



Invitation to Bid for the Appointment of 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.

Bid Number	KNP-GEF7-003-24A
Advert Date	21 January 2025
Issuer	South African National Parks
Closing date and time	Date: 31 January 2025 Time: 11:00 am
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.

**THE BID BOX IS GENERALLY OPEN 5 DAYS A WEEK MONDAY TO FRIDAY FROM (08H00 - 16H00)(DURING OFFICE HOURS ONLY (07H00 – 16H00) AT THE BELOW PHYSICAL DELIVERY ADDRESS
SUPPLY CHAIN MANAGEMENT UNIT
PROCUREMENT OFFICE
SKUKUZA ADMIN BLOCK
KRUGER NATIONAL PARK**

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 CONTRACT7

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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-GEF7-003-24A	CLOSINGDATE:	31 January 2025	CLOSING TIME: 11H00 am
DESCRIPTION	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			
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT				
<p>SUPPLY CHAIN MANAGEMENT UNIT PROCUREMENT OFFICE SKUKUZA ADMIN BLOCK KRUGER NATIONAL PARK</p> <p>NB: No proposal shall be accepted by SANParks if submitted to any address and manner other than as prescribed above.</p> <p>No Bids from any bidder with offices within the RSA shall be accepted if sent via the Internet or e-mail.</p> <p>SANParks reserves the right to award this bid to more than one (1) bidder based either on size or geographic considerations.</p> <p style="text-align: center;">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 BEDIRECTED TO			TECHNICAL ENQUIRIES MAY B EDIRECTEDTO:	
CONTATPERSON	Fhatuwani Matshili		CONTATPERSON	Fhumulani Kevin Khobo
TELEPHONE NUMBER	(013) 735 4311		TELEPHONENUMBER	
E-MAIL ADDRESS	Fhatuwani.Matshili@sanparks.org		E-MAIL ADDRESS	Fhumulani.khobo@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: Tender 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.

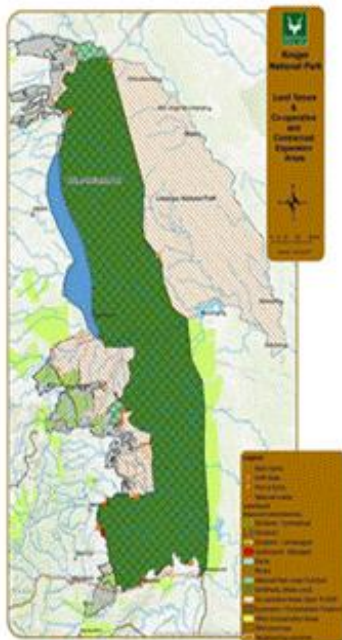
The Global Environment Facility (GEF) 7 project, supported by the World Bank and financed by the GEF, represents a pivotal step towards fostering sustainable development in South Africa. This initiative is designed to leverage financial resources and enhance capacity to implement the Biodiversity Economy, 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-Mthimkhulu complex
- Mahumani & Ka-Sabulani
- Phalaborwa
- Hlomele
- Nindindani
- Mahlathi
- Muxexa
- 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.

Activity	Expected Output	Timeframe
Appointment of Consultant	Signed contract	<i>Within an agreed timeframe agreed upon the service provider and SANParks</i>
Inception Meeting with Advisory Committee	Confirmation of approach and deliverables	
Conduct Compliance Needs Assessment	Report identifying SMME compliance needs	
Design a Compliance Training Programme	Comprehensive training program covering registration and compliance processes	
Provide Coaching and Mentoring	Coaching sessions to guide SMMEs through compliance processes	
Deliver Workshops and Training Sessions	Conduct workshops on CIPC registration, tax compliance, BEE certification, and CSD registration	
Monitor Progress of SMMEs	Regular reports tracking the progress of SMMEs in meeting compliance requirements	
SMME Registration Support	A report on the number of businesses registered with the CIPC	<i>Within an agreed timeframe agreed upon the service provider and SANParks</i>
Tax Registration Progress	Documentation of the number of SMMEs registered with SARS for tax purposes	
BEE Certification Support	Report detailing the number of businesses obtaining BEE certification	
CSD Registration	Report on the number of SMMEs successfully registered on the CSD	
Training Materials	Comprehensive training materials on registration, tax compliance, BEE certification, and CSD registration	
Workshops and Feedback Reports	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	Minimum Qualification: Bachelors degree in project management, Business Administration, Cost accounting or a related field. Professional Experience: 5+ years in project management and compliance training.
2	Compliance Training Specialist	Expertise in compliance requirements for SMMEs, including tax, BEE, and CSD	Minimum Qualification: Bachelor's degree in business administration, Law, or related field. Professional Experience: 5+ years in compliance training for SMMEs.
3	Tax Compliance Expert	Knowledge of tax regulations and registration processes with SARS	Minimum Qualification: Bachelor's degree in accounting, Finance, or a related field. Professional Experience: 5+ years in tax compliance training or advisory roles. Registered tax practitioner will be added advantage
4	BEE Certification Consultant	Expertise in BEE certification processes and requirements	Minimum Qualification: Bachelor's degree in business administration, Economics, or

			related field. Professional Experience: 5+ years in BEE consulting or training.
5	CSD Registration Specialist	Knowledge of the Central Supplier Database (CSD) registration processes	Minimum Qualification: Bachelor's degree in business administration or related field. Professional Experience: 5+ years in training or consulting related to CSD registration.
6	Training Facilitator	Experience in adult education methodologies and facilitating workshops	Minimum Qualification: Bachelor's degree in education, Business Administration, or a related field. Professional Experience: 5+ years in facilitating training sessions for SMMEs.
7	Monitoring and Evaluation Officer	Techniques for monitoring training effectiveness and participant progress	Minimum Qualification: Bachelor's degree in Statistics, Economics, or related field. Professional Experience: 5+ years in monitoring and evaluation of training programs.

THE BIDDING SELECTION PROCESS

The bid shall be evaluated in three (3) phases, the details of the evaluation phases are outlined below:

Phase I	Phase II	Phase III
Mandatory evaluation criteria	Technical/Functional evaluation criteria	Price and Specific Goals Evaluation
<ul style="list-style-type: none"> Compliance with mandatory requirements 	<ul style="list-style-type: none"> Bidders must achieve the set minimum threshold of 70 points for functionality requirement. 	<ul style="list-style-type: none"> Bids evaluated in terms of the 80/20 or 90/10 preference system (Price and Specific Goals)

Evaluation phases

Phase 1: Mandatory evaluation criteria

Bidder(s) responses will be evaluated based on the documents submitted under mandatory and standard bid requirements. If more space is required to justify compliance, please ensure that the substantiation is clearly cross-referenced to the relevant requirement.

Failure to comply with mandatory requirements will lead to the bidder being disqualified, and not considered for further evaluation on Functional requirements and Price and Specific Goals.

Description of requirement	Included in the published bid document	To be returned by the bidder	Bidder to tick Yes if the document is submitted
GENERAL			
Bidders must provide organogram of the proposed resources	No	Yes	

Phase 2: Technical/Functional evaluation criteria

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	
SECTION 1: COMPANY EXPERIENCE AND SMME COMPLIANCE TRAINING				
Proven track record or proof of experience	Bidder must have a minimum of five 5 years' experience in conducting compliance training (Bidders must submit a table of completed projects that are similar to the requirements). List of minimum five (5) Contracts 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.	35	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
SECTION 2: TRAINING METHODOLOGY				

SELECTION CRITERIA	EVIDENCE REQUIRED	WEIGHT	SCORING METHODOLOGY	
Proven track record or proof of experience	(Please provide a comprehensive Methodology on how you plan to achieve the deliverables) Lets have key deliverable points as per the specification.	65	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
Total		100		
Minimum qualifying score required		70		

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 30 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.

Phase 3: Price and Specific Goals Evaluation

APPLICABLE POINT SYSTEM

- 80/20 preference point system will be applicable as the acquisition of goods and services is estimated to be less than the Rand value of R50 million or above R50 million.

Price Formula

Price will be evaluated using the 80/20 preference point system located as follows that will refer.

Criteria	Points
Price	80
Specific Goals	20
Total points for Price and Specific Goals	100

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \text{ or } P_s = 80 \left(\frac{P_t - P_{min}}{P_{min}} \right)$$

Where:

- P_s = Points scored for price of the bid under consideration
- P_t = Rand value of bid under consideration
- P_{min} = Rand value of lowest acceptable bid

REASONS FOR DISQUALIFICATION

SANParks reserves the right to disqualify any bidders who do not comply with one or more of the following bid requirements and may take place without prior notice to the bidder:

- Bidder whose tax matters are not in order (Instruction Note 09 of 2017/2018 Tax Compliance Status will apply);
- submitted incomplete information and documentation according to the requirements of this RFB document;
- submitted more than one tender/proposal either individually or as a partner in a joint venture (JV) or consortium;
- proposal submitted by a JV or consortium where the JV/consortium agreement does not explicitly state that the parties of the JV or consortium shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms.
- submitted information that is fraudulent, factually untrue or inaccurate information;
- received information not available to other potential bidders through fraudulent means;
- failed to comply with technical requirements as stipulated in the RFB document;
- misrepresented or altered material information in whatever way or manner;
- promised, offered or made gifts, benefits to any SANParks employee;
- canvassed, lobbied in order to gain unfair advantage;
- committed fraudulent acts; and
- acted dishonestly and/or in bad faith etc.
- any tenderer that is restricted by National Treasury
- any tenderer on the Tender Defaulters list.
- a tenderer that sub-contracts 100% Scope of Work.

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022		SBD 6.1
This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for specific goals.		
NB:	BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022.	
1.	GENERAL CONDITIONS	
1.1	The following preference point systems are applicable to invitations to tender:	
1.1.1	the 80/20 system for requirements with a Rand value of up to R50,000,000.00 (all applicable taxes included); and	
1.1.2	the 90/10 system for requirements with a Rand value above R50,000,000.00 (all applicable taxes included).	
1.2	To be completed by the organ of state	
a)	The applicable preference point system for this tender is the 80/20 preference point system.	
1.3	Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:	
	(a)	Price; and
	(b)	Specific Goals
1.4	To be completed by the organ of state:	
	The maximum points for this tender are allocated as follows:	
		POINTS
	PRICE	80
	SPECIFIC GOALS	20
	Total points for Price and Specific Goals	100
1.5	Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.	
1.6	The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.	
2.	DEFINITIONS	
(a)	“tender” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;	
(b)	“price” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;	

(c)	rand value ” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
(d)	“tender for income-generating contracts” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
(e)	“the Act” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).
3.	FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES
3.1	POINTS AWARDED FOR PRICE
3.1.1	THE 80/20 or 90/10 PREFERENCE POINT SYSTEMS
	A maximum of 80 or 90 points is allocated for price on the following basis:
	80/20
	$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$
	Where:
	Ps = Points scored for price of bid under consideration
	Pt = Price of bid under consideration
	Pmin = Price of lowest acceptable bid
4.	POINTS AWARDED FOR SPECIFIC GOALS
4.1	In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
4.2	In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
	a) an invitation for tender for income-generating contracts, that either the 80/20 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
	b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
	then the organ of state must indicate the points allocated for specific goals for both the and 80/20 or 90/10 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer
1. Enterprises with B-BBEE Procurement Recognition	10 Points	
EME	10	
QSE	5	
Generic	0	
2. Local suppliers adjacent to Kruger National Park	10 Points	
1km to 100km distance from the nearest gate/s	10	
101km to 200km distance from the nearest gate/s	5	
201km and above distance from the nearest gate/s	1	
Total points	20	

NB: Required proof / documents to be submitted for evaluation purpose:

- Bidder must provide proof in a form of a lease agreement,
- Title deed,
- Letter from a municipality
- Letter from tribal authority or local Civic structure.
- B-BBEE Certificate

Only the above-mentioned documents will be considered No other documents will be accepted

EXPRESSION OF INTEREST

The following particulars must be furnished. In the case of a joint venture, separate enterprise questionnaires in respect of each partner must be completed and submitted. **RFP: KNP-GEF7-003-24A**

Section 1: Name of enterprise:

Section 2: VAT registration number, if any:

Section 4: CSD number:

Section 5: Particulars of sole proprietors and partners in partnerships

Name*	Identity number*	Personal income tax number*

* Complete only if sole proprietor or partnership and attach separate page if more than 3 partners

Section 6: Particulars of companies and close corporations

Company registration number

Close corporation number

Tax reference number

Section 7: SBD4 issued by National Treasury must be completed for each tender and be attached as a tender requirement.

Section 8: SBD 6 issued by National Treasury must be completed for each tender and be attached as a tender requirement

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise:

- i) Authorizes the Employer to obtain a tax clearance certificate from the South African Revenue Services that my / our tax matters are in order;
- ii) Confirms that the neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
- iii) Confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;
- iv) Confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and
- iv) Confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

Signed		Date	
Name		Position	
Enterprise name			