shall be evaluated on the basis of conformance to the required specifications as outlined in the RFP. Points shall be allocated to each bidder, on the basis that the maximum number of points that may be scored for price is 80, and the maximum number of preference points that may be claimed for BBBEE (according to the PPPFA) is 20.

Accept | Do not accept

If the successful bidder disregards contractual specifications, this action may result in the termination of the contract.
25. The bidders’ response to this Bid, or parts of the response, shall be included as a whole or by reference in the final contract.

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<th>Accept</th>
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26. Should the evaluation of this bid not be completed within the validity period of the bid, SANParks has discretion to extend the validity period.

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27. Upon receipt of the request to extend the validity period of the bid, the bidder must respond within the required time frames and in writing on whether or not he agrees to hold his original bid response valid under the same terms and conditions for a further period.

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28. Should the bidder change any wording or phrase in this document, the bid shall be evaluated as though no change has been effected and the original wording or phrasing shall be used.

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<tr>
<th>Accept</th>
<th>Do not accept</th>
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ANNEX Q: RECORD OF ADDENDA ISSUED TO BIDDERS BEFORE THE BID CLOSING DATE

I / We confirm that the following communications amending the tender documents that I / we received from the employer or his representative before the closing date for submission of this tender offer have been taken into account in this tender offer.

<table>
<thead>
<tr>
<th>ADDENDUM NO</th>
<th>DATE RECEIVED</th>
<th>TITLE OR DETAILS</th>
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SIGNATURE: ....................................................... DATE: ......................
(of person authorized to sign on behalf of the Tenderer)
ANNEX R: COMPULSORY CLARIFICATION MEETING CERTIFICATE

NB: Bidder(s) are requested to bring along this certificate form to the clarification meeting.

Compulsory Clarification Session Certificate

This is to certify that I,

__________________________________________________________________________ representing

__________________________________________________________________________ in the company

of _________________________________________________________________________ visited the

site on ________________________.

I have made myself familiar with all local conditions likely to influence the work and the cost thereof. I further certify that I am satisfied with the description of the work and explanations given at the site inspection meeting and that I understand perfectly the work to be done, as specified and implied, in the execution of this contract.

<table>
<thead>
<tr>
<th>Name Tenderer’s Representative</th>
<th>Position</th>
<th>Signed</th>
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<tr>
<td>Name of Tenderer</td>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>Name of Employer’s Representative</td>
<td>Signature</td>
<td>Date</td>
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Invitation to Bid / SANParks / **Executive Management Coaching Programme: GNP-003-16**
ANNEX S: APPROACH TO THE ASSIGNMENT (METHODOLOGY)

<table>
<thead>
<tr>
<th>NB: Bidder(s) are requested to attach in this annexure any documents, information or answers to this evaluation criteria.</th>
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</table>
ANNEX T: PROVEN CAPABILITIES AND REFERENCE IN DELIVERING ON SIMILAR ASSIGNMENTS

| NB: Bidder(s) are requested to attach in this annexure any documents, information or answers to this evaluation criteria. |
ANNEX U: RELEVANT COACHING QUALIFICATION

| NB: Bidder(s) are requested to attach in this annexure any documents, information or answers to this evaluation criteria. |
## BID RESPONSE SCHEDULE OF ALL RETURNABLE DOCUMENTS

**Very important:** Bidders are requested to arrange their bid proposal and attach all returnable documents in the following sequence. This will enable the evaluation committee to easily find your response for ease evaluation.

<table>
<thead>
<tr>
<th>Item No.:</th>
<th>Description of the returnable document</th>
<th>Annexure where the document should be placed / attached</th>
<th>Are the documents attached as indicated</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>SBD 1 : Bid Invitation</td>
<td>Annexure A or 1</td>
<td>Y</td>
</tr>
<tr>
<td>2.</td>
<td>SBD 2 : Tax Clearance Certificate</td>
<td>Annexure B or 2</td>
<td>Y</td>
</tr>
<tr>
<td>3.</td>
<td>SBD 3.3 : Professional Pricing Schedule</td>
<td>Annexure C or 3</td>
<td>Y</td>
</tr>
<tr>
<td>4.</td>
<td>SBD 4 : Declaration of Interests</td>
<td>Annexure D or 4</td>
<td>Y</td>
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<td>5.</td>
<td>SBD 6.1: Preference Points Claim Form</td>
<td>Annexure E or 5</td>
<td>Y</td>
</tr>
<tr>
<td>6.</td>
<td>B-BBEE Certificate – Original or Certified copies</td>
<td>Annexure F or 6</td>
<td>Y</td>
</tr>
<tr>
<td>7.</td>
<td>SBD 7.2 : Contract Form – Rendering of Services</td>
<td>Annexure G or 7</td>
<td>Y</td>
</tr>
<tr>
<td>8.</td>
<td>SBD 8: Declaration of bidder’s Past Supply Chain Practices</td>
<td>Annexure H or 8</td>
<td>Y</td>
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<tr>
<td>9.</td>
<td>SBD 9: Certificate if Independent Bid Determination</td>
<td>Annexure I or 9</td>
<td>Y</td>
</tr>
<tr>
<td>10.</td>
<td>Attach Company Profile</td>
<td>Annexure J or 10</td>
<td>Y</td>
</tr>
<tr>
<td>11.</td>
<td>Company Registration Documents: Certified copies <em>(Copy with original stamp)</em> of your CIPC company registration documents listing all members with percentages, in case of a CC. Certified copies <em>(Copy with original stamp)</em> of all latest share certificates, in case of a company.</td>
<td>Annexure K or 11</td>
<td>Y</td>
</tr>
<tr>
<td>12.</td>
<td>Joint Venture Agreement - To provide signed Joint Venture Agreement signed by all parties involved. The primary bidder needs to have major responsibilities in this project and all parties need to state their percentage interest in this joint venture. Joint venture is encouraged mainly for developmental purposes.</td>
<td>Annexure L or 12</td>
<td>Y</td>
</tr>
<tr>
<td>13.</td>
<td>CD/DVD: Copy containing a digital copy of all Tender Documents as provided in print.</td>
<td>Annexure M or 13</td>
<td>Y</td>
</tr>
<tr>
<td>14.</td>
<td>List of traceable references of relevant services. Particulars of commitments which the bidder had previously completed and presently engaged with.</td>
<td>Annexure N or 14</td>
<td>Y</td>
</tr>
<tr>
<td>15.</td>
<td>Resolution of Board of directors / members / sole proprietor / partners of partnership</td>
<td>Annexure O or 15</td>
<td>Y</td>
</tr>
<tr>
<td>16.</td>
<td>General Conditions of Contract – every page initialled by the bidder</td>
<td>Annexure P or 16</td>
<td>Y</td>
</tr>
<tr>
<td>17.</td>
<td>Record of Addenda issued to bidders before the bid closing date</td>
<td>Annexure Q or 17</td>
<td>Y</td>
</tr>
<tr>
<td>18.</td>
<td>Compulsory clarification meeting certificate. Bidder(s) are requested to sign and get this certificate signed by the SANParks during the clarification meeting. Submit this certificate together with the bid proposal.</td>
<td>Annexure R or 18</td>
<td>Y</td>
</tr>
<tr>
<td>19.</td>
<td>Approach to the assignment (methodology)</td>
<td>Annexure S or 19</td>
<td>Y</td>
</tr>
<tr>
<td>20.</td>
<td>Proven capabilities and references in delivering on similar assignments</td>
<td>Annexure T or 20</td>
<td>Y</td>
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<tr>
<td>21.</td>
<td>Relevant coaching qualification</td>
<td>Annexure U or 21</td>
<td>Y</td>
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<td>22.</td>
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<td>Annexure V or 22</td>
<td>Y</td>
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<td>23.</td>
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<td>Annexure W or 23</td>
<td>Y</td>
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<td>24.</td>
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<td>Annexure X or 24</td>
<td>Y</td>
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</table>