



Request for EOI to Appoint a Panel of Registered Financial Services Providers who can Provide Financial and/or Non-Financial Support to SMME's Contracted to Provide Goods and Services to South African National Parks (SANParks)

Bid Number	EOI/001/22
Advert Date	09 November 2022
Issuer	South African National Parks
Closing date and time	Date: 30 November 2022 Time: 11:00am

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 at the below delivery address.

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 (PPPFA), THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN NATIONAL PARKS				
BID NUMBER:	EOI-001-22	CLOSING DATE:	30 November 2022	CLOSING TIME: 11:00am
DESCRIPTION	Appoint a Panel of Registered Financial Services Providers who can provide Financial and/or Non-Financial Support to SMME's Contracted to provide Goods and Services to South African National Parks (SANParks)			
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT				
643 LEYDS STREET, MUCKLENEUK, PRETORIA (MAIN GATE: TENDER BOX)				
NB: No proposal shall be accepted by SANParks if submitted to any address and manner other than as prescribed above. No Bids from any Bidder with offices within the RSA shall be accepted if sent via the Internet or e-mail. There shall be no public opening of the Bids received. No late submissions will be accepted.				
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	Connie Kgoale		CONTACT PERSON	Lucas Zepe
TELEPHONE NUMBER	012 426 5229		TELEPHONE NUMBER	012 426 5007
E-MAIL ADDRESS	Connie.kgoale@sanparks.org		E-MAIL ADDRESS	Lucas.zepe@sanparks.org
SUPPLIER INFORMATION				
NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		CENTRAL SUPPLIER DATABASE No:	MAAA No.:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] ☐ Yes ☐ No

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

2.1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?

☐ Yes ☐ No

[IF YES ENCLOSE PROOF]

2.2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?

☐ Yes ☐ No

[IF YES, ANSWER PART B:3]

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?

☐ YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?

☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

☐ YES ☐ NO

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

☐ YES ☐ NO

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

☐ YES ☐ NO

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

PART B

TERMS AND CONDITIONS FOR BIDDING

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

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution

DATE:

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

Bid Validity	Validity Period From Date Of Closure:	150 Days
	The tender proposal must remain valid for at least one hundred and fifty (150) days after the tender due date. All contributions in the Proposal must remain valid for the period of one hundred and fifty (150) days after closing date.	

CORRESPONDENCES - Queries

Should it be necessary for a Bidder to obtain clarity on any matter arising from, or referred to in, this RFB document, please refer queries, in writing, to the contact person(s) listed above in SBD 1 or below. Under no circumstances may any other employee within SANParks be approached for any information. SANParks reserves the right to place responses to such queries on the website.

Any queries regarding the Bidding Procedure may be directed to:

Department: Supply Chain Management
Contact Person: Ms Connie Kgoale
Tel: 012 426 5229
E-mail address: connie.kgoale@sanparks.org

CONDITIONS AND INSTRUCTION TO THE BIDDER

- a) The Bid forms should not be retyped or redrafted but photocopies may be prepared and used.
- b) Only documents completed in black ink will be accepted. (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) Counter Conditions: SANParks draws Bidders' attention that amendments to any of the Bid Conditions or setting of counter conditions by Bidders will result in the invalidation of such bids.
- e) Response preparation costs: SANParks is NOT liable for any costs incurred by a Bidder in the process of responding to this Bid Invitation, including on-site presentations.
- f) Cancellation prior to awarding: SANParks reserves the right to withdraw and cancel the Bid Invitation prior to making an award. The cancellation grounds include insufficient funds, where the award price is outside of the objective determined fair market-related price range or any process impropriety.
- g) Collusion, Fraud and corruption: Any effort by Bidder/s to influence evaluation, comparisons, or award decisions in any manner will result in the rejection and disqualification of the Bidder concerned.
- h) Fronting: SANParks, in ensuring that Bidders conduct themselves in an honest manner will, as part of the bid evaluation processes where applicable, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in the bid documents. Should SANParks establish any of the fronting indicators as contained in the Department of Trade and Industry's "Guidelines on Complex Structures and Transactions and Fronting" during such inquiry/investigation, the onus is on the Bidder to prove that fronting does not exist? Failure to do so within a period of 7 days from date of notification will invalidate the bid/contract and may also result in the restriction of the Bidder to conduct business with the public sector for a period not exceeding 10 years, in addition to any other remedies SANParks may have against the Bidder concerned.

NB: BIDDERS TERMS AND CONDITIONS ARE NOT ACCEPTABLE.

INTENTION TO SELL

Is the Bidder in the process of selling the bidding company?	☐ YES ☐ NO
Does the Bidder have any intension of selling the bidding company within the next 12 months?	☐ YES ☐ NO
Does the Bidder have any intension of selling the bidding company within the next 12 months to 60 months?	☐ YES ☐ NO

DISCLAIMERS

SANParks has produced this document in good faith. SANParks, its agents, and its employees and associates do not warrant its accuracy or completeness. To the extent that SANParks is permitted by law, SANParks will not be liable for any claim whatsoever and how so ever arising (including, without limitation, any claim in contract, negligence or otherwise) for any incorrect or misleading information contained in this document due to any misinterpretation of this document. SANParks makes no representation, warranty, assurance, guarantee or endorsements to any provider/Bidder concerning the document, whether with regard to its accuracy, completeness or otherwise and SANParks shall have no liability towards the responding service providers or any other party in connection therewith.

NB: Important Notice: *Bidders are to be aware of scammers who pose as SANParks employees selling bid documents or offering monetary gratuity in exchange for information or awarding of bids.*

SANParks is in no way selling the bid document, all documents shall be found on the SANParks website and e-Tender Portal and awarded bids are notified through the website under "Bids Awarded" and SANParks shall never ask any Bidder for monetary gratuity in exchange for information or manipulating outcome of bids.

BID DOCUMENTS

Number of ORIGINAL bid documents for contract signing	TWO
Electronic Copy of the original document in PDF (flash drive)	ONE
Bid documents must contain original documents, initialled on each page thereof and signed where required A digital version on USB/Memory stick containing the bid document and all other supporting documents (fully submitted bid proposal with its attachments) must be provided of all tender documentation within the bid envelope. These serve as the original sets of bid documents and form part of the contract.	

RETURNABLE DOCUMENTS - COMPLIANCE AND GOVERNANCE VERIFICATION DOCUMENTS (Standard Bidding Documents)

CENTRAL SUPPLIER DATABASE – MANDATORY COMPLIANCE

Bidders are required to be registered on the Central Supplier Database (CSD) of National Treasury. Failure to submit the requested information may lead to disqualification. (Please provide proof of registration on the Central Supplier Database).

PROTECTION OF PERSONAL INFORMATION ACT, 4 of 2013 (POPIA)

SANParks adheres to the Protection of Personal Information Act, 4 of 2013 (POPIA) requirements regarding personal information which came into effect 1 July 2021.

As SANParks, we are committed to protecting your privacy and ensuring that personal information collected is used properly, lawfully and transparently.

TERMS OF REFERENCE – APPOINTMENT OF A PANEL OF REGISTERED FINANCIAL SERVICE PROVIDERS WHO CAN PROVIDE FINANCIAL AND/OR NON-FINANCIAL SUPPORT TO SMMES CONTRACTED TO PROVIDE GOODS AND SERVICES TO SOUTH AFRICAN NATIONAL PARKS (SANParks)

INTRODUCTION TO SANPARKS

SANParks was initially established in terms of the now repealed National Parks Act, 57 of 1976 and continue to exist in terms of the National Environmental Management: Protected Areas 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 Schedule 3 Part A: 25 public entity.

Our vision is to have a world class system of sustainable National Parks reconnecting and inspiring society.

Our mandate is to deliver of Conservation Mandate by Excelling in the Management of a National Park System

Our mission is to develop, expand, manage and promote a system of sustainable national parks that represents biodiversity and heritage assets, through innovation and best practice for the just and equitable benefit of current and future generations.

The Parks under the management of SANParks are divided into 6 regions:

Region	Regional Office	Parks Managed
Arid	Upington	Kgalagadi, Augrabies, Richtersveld, Namaqua, Mokala
Cape	Cape Town	Table Mountain, Agulhas, West Coast, Tankwa Karoo, Bontebok
Garden Route	Knysna	Stormsriver Mouth (Tsitsikamma), Knysna Forests, Wilderness, Knysna Estuary
Frontier	Port Elizabeth	Addo, Camdeboo, Mountain Zebra, Karoo
North	Pretoria, Head Office	Golden Gate, Marakele, Mapungubwe,
Kruger National Park	Skukuza	35 Various Camps
Administrative		Groenkloof (Head Office) Kimberley, Graspan, Vaalbos

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

CONTEXT OF THIS PROCUREMENT

Call for Expression of Interest to constitute a Panel of Registered Financial Services Providers who can provide financial and/or Non-financial support to SMMEs contracted to provide Goods and Services to South African National Parks (SANParks)

SANParks hereby invites interested registered Financial Services Providers to respond to this call for EOI as per the Terms of Reference (TOR) set out below.

1. PURPOSE

- 1.1 SANParks wishes to assist Small, Medium and Micro enterprises (SMMEs), who may not have access to finance, to access such funding in order to be able to provide goods and services to SANParks, should they have been successful in securing such work through an open and transparent procurement process in accordance with SANParks SCM policies.
- 1.2 In order to enhance this process, SANParks intends to establish a panel of registered Financial Service Providers for a period of 5 years who may be able to provide such finance and non-financial support to SMMEs and would be willing to enter into a direct contractual agreement with the SMME.

2. BACKGROUND

Two of the greatest challenges SMMEs face in South Africa is 'access to markets' and 'access to finance'. The lack of access to finance, and working capital in particular, impacts severely on the survival of SMMEs as well as their ability to move into new markets and to be competitive. SANParks in its attempts to increase procurement from Exempted Micro Enterprises (EMEs) and Qualifying Small Enterprises (QSEs) has been on the receiving end of these circumstances with SMMEs failing often times to deliver on their contractual obligations resulting in adverse performance and operational repercussions for the organisation.

SANParks' Socio-economic Development Strategy spells out SANParks commitment to the promotion and support to small and black owned enterprises. SANParks SMME Support Programme will promote initiatives that will enable greater participation and benefit in business opportunities provided in and around national parks. It aims to forge strategic partnerships with government departments, private sector institutions, NGOs and relevant stakeholders to provide relevant skills training, technological transfer and mobilise resources that will enable participation of SMMEs in identified opportunities.

The formation of a Panel of Registered Financial Services Providers as per this TOR is in response to progressing our SMME Support Programmes in relation to facilitating SMME access to finance, markets and capacity building.

CONTRACT PERIOD

The Panel arrangement will be for a term of up to 5 (five) years commencing from the constitution date of the FSP Panel

SPECIFICATIONS/SCOPE OF WORK

1. SANParks wishes to assist those SMMEs which may qualify to gain access to financial and/or non-financial support from Financial Service Providers, by providing such information to both potential providers of goods and services as well as those SMMEs which may have successfully been appointed.
2. In so doing SANParks intends to constitute a Panel of registered Financial Service Providers, whose financial and non-financial support mechanisms can be marketed and made available to such SMMEs by SANParks.
3. Such financial support could include, but is not limited to the cession of payments as envisaged in PFMA SCM Instruction No 8 of 2022/23 which prescribes the requirements for the application of cession of payments resulting from procurement to institutions to which the Public Finance Management Act, 1999 (Act No. 1 of 1999 – "the PFMA") applies. The application of cession is limited only to those cession agreements in favour of registered Financial Services Providers (FSP) and state institutions established for the express purpose of providing funding to businesses and entities (State Institution).

4. The Financial Service Providers who will constitute the Panel will be required to provide information to SANParks on the support provided to such SMMEs in order for SANParks to improve its procurement processes and support programmes to SMMEs.
5. SANParks shall not remunerate such Financial Service Providers in any form, and shall accept no liability for the contracts which they may enter into with SMMEs.
6. The Financial Service Providers who register on the Panel shall not have exclusivity to provide financial and/or non-financial support to SMMEs who have a relationship with SANParks.

ASSESSMENT OF EOIs

In order to be appointed on the registered Financial Services Provider (FSP) Panel with SANParks, eligible service providers must provide the following mandatory information, which serves as a check-list of information to be furnished for the assessment of the EOI. Service providers who do not submit the stipulated mandatory requirements within this EOI, will not be considered further for the Panel.

INFORMATION TO BE INCLUDED IN THE EXPRESSION OF INTEREST	
a.	Expression of Interest and covering letter duly signed
b.	Information about the Applicant
c.	Official registration of the Applicant evidencing the statute under which it operates i.e. proof of Registration with the Financial Services Board
d.	BBBEE Certificate
e.	A description of the FSP SMME Support Program in relation to: - size of loans typically afforded to SMMEs per contract - financial instruments offered to SMMEs - non-financial support offered to SMMEs - required application processes and criteria by the FSP to be fulfilled by the SMME when applying for finance - An example of a template agreement which would be signed between the FSP and the SMME when contracting between the two parties - Total quantum of funds available for such SMME support annually by the FSP - Non-financial support to enterprises which may be offered by the FSP and the quantum and/or value of such support as applicable. - Monitoring and Evaluation mechanisms/framework of the FSP SMME Support Program.
*SANParks reserves the right to require evidence demonstrating that the support services specified by the applicant have been carried out.	

CONDITIONS OF CONTRACT

1. SANParks invites EOIs for registered FSP Panel in relation to its SMME Support Programme as outlined in this TOR.
2. The applicant shall bear all costs associated with the preparation and submission of the EOI. SANParks will be in no case responsible or liable for those costs regardless of outcomes of this call for EOI
3. Respondents are required to be registered on the Central Supplier Database (CSD) of National Treasury. (Please provide proof of registration on the Central Supplier Database).
4. SANParks adheres to the Protection of Personal Information Act, 4 of 2013 (POPIA) requirements regarding personal information which came into effect 1 July 2021.

As SANParks, we are committed to protecting your privacy and ensuring that personal information collected is used properly, lawfully and transparently.

PRICING SCHEDULE

No Pricing Schedule is required as per the nature and purpose of this TOR

This is a Panel constitution process in which interested FSP parties shall be registered on the Panel should they fulfil the Mandatory Requirements of this call for EOI as set out in Section 4 above.