



Invitation to Bid for the Appointment of Service Provider

TO CONDUCT BIODIVERSITY SITE ASSESSMENTS IN THE GREATER KRUGER BIODIVERSITY ECONOMY NODE

Bid Number	KNP-GEF7-002-24
Advert Date	26 November 2024
Issuer	South African National Parks
Closing date and time	Date: 09 December 2024 Time: 11:00 am
Documents must be submitted to:	Noxolo Mbebe @ noxolo.mbebe@sanparks.org
Mandatory Briefing Session	Not Applicable

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

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

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PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICANNATIONAL PARKS				
BID NUMBER:	KNP-GEF7-002-24	CLOSINGDATE:	09 December 2024	CLOSING TIME: 11H00 am
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT BIODIVERSITY SITE ASSESSMENTS IN THE GREATER KRUGER BIODIVERSITY ECONOMY NODE.			
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT				
<p>RFP SUBMISSION INSTRUCTION:</p> <p>BY EMAIL TO: Noxolo Mbebe at: noxolo.mbebe@sanparks.org CC : Ntwanano.Chauke@sanparks.org</p> <p>OR BY HAND DELIVERY TO:</p> <p>ADDRESS: PHALABORWA GATE, R71 road, (Reception)</p> <p>NB: No proposal shall be accepted by SANParks if submitted to any address and manner other than as prescribed above.</p> <p>There shall be no public opening of the Bids received.</p> <p>No late submissions will be accepted and SANParks will not be held accountable should your couriered document arrives late.</p>				
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Fhatuwani Matshili	CONTACT PERSON	Noxolo Mbebe	
TELEPHONE NUMBER	(013) 735 4311	TELEPHONE NUMBER	076 289 7894	
E-MAIL ADDRESS	Fhatuwani.Matshili@sanparks.org	E-MAIL ADDRESS	Noxolo.mbebe@sanparks.org Cc Ntwanano.Chauke@sanparks.org	
SUPPLIER INFORMATION				
NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				

B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE				B-BBEE STATUS LEVEL SWORN AFFIDAVIT			
[TICK APPLICABLE BOX]				[TICK APPLICABLE BOX]			
<input type="checkbox"/> Yes		<input type="checkbox"/> No		<input type="checkbox"/> Yes		<input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR SPECIFIC GOAL]							
2.1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?				2.2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?			
<input type="checkbox"/> Yes		<input type="checkbox"/> No		<input type="checkbox"/> Yes		<input type="checkbox"/> No	
[IF YES ENCLOSE PROOF]				[IF YES, ANSWER PART B:3]			
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS							
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES		<input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES		<input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES		<input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES		<input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES		<input type="checkbox"/> NO	
<p>IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</p>							

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1 BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2 ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3 THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, 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

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.”.

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID. NO FAXED OR EMAILED DOCUMENTS WILL BE ACCEPTED

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 SBD1 above or as mentioned under “correspondences SBD 1 above or as mentioned under “correspondences

Non / Compulsory Briefing Session Compulsory	Contact Person: NOT APPLICABLE	
Bid Validity	Validity Period from Date of Closure:	120 Days
	The tender proposal must remain valid for at least 120 days after the tender due date. All contributions / prices indicated in the proposal and other recurrent costs must remain valid for the period of one hundred and twenty (120) 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: SCM Manager: Mr. Fhatuwani Matshili
Tel: 013 735 4311
E-mail address: Fhatuwani.Matshili@sanparks.org

TERMS OF REFERENCE (TORs)

1. BACKGROUND

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 entities.

Our Vision is to have a world-class system of sustainable National Parks reconnect and inspiring society. Our Mandate is to deliver on our 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 GEF 7 project is supported by the World Bank and financed by the Global Environment Facility (GEF). The project aims “to leverage financial resources and improve capacity to implement the Biodiversity Economy and increase benefits from selected Protected Area landscapes to local communities”. The project will seek to transform South Africa’s wildlife economy to become inclusive and sustainable, supporting land reform beneficiaries and other communities in the project landscapes. Biodiversity economy encompasses the businesses and economic activities that either directly depend on biodiversity for their core business or that contribute to the conservation of biodiversity through their activities. The Greater Kruger Biodiversity Economy Node (GK BEN) through the GEF 7 Program aims to sustainably utilize the natural resources and cultural assets to grow a vibrant local economy for the benefit of the local people in a responsible, participatory, and equitable manner.

The proposed Greater Kruger Biodiversity Economic Node is situated in the Limpopo province, extending along the north-western boundary of the Kruger National Park, spanning the area between the Punda Maria and Phalaborwa Gates shaded in blue on the map below.



Figure 1: Project Area Map

The GEF 7 project seeks to contribute to the expansion of South Africa’s Protected Areas (PAs) through biodiversity stewardship, which is critical to overall biodiversity protection. Given the ecological and socio-economic relevance of the PA system, and the fact that the existing system does not yet include a representative sample of all ecosystems as well as key ecological processes, the GoSA established a 20-year National Protected Area Expansion Strategy (NPAES) in 2008. In addition to expanding land under protection and declaration of state land, the strategy places strong emphasis on contract agreements with private and communal landowners/users, developed through ‘biodiversity stewardship programs’, as the most cost-effective mechanism for government to adequately conserve land identified as having high value biodiversity and to achieve targets associated with expanding PAs.

2. OBJECTIVES OF THE BIODIVERSITY ASSESSMENT

The biodiversity assessment is critical for understanding the ecological value of the proposed stewardship areas, identifying species of conservation concern, and providing data to inform sustainable management practices and conservation planning. The biodiversity site assessments are required to determine the biodiversity value of each site identified on Table 1 to inform the protected area category for which the site qualifies.

Specific Objectives

- Document the biological diversity of the proposed stewardship area, including flora, fauna, and ecosystems.
- Identify species and habitats of conservation concern.
- Evaluate the ecological health of the area.
- Determine whether the proposed stewardship area warrants incorporation into the Limpopo Biodiversity Stewardship Programme.
- Establish the preferred stewardship category.
- Inform the process of developing a management plan for the proposed stewardship area.
- Provide baseline data to support stewardship programs, environmental management plans, and conservation strategies.
- Identify potential threats to biodiversity and suggest mitigation measures.

3. SCOPE AND EXTENT OF WORK

The service provider is expected to conduct biodiversity assessment in three project sites namely Ndindani and Mahlathi, provide the property description, generate mock-up maps for unsurveyed areas and produce shapefiles for each of the three project sites in preparation for the protected areas declaration process.

The scope of work is as follows:

1. Desktop Assessment

- Review existing literature, reports, and studies on biodiversity in the project area.
- Analyze satellite imagery, GIS data, and previous environmental assessments (if available).
- Conduct a desktop assessment of the proposed stewardship sites and produce the following maps for use in the field assessment:
 - Map of each site.
 - Orthophoto (or satellite image), with rivers and roads.
 - 1:50 000 topographical map.
 - Landcover map.
 - Map of the vegetation types occurring on the site with hatched transformation layer overlaid.
 - Map of the distribution of the priority species and ecosystems.

2. Field work

- Conduct on-site biodiversity surveys, including:
 - Vegetation assessments (identifying key plant species and habitats).
 - Wildlife assessments (including mammals, birds, reptiles, amphibians, and invertebrates).
 - Aquatic biodiversity surveys (if applicable).

- Use appropriate methodologies for sampling and observation, including quadrats, transects, camera traps, and audio recording devices for fauna.
- Record and analyze data on species abundance, distribution, and ecosystem condition.

3. Threat Identification

- Identify current and potential threats to biodiversity, including habitat destruction, invasive species, pollution, climate change, and land use practices.
- Assess the impact of ongoing activities (e.g., agriculture, mining, tourism) on biodiversity.

4. Data collection and Analysis

- Collect and analyse biodiversity data to identify trends, species richness, and areas of high conservation value.
- Evaluate the ecological integrity of the area.
- Determine the stewardship category each area qualifies for.

5. Reporting

- Prepare a detailed biodiversity assessment report, including:
 - Overview of the study area and methodology.
 - Results of flora and fauna surveys.
 - Identification of species and habitats of conservation concern.
 - Threats to biodiversity.
 - Recommendations for conservation management and mitigation measures.
 - GIS maps showing key biodiversity areas, species distribution, and ecological zones.
- Present biodiversity site assessment results:
 - Submit PowerPoint presentation to SANParks Project Management Team in advance.
 - Present the biodiversity site assessment results to the SANParks review panel and the provincial conservation entity - Limpopo Economic Development, Environment and Tourism (LEDET).
 - Submit assessment forms and related shapefiles.
 - Submit draft landowner notification letters.
- Submit Biodiversity Assessment Report.
- Full Biodiversity Assessment report must also include *inter alia*;
 - Property description and ownership details.
 - Boundary issues that require attention.

Establish a file and record for each stewardship site containing all relevant documentation including shapefiles and assessment information and submit to SANParks. Ensure that shapefiles for each site corresponds with the cadastral boundaries.

Table 1: Sites identified for the biodiversity assessment in the Greater Kruger Node.

No	Area	Farm Name	Ownership	Estimated Farm Extent in Hectares
1	Ndindani	Farm 891/LT Greater Giyani	Communal	2351
2	Mahlathi	Farm 891/LT Greater Giyani	Communal	2731

NB: The sites to be assessed have not undergone formal surveys. Therefore, the areal extent of the sites provided in the table above should be considered as estimates, subject to verification upon completion of detailed surveys and assessments.

4. DELIVERABLES AND SCHEDULE FOR COMPLETION OF TASKS

The service provider will be expected to deliver for following:

- Inception report detailing the methodology, timeline, and work plan.
- GIS maps and spatial data for all biodiversity features identified.
- Compilation of the draft report to be presented to SANParks review panel.
- Update the report to incorporate inputs from the review panel.
- Compilation and submission of the final biodiversity assessment report, including all recommendations for conservation management.
- Present final biodiversity assessment report with recommendations to the LEDET Biodiversity stewardship Technical Committee.
- Provide feedback on the outcome of the BDS technical committee presentation, after the evaluation and adjudication.

Activity	Expected output	Timeframe
Appointment of consultant	Signed contract	Contract signed by November 2024.
Inception meeting with SANParks in Greater Kruger-Limpopo Node (GEF 7 project) team	Inception meeting to confirm approach and deliverables	Inception report and Project Implementation plan with milestone a week after signing the contract.
Conduct desktop assessment of the proposed stewardship sites	<ul style="list-style-type: none"> • Map of each site. • Orthophoto (or satellite image), with rivers and roads. • 1:50 000 topographical map. • Landcover map. 	Approximately two weeks after signing of contract.

	<ul style="list-style-type: none"> • Map of the vegetation types occurring on the site with hatched transformation layer overlaid. • Map of the distribution of the priority species and ecosystems. 	
<ul style="list-style-type: none"> • Schedule and communicate dates for field visits for each stewardship site. • Engage relevant stakeholders including SANParks and LEDET about the planned field assessment. • Conduct on-site biodiversity surveys. • Data collection on species, habitat, vegetation type and condition, ecological processes, ecosystem services, alien invasion etc. • Analyze biodiversity data to identify trends, species richness, and areas of high conservation value. 	<ul style="list-style-type: none"> • A finalized schedule, with dates for field visits, that is clearly communicated to all relevant parties. • Collection of comprehensive, high-quality field data on biodiversity, including species presence, habitat condition, and other ecological factors. • A detailed dataset on species diversity, habitat types, vegetation conditions, ecological processes, and ecosystem services. 	Three weeks after signing of contract.
Analyze and present biodiversity site assessment results.	<ul style="list-style-type: none"> • PowerPoint presentation. • Assessment forms and related shapefiles. • Draft landowner notification letters. 	Approximately four weeks after the signing of contract.
Compile a comprehensive biodiversity assessment report	<ul style="list-style-type: none"> • Draft report 	Seven weeks after signing the contract.
Compile a comprehensive biodiversity assessment report	<ul style="list-style-type: none"> • Final report. 	Eight weeks after signing the contract.

5. SERVICES TO BE PROVIDED BY THE SERVICE PROVIDER:

The service provider must provide the following:

- Provide accommodation (Government rates will apply).
- Provide transport to and from the stewardship sites (SARS rates will apply).

6. KEY COMPETENCIES

The Service Provider is required to have the following key competencies:

- Knowledge and understanding of conservation planning and biodiversity management.
- Experience in conducting Biodiversity Site Assessments.
- Understanding of the implementation of Biodiversity Stewardship in South Africa.
- Understanding and awareness of policy, legislative and legal frameworks relevant to protected area declaration and Protected Area Management Plans.
- Facilitation skills and ability to engage with various types of landowners particularly communal landowners.
- Technical skills such GIS and good experience in use, reading and interpretation of spatial planning tools.
- Conceptual abilities as well as communication (ability to articulate in local language is an added advantage) and writing skills.
- Knowledge of the Greater Kruger landscape, including institutional arrangements and land tenure.
- Experience in preparing biodiversity management plans, habitat management strategies, and monitoring frameworks tailored for stewardship agreements.
- Ability to engage with local communities, landowners, and conservation stakeholders to ensure buy-in and sustainable management of biodiversity assets.
- Institutions and professionals conducting the assessment must be compliant with the appropriate professional bodies.
- Ability to deliver on expected deliverables timeously and having a track record of delivering on similar assignment.

The service provider should describe how and why they are the best entity that can deliver these requirements by providing the following information: track record on their experience, financial position, personnel, etc.

Reporting requirements and management

The consultant will work and report to the SANParks Greater Kruger- Limpopo Biodiversity Economy Node Biodiversity and Stewardship Manager.

The service provider must adhere to stipulated timeframes at different stages of the project.

A comprehensive literature review of the different biodiversity assessment should be undertaken as part of the desktop review.

All reports must be in MS Office format (Word or Excel) and an electronic version of all reports must be submitted.

All data and data products must be submitted to the GEF 7 Biodiversity and Stewardship Manager on completion of the project. Copyright will be retained by SANParks.

7. LIST OF INDICATIVE KEY PROFESSIONAL POSITIONS WHOSE CV AND EXPERIENCE WOULD BE EVALUATED.

The service provider is to provide a list of key experts required to deliver on the said activities. The table below has been populated to provide guidance on the Key Positions for this assessment, however the service provider may modify it based on the assignment delivery approaches and methodologies. Bidders may propose their team on a separate annexure with the required expertise necessary to complete the project (individuals with all required expertise OR multiple experts required for the assignment).

S. No.	Key Position	Area of Specific Expertise required	Minimum Qualification and Professional Experience Required	Indicative Key Staff inputs required in person months (can vary based on the methodology)
K-1	Project lead	Biodiversity Conservation and Stewardship Ecological Surveys and Species Identification GIS Mapping and Spatial Analysis Knowledge of relevant legislation and policy Project Management	<ul style="list-style-type: none"> • Postgraduate (Masters) qualification in Environmental Science, Ecology, Conservation Biology or a related field. • A minimum of 5 years' experience in conducting biodiversity assessments. • Proficiency in GIS for spatial data analysis, mapping biodiversity assets, and producing comprehensive maps for decision-making (It will be important to highlight some of the projects and products you have developed in the past three years). • Registration with a relevant professional body (e.g., South African Council for Natural Scientific Professions - SACNASP). 	Engaged throughout project process.

			<ul style="list-style-type: none"> • Familiarity with South African environmental laws (NEMBA, NEM: PAA) and stewardship frameworks, including guidelines for protected areas and conservation agreements. • Experience in leading biodiversity assessment projects, including team coordination, report writing, and managing timelines. 	
K-2	Assessment Team	<p>Biodiversity Conservation and Stewardship</p> <p>Knowledge of relevant legislation and policy</p> <p>Report Writing and Communication Skills</p>	<ul style="list-style-type: none"> • Postgraduate qualification (Honours) in Environmental Science, Ecology, Conservation Biology or related. • 3-5 years of direct experience in assessing biodiversity on stewardship or similar conservation sites in South Africa. • Proficiency in GIS for spatial data analysis, mapping biodiversity assets, and producing comprehensive maps for decision-making (It will be important to highlight some of the projects and products you have developed in the past three years). • Ability to compile detailed biodiversity reports, including baseline assessments, species lists, and recommendations for biodiversity management. 	Engaged throughout project process.

8. CONTRACT TYPE AND OTHER INFORMATION

A Lump-Sum Contract type will be used for the project, wherein, the contractor/Consultant agrees to perform the scope of services for a fixed contract amount. Payment percentages or amounts may be linked to the completion of contractual milestones or determined as a percentage of the value of the work to be done.

The work should be completed within two months from the inception meeting. Payments will be made once a deliverable has been completed and signed off by the project management unit. **The dates and timeframes are subject to change and will be discussed and agreed on during the inception meeting and Project Management meetings.**

9. CONTRACT PERIOD

The work should be completed within two months of signing of the contract or such time agreed with the successful bidder.

10. CONFIDENTIALITY

All information, discussions, documents and reports that arise from this project must be regarded as confidential by the Contracted Company and its team. Only SANParks, or its partners, shall have the right to make public the results of this project.

11. PAYMENT TERMS

	DELIVERABLE	PERCENTAGE
1	Inception report and approval	20%
2	Desktop assessment and the following documents submitted: <ul style="list-style-type: none"> • Map of each site. • Orthophoto (or satellite image), with rivers and roads. • 1:50 000 topographical map. • Landcover map. • Map of the vegetation types occurring on the site with hatched transformation layer overlaid. • Map of the distribution of the priority species and ecosystems. 	15%
3	Onsite biodiversity surveys: <ul style="list-style-type: none"> • PowerPoint presentation. • Assessment forms and related shapefiles. • Draft landowner notification letters. 	30%
4	Draft report	10%
5	Final report	25%
6	Total paid out	100%

The payments are payable upon satisfactory completion of milestones and approval of the deliverables by the client. The terms above shall be the basis of the payments.

12. ASSESSMENT CRITERIA

Service providers interested in contributing towards this project should submit a concise written proposal that addresses the scope of work and the competencies required. Evaluation of proposals will be done according to the following criteria (sufficient information should be provided):

- Bidders must achieve/score a minimum of 70 points out of a possible 100 points to proceed to the second stage/phase of evaluation.
- Bidder that fails to achieve/score the minimum threshold of (70) points per the functional requirements will be eliminated.
- The onus rests with the bidder to supply sufficient information to allow for the proper scoring, evaluation and award of points.

To claim points in the functionality evaluation, bidders must provide documentation proof to support their claims regarding the following core competencies or areas:

SELECTION CRITERIA	EVIDENCE REQUIRED	WEIGHT	SCORING METHODOLOGY	
SECTION 1: COMPANY EXPERIENCE				
Organizational experience	Service providers should submit reference letters or appointment letters of previous biodiversity assessments conducted. Letters will need to be submitted, and experience would need to reflect previous assignments. The letters must be signed, and contact details of the author must be provided. Letters not meeting this requirement won't be considered.	20	20 Points =	Bidder who has five (5) relevant references and above in the past 5 years.
			10 Points =	Bidder who has three (3) to four (4) relevant references in the past 5 years.
			5 Points =	Bidder who has one (1) to two (2) years relevant references in the past 5 years.
			0 Points =	Bidder with no relevant references in the past five years.
Evidence/ proof of project experience in line with specifications.	The service provider must submit a list of projects/publications undertaken in the past five years.	10	10 Points =	More than 5 projects/assignments in the past 5 years.
			5 Points =	3– 4 projects in the past five years.

SELECTION CRITERIA	EVIDENCE REQUIRED	WEIGHT	SCORING METHODOLOGY	
			3 Points =	1 – 2 projects in the past five years.
			0 Points =	Less than one project in the past five years.
Capacity and technical skills	The service provider is required to provide CV's and qualifications of the assessment team including relevant skills, experience, and track record. Etiquette for professional documents, high resolution spatial mapping and graphics will be a plus.	20	20 Points =	Bidder with more than 5 years' experience.
			10 Points =	Bidder with 4 - 5 years' experience.
			5 Points =	Bidder with 3– 4 years' experience.
			0 Points =	Bidder with less than 3 years' experience.
SECTION 2: METHODOLOGY				
Proposed project plan and methodology	The service provider should provide a working programme with a brief description of approach, methodology and deliverables. The methodology should clearly outline how the service provider will accomplish the following: <ul style="list-style-type: none"> • Conduct desktop assessment of the proposed stewardship sites. • Schedule and communicate dates for field visits for each stewardship site. 	50	50 Points =	The methodology is more than comprehensively described and provides detailed information regarding the relevant aspects of the project and exceeds the expectation
			35 Points =	The methodology is satisfactorily and meets the requirements and provides information regarding the relevant aspects of the project and has comprehensive information.
			25 Points =	The methodology is very briefly described and provides little information regarding the relevant aspects of the project.

SELECTION CRITERIA	EVIDENCE REQUIRED	WEIGHT	SCORING METHODOLOGY	
	<ul style="list-style-type: none"> • Engage relevant stakeholders including SANParks and LEDET about the planned field assessment. • Conduct on-site biodiversity surveys. • Data collection on species, habitat, vegetation type and condition, ecological processes, ecosystem services, alien invasion etc. • Analyze biodiversity data to identify trends, species richness, and areas of high conservation value. • Analyze and present biodiversity site assessment results. • Compile a draft comprehensive biodiversity assessment report. • Compile a final comprehensive biodiversity assessment report. 		15 Points =	The methodology is poorly described and/or does not provide any information regarding the relevant aspects of the project.
			0 Points =	There is no methodology supplied
Total		100		

Bidders who do not meet the minimum threshold of 70 points will be disqualified.

