



Invitation to Bid for the Appointment of Service Provider

TO CONDUCT LEADERSHIP AND GOVERNANCE TRAINING USING THE GOVERNANCE TOOLKIT AS A GUIDE AND DEVELOP APPROPRIATE INSTITUTIONAL CAPACITY FOR PROPER GOVERNANCE IN THE GREATER KRUGER BIODIVERSITY ECONOMY NODE.

Bid Number	KNP-GEF7-006-24A
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-GEF7-006-24A	CLOSINGDATE:	31 January 2025	CLOSING TIME: 11H00 AM
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT LEADERSHIP AND GOVERNANCE TRAINING USING THE GOVERNANCE TOOLKIT AS A GUIDE AND DEVELOP APPROPRIATE INSTITUTIONAL CAPACITY FOR PROPER GOVERNANCE IN THE GREATER KRUGER 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	Noxolo Mbebe	
TELEPHONE NUMBER	(013) 735 4311	TELEPHONENUMBER	076 289 7894	
E-MAIL ADDRESS	Fhatuwani.Matshili@sanparks.org	E-MAIL ADDRESS	Noxolo.Mbebe@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)

- **BACKGROUND**

INTRODUCTION TO SANParks

SANParks was initially established in terms of the now repealed National Parks Act, 57 of 1976 and continue to exist in terms of the National Environmental Management: Protected Areas Act, 57 of 2003; with the mandate to conserve; protect; control; and manage national parks and other defined protected areas and their biological diversity (Biodiversity). As a public entity, SANParks is also governed by the Public Finance Management Act, Act 1 of 1999 (as amended by Act 29 of 1999), and it is listed as Schedule 3 Part A: 25 public entities.

Our Vision is to have a world class system of sustainable National Parks reconnecting 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.

INTRODUCTION TO GEF 7

This 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 biodiversity economy includes the wildlife economy, bioprospecting, and ecotourism and is implemented within biodiversity economic nodes (BENs)

The BEN concept is based on the following key objectives and result areas:

- Leveraging natural assets for development
- Exploiting locational advantage for economic development
- Creating enabling infrastructure to support sustainable development.
- Establishing commercial and pragmatic partnerships
- Empowering people with the necessary skills
- Instilling good governance and empowering capable institutions

The 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 following communities have been identified for the GEF 7 project within the KNP GEF 7 node:



• **OBJECTIVES OF WORK**

The primary objectives of the Leadership and Governance Training are to equip community leaders and structures with the skills to effectively manage and govern biodiversity economy projects/initiatives, as follows:

- i. Provide leadership and governance training for community structures, using the SANParks leadership and governance toolkit, to be developed in the Addo Node as a guide.
- ii. Review the governance toolkit and develop session plans and notes to guide the training.
- iii. Develop appropriate institutional capacity for proper governance.
- iv. Facilitate upskilling of the community leadership structures in the node.

- v. Strengthen governance at the community level to enable communities to participate in decision making, secure land tenure, manage and co-manage natural resources.
- vi. Foster a deep understanding of biodiversity conservation and stewardship and its role in sustainable economic development.
- vii. Enhance the capacity of community leaders to make informed decisions regarding the utilization of natural resources.
- viii. Promote collaboration and participatory decision-making among community structures and members for the benefit of the overall biodiversity economy project.

Lack of biodiversity governance is a key barrier to effective wildlife management outside the Protected Areas (PAs). Weak community leadership and governance has been identified as a gap that have impacts on the benefits and rights communities are able negotiate for and access. Moreover, a fractured relationship between community structures and community leadership can have significant and far-reaching effects on conservation efforts. A fractured relationship may result in short-term gains at the expense of long-term sustainability, as the community may not be invested in maintaining conservation practices over time. This training seeks to strengthen the leadership and coordination capacity within communities, enable them to engage in discussions strategically and systematically around natural resource conservation on their lands.

The targeted communities have elected community Management Committees (MANCO), through a process facilitated by SANParks, comprised of representatives from existing community structures within each community. These Committees are entry points and working directly with the GEF 7 project teams. SANParks also seeks to strengthen existing community structures/committees such as Communal Property Associations (CPAs) and Trust committees. By investing in the development of community leaders, we aim to create a more resilient, empowered, and united community that will be equipped with the knowledge, skills and capacity to implement biodiversity economy projects and manage these projects post the GEF 7 project towards long-term sustainability.

- **SCOPE AND EXTENT OF WORK**

The purpose of this training is to enhance the leadership and governance skills of community structures to manage and maximize biodiversity economy opportunities, ensuring effective implementation and management of biodiversity economy projects.

The scope of the work is around:

- ix. Conduct leadership and governance training sessions based on the Governance Toolkit.
- x. Prepare any additional training resources that may be needed to complement the toolkit.
- xi. Conduct/facilitate the training programme in the following languages: English, Xitsonga and Sepedi.
- xii. Provide at least two post training institutional support to each legal entity over a period of a contract.
- xiii. Issuing certificates of attendance to participants who successfully complete the training program.
- xiv. The service provider will further be expected to work with each community leadership/structure and provide customized technical support in the development of relevant governance documents, such as, not limited to the below:
 - The governing body's Constitution
 - Trust Deed Documents
 - Memorandum of Incorporation (MOI)

The training programme will cover the following areas:

- Leadership Skills Development: Training sessions on effective leadership, leadership values, ethics and morals, conflict resolution, communication, and decision-making.
- Governance and Decision-Making: Modules focused on community governance structures formulation and modus operandi, participatory decision-making processes, monitoring, evaluation and accountability mechanisms.
- Biodiversity Conservation: Training on the importance of biodiversity, sustainable resource management, and the role of communities in responsible conservation efforts. The training should also emphasize the concept of biodiversity stewardship, empowering community members to actively care for and manage local biodiversity.
- Economic Development: Sessions on exploring and leveraging biodiversity for sustainable and inclusive conservation-compatible economic activities/development, such as eco-tourism, non-timber forest products, agroecology, bioprospecting, wildlife economy etc.
- Convening meetings and reporting back to the community structures they represent.
- Building trust and social capital, mobilizing communities and public participation, network building, developing communities of learning / practice.

- Community beneficiation and identification of benefits.
- Developing an understanding of the regulatory and policy context of a Trust/CPA/TAs as an organization.
- Developing an understanding of a governing body's leadership role and its members' responsibilities.

The scope of the Leadership and Governance Training project covers the following areas within the GEF 7 footprint:

- Maseke
- Mashishimale
- Mthimkhulu
- Mahlathi
- Ndindani
- Hlomela
- Selwane
- Mahhumani
- Gidjana – Bevhula (Magona, Nghomu-Nghomu, Mashobye and Bevhula)
- Augastino Real Estate (ARE) Farm

The GEF 7 project outcomes are anchored around inclusive conservation compatible rural economic development with key outputs including:

- Supporting multi-stakeholder platforms to develop a shared vision for biodiversity economy nodes on land use and economic development.
- Promoting and supporting SMMEs through incubation and value chain feasibilities, capacity building, and small grants programs (small business incubation).
- Strengthening governance capacity.
- Community stewardship.

Envisaged benefits to be built upon, include sustainable utilization of natural resources, improved ecological infrastructure, entrepreneurship opportunities in the biodiversity, wildlife, and tourism economy as well as in the service support sector; employment through “green jobs” and benefits from ecosystem services such as improved water availability and quality in rivers, improving grazing lands for domestic livestock, sustainable harvesting and beneficiation of plant products through bioprospecting and wildlife products as applicable.

Estimated number of participants

The communities within the node vary and include Land Claimants, Traditional Councils, Communal Property Associations, Community Elected Committees and Trusts. The service provider will provide capacity support to an estimated 10 community structures within the Node, with each comprising of about 10 – 20 members. The estimated number of participants will be a maximum of 240.

• DELIVERABLES AND SCHEDULE FOR COMPLETION OF TASKS

The service provider will be expected to deliver for following:

Activity	Expected output	Timeframe
Appointment of consultant	Signed contract	Contract signed by September 2024.
Inception meeting with GEF 7 team	Inception meeting to confirm approach and deliverables	Inception report and Project Implementation plan with milestone September 2024.
Develop additional training materials including PowerPoint Presentation, handouts that will complement the toolkit.	Additional training resources/materials	Approximately a month after signing of contract.
Develop assessment tools and methods to evaluate participants. Conduct competency assessment through intensive consultations and profiling for each community/ community leadership.	Assessment tool. Feedback/evaluation forms Stakeholder engagement plan Community profiling	Approximately 2 months after the signing of contract. 1. Assessment plan (skills audit and stakeholder analysis) 2. Stakeholder engagement plan 3. First Report
Provide customized technical support in the developing of relevant governance documents for each community/community structure and establish where necessary.	Assist communities with the following but not limited to: <ul style="list-style-type: none"> • Governing body's Constitution. • Trust Deed Documents • Memorandum of Incorporation (MOI) 	

Issue out certificates of attendance for participants a month after completion of the training programme	Certificates of attendance.	A month after completion of training.
<ul style="list-style-type: none"> • Compile a comprehensive final training report and presentation that includes the aggregated findings of the feedback/evaluation forms, and recommendations on way forward. • Post training support 	<ul style="list-style-type: none"> (a) Final training report (b) Provide at least two post training institutional support to each legal entity over a period of a contract. 	<p>Approximately 12 months after the signing of contract.</p> <ul style="list-style-type: none"> • Final Report

- **SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT:**

SANParks will also provide the following in terms of logistical arrangements:

- Provide a database of communities to be trained and supported.
- Provide accommodation and catering (breakfast, lunch and dinner) for the participants.
- Provide the training venue/facility.
- Provide transport for the participants to (venue) and from (venue to) their homes.

- **KEY COMPETENCIES**

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

- In-depth knowledge and understanding of leadership theories and practices, governance frameworks and applications thereof, and best practices.
- Proven track record of leadership and governance assignments over the last five years.
- Knowledge of inclusive conservation-compatible rural economic development.
- The service provider must demonstrate gender sensitivity and inclusivity throughout the training process, ensuring the representation of women in all aspects of the training.
- Strong facilitation and presentation skills to effectively convey complex concepts and engage participants.

- Ability to adapt training methods to diverse learning styles.
- Be able to interact with a wide range of stakeholders and cultures, especially rural communities.
- Experience of working within the Greater Kruger region is advantageous.
- Team must have people who are conversant in English. Proficiency in Xitsonga and Sepedi will be an added advantage.

The service provider should describe how and why they are the best entity that can deliver these requirements with focuses aimed at their track record, financial position, certification and accreditation, personnel, etc.

- **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 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 formats. All such materials shall become the property of the 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 evaluation made by the trainees (self-assessment report).
- The service provider will be required to issue 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.

- **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 training, however 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	Community development and Facilitation Stakeholder engagement Project management	<ul style="list-style-type: none"> • Postgraduate qualification (PhD, Masters or Honours) in community development or relevant qualification. • A minimum of 8 years' experience in biodiversity economy/ conservation related projects. • A minimum of 8 years' experience in community facilitation and conflict resolution 	Engaged throughout project process (up to 12 months, part-time)
K-2	Training facilitator	Planning and preparation Conducting training sessions Engagement and support Assessment and evaluation	<ul style="list-style-type: none"> • Degree in community development or relevant qualification. • Minimum 5+ years of relevant experience in the fields of Business/Economic development, Community/Rural economic development applied within the fields of environmental, protected areas, biodiversity sectors. • The training facilitator must be ETDP SETA (SAQA) accredited (NQF Level 5). • Demonstrate Training and Skills development experience in Leadership and Governance. • Experience in community facilitation and conflict resolution • Business management 	Engaged throughout project process.
K-2	Governance focal point	Community governance structures establishment and support Community facilitation and training	<ul style="list-style-type: none"> • Degree in community development or relevant qualification. • A minimum of 5 years' experience in application of conservation/environmental/land use/legislation. • A minimum of 5 years' experience in structuring & supporting governance structures at a community & landscape level 	To provide more targeted inputs (up to 12 months part-time).

- **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 twelve 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 own staff travel and other expenditures (printing of reports, training material, accommodation etc.), inclusive of VAT. **SANParks travelling and accommodation rates will apply.** 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 PMU. **Reallocation of deliverable payments during implementation need be approved by the PMU but may not exceed the allocated bid.**

- **CONTRACT PERIOD**

The work should be completed within twelve months of signing of the contract.

- **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.

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 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

- **EVALUATION 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 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:

#	Criteria	Submission Requirements	Weight
1	Organizational experience	<p>Service providers should submit reference letters of previous similar work conducted. Trainee certificates will need to be submitted, and experience would need to reflect previous assignments.</p> <p>The reference letters must be signed, and contact details of the author must be provided. Letters not meeting this requirement won't be considered.</p> <ul style="list-style-type: none"> • Five (5) references and above in the past 5 years = 30 points • Three (3) to Four (4) references in the past 5 years = 20 points • One (1) to Two (2) relevant references in the past 5 years = 10 points • 0 = 0 points 	30
2	Capacity and technical skills	<p>The service provider is required to provide CV's and qualifications of the facilitators based on the specific training that the service provider is applying for.</p> <ul style="list-style-type: none"> • More than 8 years' experience= 30 points • 5-8 years' experience = 20 points • Less than 5 years' experience= 10 points • No experience= 0 points 	30

3	Proposed project plan and methodology	<p>The service provider should provide a detailed training programme or additional training resources to complement the toolkit, based on the key areas identified.</p> <ul style="list-style-type: none"> • Satisfactory = 40 points • Good= 30 points • Fair = 20 points • Poor = 10 points • Non submission = 0 points 	40
Total			100
Minimum qualifying score required			70

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,
- Tittle 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-GEF7-006-24A**

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			