



**BIDDERS CONFERENCE  
TSITSIKAMMA-ACTIVITIES  
07/11/2023**

**TSITSIKAMMA NATIONAL PARK**



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# WE WELCOME YOU ALL

Objective of this session:

- ✓ To prepare bidders for the upcoming tender process
- ✓ To ensure bidders understand what needs to be submitted and assist bidders to submit high quality bids
- ✓ To outline the evaluation process and expectations of information provided





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# Submission expectation

## ✓ Quality

- Quality of the bid REFLECTS ability for that operator to perform optimally
  - No spelling mistakes, needs to look professional & well presented
- Make sure that all information requested is submitted
- Follow the structure of the RFP

## ✓ Scores

- You need to pass all functional areas. Supply enough information to allow evaluators to score. A cryptic answer will score less than an elaborated answer

## ✓ Potential

- If you can do what we require, be sure to convey this through information provided – answer the questions that are asked





# Bid Sections

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## Bid Submission Sections

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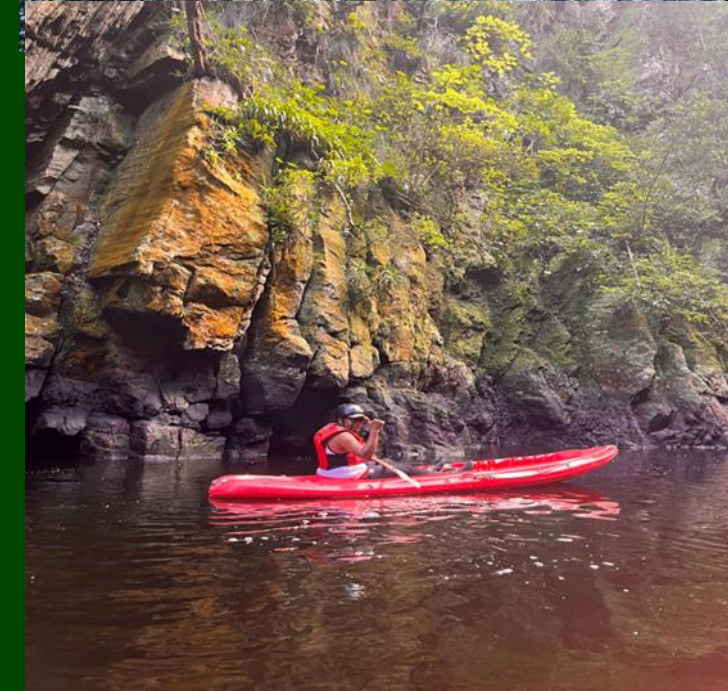
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# Outline the evaluation process and expectations of information provided

## Areas of Evaluation (Envelope 1):

- ❖ Qualification
- ❖ Functionality (To achieve a minimum % across functional areas)

Elements	Financing and Capital Plan	Business and Operational Plan	Development and Environmental Plan	Risk Matrix	B-BBEE Proposal
Weight	15%	40%	20%	5%	20%
Minimum Threshold	50%	50%	50%	50%	As per B-BBEE Proposal



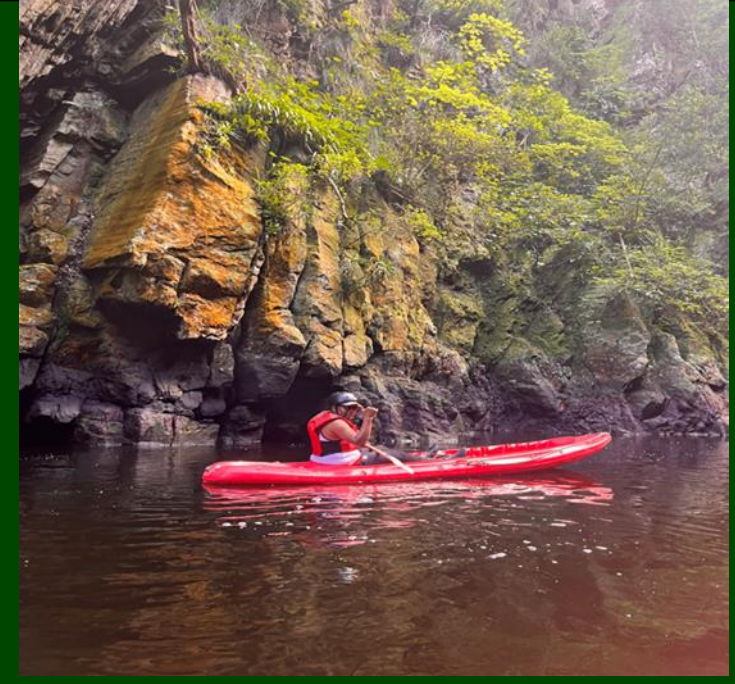


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## Outline the evaluation process and expectations of information provided

### Areas of Evaluation (Envelope 2):

- As per the PPPFA:
- PPP Offer = 80% of gross revenue committed
- B-BBEE = 20% Current BBEE level



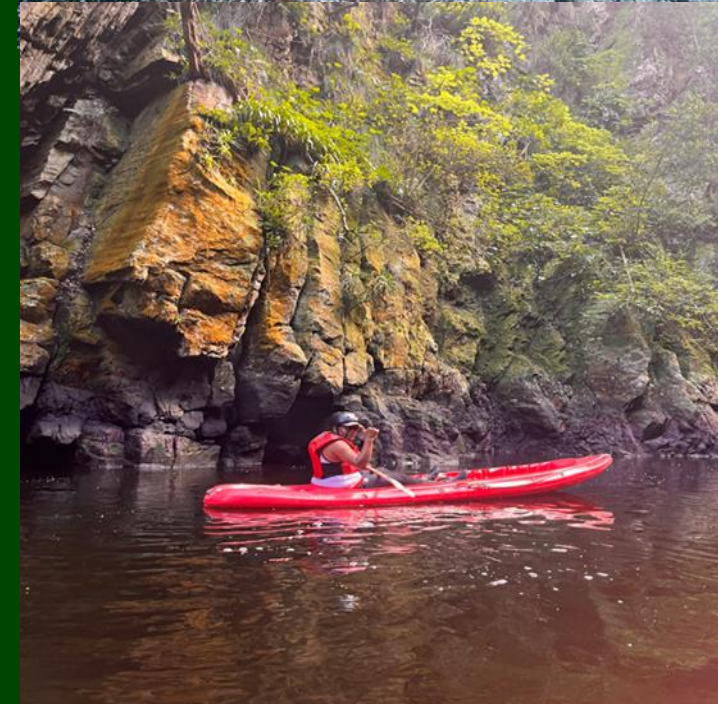
## QUALIFICATION

1. Bidders need to comply with all qualification criteria in order to proceed.
2. This is the first step and if you do not comply you will waste your efforts, time and money in preparing and submitting a bid as your bid will not be evaluated and you do not stand a chance of being appointed (even if you are the only bidder).

### Note:

The evaluation team evaluates from the documents as contained on the USB. We have found discrepancies between the electronic files on USB and the hard copies. As the hard copy will form part of the PPP Agreement, if the versions between USB and hard copy differs, then this might be perceived as fraudulent.

Pls ensure that these versions are in line.





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# Functionality evaluation



# Outline the evaluation process and expectations of information provided - RFP versus evaluation sheets

## 22. ANNEXURE 2 – BUSINESS, OPERATIONAL AND DESIGN PLAN

In all Bid Packages the Business, Operational and Design plan comprises of 80% of the Functionality score with Functionality comprising 60% of the total score.

The Business, Operational and Design plans will be evaluated per Bid Package.

The following outlines the evaluation criteria that will be used:

- 22.1 Current operations – detail on restaurants and retail outlets owned and/or operated and/or managed;
- 22.2 What benefits could you offer to the SANParks operations;
- 22.3 Initiatives to make the business profitable – include possible changes to the menu and how this will benefit SANParks' operations;
- 22.4 Menu (including pricing) to attract more people to the restaurants;
- 22.5 Cost of sales percentage – split between the retail and restaurant operations;
- 22.6 Outline detail on how the business will be run with specific focus on the Standard Operating Procedures (SOP's) that will be implemented to ensure

CRITERIA	WEIGHT (level)	MAXIMUM POINTS / EVALUATION CRITERIA	POINTS AWARDED
Current Operations – detail on restaurants owned and/or operated and/or managed	22.1 15%	<p>Compare between bids. Areas to be considered (but not limited to these):</p> <ul style="list-style-type: none"> <li>- Are the current operations owned/operated/managed relevant and optimal to this opportunity</li> <li>- Where is the current operations situated and will they contribute to success at the specific restaurant</li> <li>- Will the bidder be able to ensure success at the restaurant as a result of the existing operations</li> <li>- Number of facilities owned/operated/managed – more is not necessarily better (evaluate pros and cons between bidders)</li> <li>- Will the bidder be hands-on in order to contribute to success</li> </ul> <p>Award a score between 1 and 10</p>	



# Outline the evaluation process and expectations of information provided - RFP versus evaluation sheets

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- 22.6 Outline detail on how the business will be run with specific focus on the Standard Operating Procedures (SOP's) that will be implemented to ensure

	What benefits could you offer to the SANParks operations	22.2 15%	Compare between bids. Award a score between 1 and 10	
	Initiatives to make the business profitable	22.3 20%	Compare between bids – specifically evaluate possible changes to the menu and justification on how this would benefit the operation but also general changes to make the business profitable. Award a score between 1 and 10	
	Evaluate the menu	22.4 15%	Compare between bids – specifically evaluate options, price and attractiveness in a quest to attract more people to the restaurant. Award a score between 1 and 10	
	Cost of sale percentage	22.5 5%	Are the cost of sale realistic and justified through experience/calculations, etc. Award a score between 1 and 10	
	Outline detail on how the business will be run with specific focus on the Standard Operating Procedures (SOP's) that will be implemented to ensure that cost drivers are managed optimally	22.6 10%	Compare between bids. Award a score between 1 and 10	



## Another example – Environmental Plan:

### 23. ANNEXURE 3 – ENVIRONMENTAL PROPOSAL

23.1 In all Bid Packages the Environmental Plan comprises of 20% of the Functionality score with Functionality comprising 60% of the total score.

#### 23.2 Environmental responsibility:

Responsibility	Undertaken (Y/N)
The Private Party undertakes to subscribe to the minimum standard of Responsible Tourism (SANS 1162)	
Undertaking from the Private Party to conduct, manage and carry out the Project at all times in an Environmentally responsible way by adopting appropriate operating d practices for conducting such a Project in a proclaimed National Park.	
The Private Party undertakes to take all reasonable steps in conducting of the Project to prevent and limit the occurrence of any Environmental or health hazards and to ensure the health and safety of the	

CRITERIA	MAXIMUM POINTS	POINTS AWARDED
<b>ENVIRONMENTAL PROPOSAL</b>		
<b>Environmental responsibility</b>		
The Private Party undertakes to subscribe to the minimum standard of Responsible Tourism (SANS 1162)	10	
Undertaking from the Private Party to conduct, manage and carry out the Project at all times in an Environmentally responsible way by adopting appropriate operating d practices for conducting such a Project in a proclaimed National Park.	10	
The Private Party undertakes to take all reasonable steps in conducting of the Project to prevent and limit the occurrence of any Environmental or health hazards and to ensure the health and safety of the Private Parties and the general public	10	

## Outline the evaluation process and expectations of information provided - RFP versus evaluation sheets

### Last example – B-BBEE:

Complete BBEE targets for the appropriate scorecard

- EME: total annual revenue below R5 million – submit affidavit
- QSE: total annual revenue greater than R10 million but below R50million
- Large Enterprise total revenue above R50 million

Five main elements, namely:

- Ownership
- Management Control (includes Employment Equity)
- Skills Development
- Enterprise and Supplier Development (which includes Preferential Procurement)
- Socio-economic Development

*Each element consists of categories and associated criteria. Each criterion has a weighting and target.*

# Outline the evaluation process and expectations of information provided - RFP versus evaluation sheets

- Bidders to make commitments in the 'bid offered' column and insert scores in the far right column
- If bid offer is:
  - Less than target, score must be weighted accordingly
  - Equal or more than target, full points will be scored
  - For example:

Element	Indicator	Measurement Category & Criteria	Weighting Points	Compliance Targets	Bid Offered	Score
Ownership	Economic Interest	Economic Interest in the entity to which Black People are entitled	4	30%	20%	2.67
		Economic Interest in the entity to which Black Women are entitled	2	15%	20%	2

*Less than target, only score 2/3 of 4 points*  
*Above target, score full 2 points*





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## Outline the evaluation process and expectations of information provided - RFP versus evaluation sheets

Similar evaluation for other functional areas (refer to RFP):

- Finance and Capital plan
  - ❖ Capital needed and where it will come from / secured?
  - ❖ Auditors report
  - ❖ Cash flow forecast
- Risk Matrix
  - ❖ Risk transfer – who takes risk – SANParks or Shared or Private Party (score 0 or 5 or 10)





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## Outline the evaluation process and expectations of information provided - RFP versus evaluation sheets

### Envelope 2:

#### BBBEE level

- Proof of current B-BBEE level – certificate, affidavit, etc. by SANAS accredited
- PPP fee offer (in correct format – see below)



# Format\_ Only in Envelop 2 \_ Not in (usb)

To: South African National Parks

**[Name of bidder]** hereby commits to pay to SANParks the higher of:

- (a) the minimum PPP fee and
- (b) the Variable PPP Fee, expressed as a percentage of aggregate gross revenue as defined in the PPP agreement for the relevant project year.

The minimum PPP fee, which will be adjusted annually by CPIX, is as follows:

MINIMUM PPP FEE	
[Project name]	Per Annum
Year 1	R 600,000

The Variable PPP Fee bid by **[name of bidder]** is **8.5 %** of gross revenue. **[Name of bidder]** hereby warrants that the committed minimum PPP fee and the Variable PPP Fee shall be included in the PPP agreement, if accepted by SANParks.

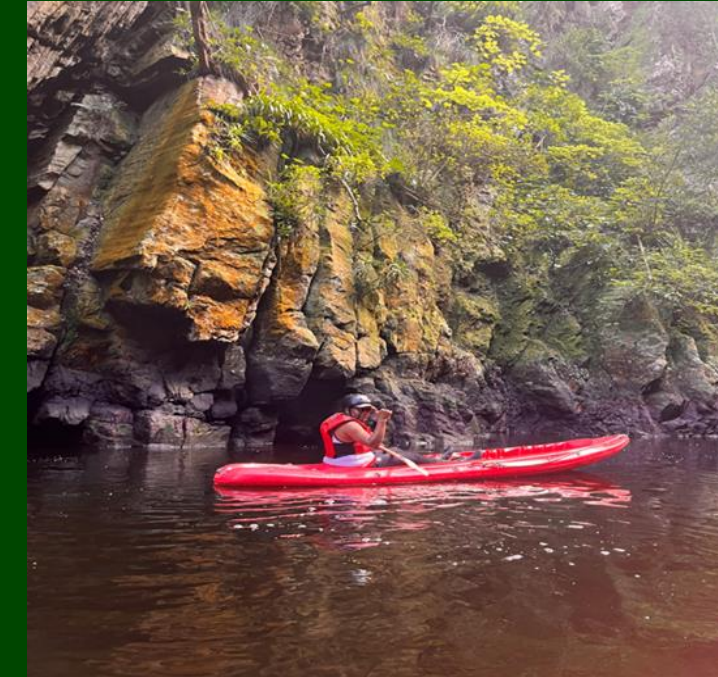
For indicative purposes only, our projection of fees payable to SANParks is:

	Year 1	Year 2	Year 3	Year 4	Year 5
Gross revenue (net of VAT)					
Percentage of gross revenue due as Variable PPP Fee (same for each year)					
<b>PPP fee due</b>					
Minimum PPP fee or Variable PPP Fee, whichever is greater					

\* Adapt for the term of the PPP.

The person signing below is a duly authorised representative of the bidder with full power and authority to submit this financial offer and commit the bidder to its terms.

Signed: \_\_\_\_\_  
Name: \_\_\_\_\_





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## Important Dates

EVENT	DATE
Public Advertisements	22 October 2023
Provide Information Memorandum, RFP and PPP Agreement to Interested Parties	22 – 27 October 2023
Registration for Bidders' Conference and Site Visit	Open 23 Oct Close 30 Oct 2023
<b>Site Visits and Bidders Conference</b> <ul style="list-style-type: none"><li>• Kayak-Lilo &amp; Black Water Tubing</li><li>• Segway Transporter &amp; Bidders' Conference</li></ul>	1 November 2023 2 November 2023
Answer and Questions	On-going via e-mail
Tender Submission	1 December 2023



**Bids Close – 1 December 2023**

**Time: on or before 11h00**

**Submitted either.**

**1. SANParks: Head Office**

643 Leyds Street, Muckleneuk; 787 Pretoria 0001

Tender Box or Security Personnel by the main gate entrance

Contact person: Banele Malie – 012 426 5355

**or**

**2. Tsitsikamma Storm River Section of the Garden Route National Park**

Tsitsikamma, 6308, Eastern Cape

Tender-Box - Reception Building (Inside Building)

Contact Person: Pearl Joseph – 042 281 1607



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## QUESTIONS

Email to: [banele.malie@sanparks.org](mailto:banele.malie@sanparks.org)

**THANK YOU – ALL THE BEST**