



# South African NATIONAL PARKS

## Invitation to Bid for the Appointment of Service Provider

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TO DESIGN AND DELIVER SMME TRAINING IN COMPLIANCE, COMPANY REGISTRATION, TAXATION, BEE CERTIFICATION, AND CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION WITHIN THE GREATER KRUGER GEF 7 BIODIVERSITY ECONOMY NODE).

<b>Bid Number</b>	KNP-GEF7-001-24
<b>Advert Date</b>	20 November 2024
<b>Issuer</b>	South African National Parks
<b>Closing date and time</b>	Date: 29 November 2024 Time: 11:00 am
<b>Documents must be submitted to:</b>	Fhumulani Kevin Khobo @ <a href="mailto:Fhumulani.khobo@sanparks.org">Fhumulani.khobo@sanparks.org</a>
<b>Mandatory Briefing Session</b>	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

**CONTENTS**

PART A..... 3  
INVITATION TO BID ..... 3  
PART B..... 5  
TERMS AND CONDITIONS FOR BIDDING ..... 5  
CORRESPONDENCES - Queries..... 6  
11.CONTRACT PERIOD..... 18

PART A  
INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICANNATIONAL PARKS</b>				
<b>BID NUMBER:</b>	<b>KNP-GEF7-001-24</b>	<b>CLOSINGDATE:</b>	<b>29 November 2024</b>	<b>CLOSING TIME: 11H00 am</b>
<b>DESCRIPTION</b>	<b>THE APPOINTMENT OF A SERVICE PROVIDER TO DESIGN AND DELIVER SMME TRAINING IN COMPLIANCE, COMPANY REGISTRATION, TAXATION, BEE CERTIFICATION, AND CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION WITHIN THE GREATER KRUGER GEF 7 BIODIVERSITY ECONOMY NODE</b>			
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT</b>				
<p><b>RFP SUBMISSION INSTRUCTION:</b></p> <p><b>BY EMAIL TO:</b> Fhumulani Kevin Khobo at: <a href="mailto:Fhumulani.Khobo@sanparks.org">Fhumulani.Khobo@sanparks.org</a> CC : <a href="mailto:Ntwanano.Chauke@sanparks.org">Ntwanano.Chauke@sanparks.org</a></p> <p><b>OR BY HAND DELIVERY TO:</b></p> <p><b>ADDRESS:</b> PHALABORWA GATE, R71 road, (Reception)</p> <p><b>NB:</b> No proposal shall be accepted by SANParks if submitted to any address and manner other than as prescribed above.</p> <p>There shall be <b>no public opening</b> of the Bids received.</p> <p><b>No late submissions will be accepted and SANParks will not be held accountable should your couriered document arrives late.</b></p>				
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>	
<b>CONTACT PERSON</b>	<b>Fhatuwani Matshili</b>		<b>CONTACT PERSON</b>	<b>Fhumulani Kevin Khobo</b>
<b>TELEPHONE NUMBER</b>	<b>(013) 735 4311</b>		<b>TELEPHONE NUMBER</b>	<b>079 353 8883</b>
<b>E-MAIL ADDRESS</b>	<a href="mailto:Fhatuwani.Matshili@sanparks.org">Fhatuwani.Matshili@sanparks.org</a>		<b>E-MAIL ADDRESS</b>	<a href="mailto:Fhumulani.khobo@sanparks.org">Fhumulani.khobo@sanparks.org</a>
<b>SUPPLIER INFORMATION</b>				
<b>NAME OF BIDDER</b>				
<b>POSTAL ADDRESS</b>				
<b>STREET ADDRESS</b>				
<b>TELEPHONE NUMBER</b>	<b>CODE</b>		<b>NUMBER</b>	
<b>CELLPHONE NUMBER</b>				
<b>E-MAIL ADDRESS</b>				
<b>VAT REGISTRATION NUMBER</b>				

B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	
[TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No		[TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR SPECIFIC GOAL]</b>			
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 ]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>			
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><b>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.</b></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***

<b>Non / Compulsory Briefing Session</b> <b>Compulsory</b>	<b>Contact Person: NOT APPLICABLE</b>	
<b>Bid Validity</b>	<b>Validity Period from Date of Closure:</b>	<b>120 Days</b>
	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](mailto: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.

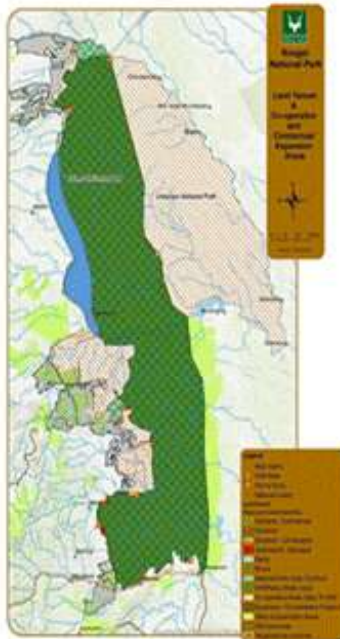
The Global Environment Facility (GEF) 7 project, supported by the World Bank and financed by the GEF, represents a pivotal step towards fostering sustainable development in South Africa. This initiative is designed to leverage financial resources and enhance capacity to implement the Biodiversity Economy, ultimately aiming to increase benefits derived from selected Protected Area landscapes to local communities.

At its core, the project endeavors to transform South Africa's wildlife economy into an inclusive and sustainable model, with a particular focus on supporting land reform beneficiaries and other communities residing in the project landscapes. The concept of the biodiversity economy encompasses various businesses and economic activities that either directly rely on biodiversity or contribute significantly to its conservation. Key components include the wildlife economy, bioprospecting, and ecotourism, all of which are strategically implemented within designated biodiversity economic nodes (BENs).

The BEN concept is underpinned by several fundamental objectives and result areas, including leveraging natural assets for development, exploiting locational advantages for economic growth, establishing enabling infrastructure to support sustainable development, fostering commercial and pragmatic partnerships, empowering communities with requisite skills, and promoting good governance and capable institutions.

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.

## Spatial orientation of KNP GEF 7 node



- Phalaborwa cluster – Doreen, Rhoda, Sheila, Paul
- Letaba ranch-Mthimkulu complex
- Mahumani & Ka-Sabulani
- Phalakovbeni
- Hlomela
- Nindindani
- Mahlathi
- Muyexe
- Shangoni
- Gidjana
- Bevhula



Within the framework of GEF 7, the Greater Kruger Strategic Development Programme (GKSDP) serves as a pivotal partnership framework, addressing socio-economic and environmental challenges in a coordinated and impactful manner. This collaborative approach allows for collective action in implementing joint social and economic investment initiatives, thereby enhancing effectiveness through economies of scale.

The GEF 7 project within the Kruger National Park (KNP) node aims to sustainably utilize natural resources and cultural assets to nurture a vibrant local economy for the benefit of the communities in a responsible, participatory, and equitable manner. By aligning with the strategic objectives of the GKSDP, this initiative seeks to address socio-economic disparities and environmental conservation imperatives simultaneously.

The Greater Kruger GEF 7 Biodiversity Economy Node encompasses a diverse range of communities, each with its own unique challenges and opportunities in the realm of small, medium, and micro-enterprise (SMME) development.

Currently, the focus is on eight key communities within the node:

1. Maseke
2. Mashishimale
3. Mthimkhulu
4. Ndindane
5. Hlomela
6. Mahlathi
7. Gidjana
8. Bevhula

These communities represent vital hubs within the Greater Kruger landscape, each contributing to the region's rich biodiversity and economic potential. However, despite their significance, SMMEs within these communities face various obstacles hindering their growth and sustainability. Understanding the specific needs and challenges of SMMEs operating in these areas is crucial for designing effective support mechanisms and fostering sustainable economic development within the Greater Kruger GEF 7 Biodiversity Economy Node.

In summary, GEF 7 represents a concerted effort to harness the potential of South Africa's biodiversity economy for sustainable development, fostering inclusive growth and equitable distribution of benefits. Through strategic partnerships, innovative approaches, and community empowerment, this project endeavors to create lasting positive impacts for both present and future generations.

## **2. OBJECTIVES OF ASSIGNMENT**

The primary objective is to appoint a service provider to design and implement a training program focused on empowering SMMEs to meet compliance requirements. This includes company registration, tax registration, obtaining BEE certification, and registering on the Central Supplier Database (CSD), enabling them to conduct business with the South African government.

### **Specific Objectives**

1. Assist informal SMMEs in registering their businesses with the Companies and Intellectual Property Commission (CIPC).
2. Facilitate the registration of micro-business operators with the South African Revenue Service (SARS) for income tax, VAT, and UIF.
3. Support SMMEs in understanding and obtaining BEE certification, enhancing their competitiveness in the market.
4. Train and assist SMMEs in registering on the Central Supplier Database (CSD), enabling them to pursue business opportunities with the South African government.
5. Ensure that at least 60% of the micro-business operators who receive training are female, fostering gender inclusion in the business formalization process.

### **3. SCOPE AND EXTENT OF WORK**

The service provider will be responsible for the following tasks for **50 SMMEs**:

1. Conduct an initial analysis of the SMMEs within the Greater Kruger node to identify their needs in terms of company registration, tax compliance, BEE certification, and CSD registration.
2. Develop a comprehensive training program covering:
  - Step-by-step guidance on registering businesses with the CIPC.
  - Tax registration processes with SARS, including income tax, VAT, and UIF.
  - Understanding the requirements and process for obtaining BEE certification and how it benefits businesses.
  - Detailed training on how to register with the Central Supplier Database, including the benefits and processes involved in conducting business with the government.
3. Offer coaching to guide SMMEs through the processes of company registration, tax registration, BEE certification, and CSD registration. Provide practical support for navigating these regulatory requirements.
4. Organize and facilitate workshops that include:
  - Training on how to register a business with the CIPC.
  - Sessions focused on tax compliance, VAT registration, UIF, and other relevant tax obligations.
  - Guidance on the BEE certification process and its advantages.
  - Training on registering with the CSD to access government procurement opportunities and understanding the role of the CSD in government procurement.
5. Establish monitoring systems to track the progress of SMMEs in meeting compliance requirements and provide a report on the training outcomes.

### **4. DELIVERABLES AND SCHEDULE FOR COMPLETION OF TASKS**

The service provider will be expected to deliver for following:

1. A report on the number of businesses successfully registered with the CIPC.
2. Documentation of the number of SMMEs that have successfully registered with SARS for tax purposes.
3. A report detailing how many businesses have obtained or started the process of obtaining BEE certification.
4. A report on the number of SMMEs successfully registered on the Central Supplier Database (CSD).
5. Develop and provide comprehensive training materials on business registration, tax compliance, BEE certification, and CSD registration.
6. Deliver workshops focused on company registration, tax compliance, BEE certification, and CSD registration, and provide feedback reports on the effectiveness of the training.

<b>Activity</b>	<b>Expected Output</b>	<b>Timeframe</b>
<b>Appointment of Consultant</b>	Signed contract	<i>Within an agreed timeframe agreed upon the service provider and SANParks</i>
<b>Inception Meeting with Advisory Committee</b>	Confirmation of approach and deliverables	
<b>Conduct Compliance Needs Assessment</b>	Report identifying SMME compliance needs	
<b>Design a Compliance Training Programme</b>	Comprehensive training program covering registration and compliance processes	
<b>Provide Coaching and Mentoring</b>	Coaching sessions to guide SMMEs through compliance processes	
<b>Deliver Workshops and Training Sessions</b>	Conduct workshops on CIPC registration, tax compliance, BEE certification, and CSD registration	
<b>Monitor Progress of SMMEs</b>	Regular reports tracking the progress of SMMEs in meeting compliance requirements	
<b>SMME Registration Support</b>	A report on the number of businesses registered with the CIPC	<i>Within an agreed timeframe agreed upon the service provider and SANParks</i>
<b>Tax Registration Progress</b>	Documentation of the number of SMMEs registered with SARS for tax purposes	
<b>BEE Certification Support</b>	Report detailing the number of businesses obtaining BEE certification	
<b>CSD Registration</b>	Report on the number of SMMEs successfully registered on the CSD	
<b>Training Materials</b>	Comprehensive training materials on registration, tax compliance, BEE certification, and CSD registration	
<b>Workshops and Feedback Reports</b>	Feedback reports evaluating the effectiveness of the training sessions	

## **5. SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT:**

The project management unit will oversee the entire process and will supply essential reference materials. Existing reports and key reference documents will also be provided to support the service provider.

### **Logistical Arrangements Provided by SANParks:**

- A comprehensive database of communities eligible for training and support will be made available to the service provider.
- SANParks will provide catering services, including breakfast, lunch, and dinner where applicable for all participants during the training sessions.
- A suitable venue or facility for conducting the training sessions will be provided by SANParks.
- Arrange transport for participants, ensuring they are transported to and from the training venue to their homes.

## **6. CONSULTANT'S QUALIFICATIONS, EXPERIENCE REQUIREMENTS and CONSULTANT'S TEAM COMPOSITION WITH ESTIMATE OF KEY EXPERTS INPUT.**

The appointed consultant must possess a combination of qualifications, expertise, and experience relevant to the design and implementation of SMME development programs, particularly within the context of the Biodiversity Economy. The consultant's team composition should reflect a diverse set of skills and experiences to ensure the successful execution of the project.

The following qualifications, experience requirements, and team composition guidelines are outlined:

- **Educational Background:**
  - A relevant degree in business administration, economics, finance, or a related field.
- **Expertise:**
  - Proven expertise in business registration, tax compliance, BEE certification, and CSD registration.
  - Familiarity with the South African legislative framework pertaining to SMMEs and government procurement processes.
- **Professional Experience:**
  - Minimum of 5 years of experience in delivering compliance training and advisory services specifically tailored for SMMEs.
  - Demonstrated experience working with governmental and non-governmental organizations, particularly in the context of economic development and empowerment of micro and small businesses.

- **Knowledge of Local Context:**

- Understanding of the socio-economic dynamics of the Greater Kruger region, including challenges faced by local SMMEs and the opportunities available within the biodiversity economy

**7. CLIENT'S ASSIGNMENT MANAGEMENT ARRANGEMENT:**

INCLUDING PROCEDURES FOR REVIEW OF PROGRESS REPORTS, INCEPTION, STATUS, FINAL DRAFT, AND FINAL REPORTS AND APPROVAL PROCEDURES.

- The Service Provider will be required to provide brief progress reports on bi-monthly basis for the duration of the project as agreed or when it is required based on the agreement with the Project Manager.
- The Service Provider shall submit project progress reports which clearly present work undertaken outlining activities and outputs thereof. Any proposed deviations from the original project implementation plan shall be explained to the Project Manager in writing and be approved by senior management and partners.
- The project report (s) must be submitted in electronic format. All such materials shall become the property of SANParks and its partners, and no document may be reproduced, copied, or distributed without prior written consent of SANParks.
- Provide training attendance registers.
- Reports with regard to: - Training & workshops, indicating numbers trained, race, gender, youth trained, disability, type of training, and material used. Training/ Workshop report to also include recommendations from the evaluation made by the trainees (self-assessment report).
- The service provider will be required to issue a certificate of attendance to all trainees that have successfully completed the programme.
- Prepare and deliver presentations for reporting to the PMU as and when required.

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

The consultant 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 assignment, however, Consultant's may modify it based on the assignment delivery approaches and methodologies. Therefore, the table is flexible, and the Consultant should structure their team (individual with all required expertise OR multiple experts required for the assignment) with the required expertise necessary to complete the project.

No.	Key Position	Area of Specific Expertise Required	Minimum Qualification and Professional Experience Required
1	Team Leader	Extensive experience in project management and compliance training implementation Expertise in compliance requirements for SMMEs, including tax, BEE, and CSD Knowledge of tax regulations and registration processes with SARS Expertise in BEE certification processes and requirements Knowledge of the Central Supplier Database (CSD) registration processes Experience in adult education methodologies and facilitating workshops Techniques for monitoring training effectiveness and participant progress	<b>Minimum Qualification:</b> Bachelors degree in project management, Business Administration, Cost accounting or a related field. <b>Professional Experience:</b> 5+ years in project management and compliance training.

**MANDATORY REQUIREMENT:**

**NB: Bidders must provide organogram of the proposed resources.**



## 9. ASSESSMENT CRITERIA

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 fail 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: The proposal will be assessed in two (2) separate sections, each of which will receive a separate score.

SELECTION CRITERIA	EVIDENCE REQUIRED	WEIGHT	SCORING METHODOLOGY	
<b>SECTION 1: COMPANY EXPERIENCE AND SMME COMPLIANCE TRAINING</b>				
<b>Proven track record or proof of experience</b>	Bidder must <b>have a minimum of five 5 years'</b> experience in conducting compliance training (Bidders must submit a table of completed projects that are similar to the requirements).  List of <b>minimum five (5) Contracts</b> or Appointment letters/ or Purchase orders/ reference letters must include contact details (contact numbers, e-mail address and physical address) on client's letter head.	<b>35</b>	35 Points =	Bidder who has more than eight (8) years of experience in conducting compliance training for SMMEs
			25 Points =	Bidder who has four (4) to seven (7) years of experience in conducting compliance training for SMMEs
			10 Points =	Bidder who has one (1) to three (3) years of experience in conducting compliance training for SMMEs
			0 Points =	Bidder with no experience in conducting compliance training for SMMEs
<b>SECTION 2: TRAINING METHODOLOGY</b>				

SELECTION CRITERIA	EVIDENCE REQUIRED	WEIGHT	SCORING METHODOLOGY	
<b>Proven track record or proof of experience</b>	(Please provide a comprehensive Methodology on how you plan to achieve the deliverables)  The methodology should clearly outline how the service provider will accomplish the following: <ul style="list-style-type: none"> <li>• Conduct Compliance Needs Assessment,</li> <li>• Design a Compliance Training Programme</li> <li>• Provide Coaching and Mentoring</li> <li>• Deliver Workshops and Training Sessions</li> <li>• Monitor Progress of SMMEs, SMME Registration Support</li> <li>• Tax Registration Progress</li> <li>• BEE Certification Support</li> <li>• CSD Registration</li> </ul>	<b>65</b>	65 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.
			10 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
<b>Total</b>		<b>100</b>		

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

## **10.Contract type and other type of 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 eighteen 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.**

Venues and transport for workshops will be paid for by SANParks. However, the Consultant must budget for its staff travel and other expenditures (printing of reports, toolkit, accommodation etc.), inclusive of VAT. The estimated cost per deliverable is subject to change, and the applicant could motivate for a reasonable reallocation between deliverables as part of the application, which will be reviewed by the initial Adjudication committee.

**Reallocation of deliverable payments during implementation need be approved by the Advisory Committee but may not exceed the allocated bid.**

## **11.CONTRACT PERIOD**

The work should be completed within 60 days of signing of the contract.

## **12.CONFIDENTIALITY**

All information, discussions, documents, learning material 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.