



**Invitation to Bid for the Appointment of Service Provider**

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**TO DESIGN AN SMME INCUBATION PROGRAMME, DEVELOP TOOLS & OFFER COACHING AND MENTORING, AND PROVIDE SMME TRAINING IN THE KEY AREAS OF SMME SUPPORT AND SUPPLIER DEVELOPMENT IN THE GREATER KRUGER GEF 7 BIODIVERSITY ECONOMY NODE.**

<b>Bid Number</b>	KNP-GEF7-009-24
<b>Advert Date</b>	03 April 2025
<b>Issuer</b>	South African National Parks
<b>Closing date and time</b>	Date: 11 April 2025 Time: 12:00 Pm
<b>Mandatory Briefing Session</b>	<b>Not Applicable</b>

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

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICANNATIONAL PARKS</b>				
<b>BID NUMBER:</b>	<b>KNP-GEF7-009-24</b>	<b>CLOSINGDATE:</b>	<b>11 April 2025</b>	<b>CLOSING TIME: 12H00 pm</b>
<b>DESCRIPTION</b>	<b>THE APPOINTMENT OF A SERVICE PROVIDER TO DESIGN AN SMME INCUBATION PROGRAMME, DEVELOP TOOLS &amp; OFFER COACHING AND MENTORING, AND PROVIDE SMME TRAINING IN THE KEY AREAS OF SMME SUPPORT AND SUPPLIER DEVELOPMENT IN 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>SUPPLY CHAIN MANAGEMENT UNIT</b>  <b>PROCUREMENT OFFICE</b>  <b>SKUKUZA ADMIN BLOCK</b>  <b>KRUGER NATIONAL PARK</b></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;"><b>There shall be no public opening of the Bids received.</b></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 BEDIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY B EDIRECTEDTO:</b>	
CONTATPERSON	<b>Fhatuwani Matshili</b>		CONTATPERSON	<b>Fhumulani Kevin Khobo</b>
TELEPHONE NUMBER	<b>(013) 735 4311</b>		TELEPHONENUMBER	<b>0793538883</b>
E-MAIL ADDRESS	<a href="mailto:Fhatuwani.Matshili@sanparks.org">Fhatuwani.Matshili@sanparks.org</a>		E-MAIL ADDRESS	<a href="mailto:Fhumulani.khobo@sanparks.org">Fhumulani.khobo@sanparks.org</a>
<b>SUPPLIER INFORMATION</b>				
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	
<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: Tender Manager: Mr. Fhatuwani Matshili  
Tel: 013 735 4311  
E-mail address: [Fhatuwani.Matshili@sanparks.org](mailto:Fhatuwani.Matshili@sanparks.org)

## 1. BACKGROUND

South African National Parks (SANParks) is a public entity functioning under *National Environmental Management: Protected Areas Act 57 of 2003 (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*.

SANParks' operations are totally guided by its vision statement and mission statement. As a public entity, the organisation is committed to act in pursuance of transformation of South Africa's society in support of entrenching South Africa's democracy. In this regard, the organisation has adopted a transformation mission to guide its efforts accordingly.

SANParks derives its mandate mainly from the legislation and frameworks applicable to the public sector. These are as follow:

- The Constitution of the Republic of South Africa (1996);
- The Public Finance Management Act (PFMA) (1999);
- The National Treasury Regulations (2005);
- The National Environmental Management Protected Areas Act (NEMPAA);
- SANParks Policies and Frameworks; and
- The Standards set by the Institute of Internal Auditors.

## 2. COMPLIANCE AND GOVERNANCE VERIFICATION DOCUMENTS (Standard Bidding Documents)

The verification during this phase is to assess the bid responses for purposes of verifying compliance with RFQ requirements, whereby a bidder may be disqualified if they do not fully comply which requirements as stipulated below:

- Submission of fully completed SBD1 (Invitation to Bid),
- Submission of a quotation on the company letterhead,
- Submission of fully completed SBD 4 (Bidder's disclosure),
- Submission of fully completed SBD 6.1
- Submission of fully completed SBD 7.2

## 3. CENTRAL SUPPLIER DATABASE INFORMATION

Bidders are required to be registered on the Central Supplier Database (CSD) of National Treasury. Failure to submit the requested information may lead to disqualification. (Please provide proof of registration on the Central Supplier Database)

## 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 that reconnect and inspire 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.

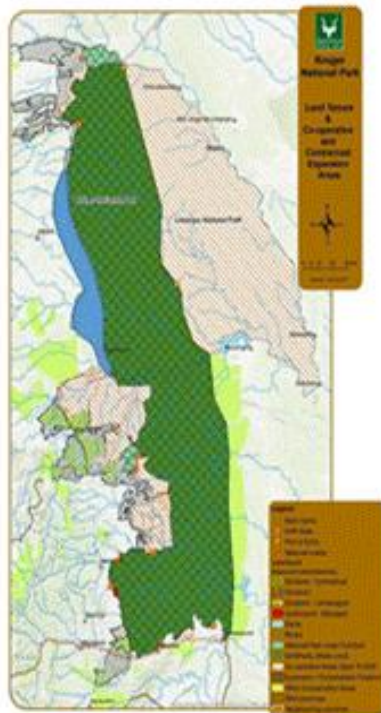
The Global Environment Facility (GEF) 7 project, supported by the World Bank and financed by the GEF, represents a pivotal step towards fostering sustainable development in South Africa. This initiative is designed to leverage financial resources and enhance capacity to implement the Biodiversity Economy, 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
- 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, 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 simultaneously address socio-economic disparities and environmental conservation imperatives.

The Greater Kruger GEF 7 Biodiversity Economy Node encompasses a diverse range of communities, each with its 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. Home
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 Greater Kruger GEF 7 Biodiversity Economy Node aims to foster sustainable economic growth within the biodiversity sector. Small, Medium, and Micro Enterprises (SMMEs) play a pivotal role in this initiative by contributing to economic development, job creation, and biodiversity conservation. To further support SMMEs and enhance their capacity, coaching, mentoring, and incubation programs need to be established.

The GEF 7 Greater Kruger project's success will be measured through various indicators, including:

1. The number of micro and small businesses supported to start or expand operations (30),
2. Small business operators reached with targeted business training to develop or expand on supply chain linkages in the biodiversity economy.
3. The number of micro-business operators reached with targeted training (I think we merged these two indicators), and
4. The percentage of female micro-business operators reached with such training. -(60%).

The primary objective of this initiative is to appoint a service provider capable of designing an SMME Incubation Programme and developing necessary tools to offer coaching and mentoring services in the key areas of SMME support and supplier development within the Greater Kruger GEF 7 Biodiversity Economy Node.

### 3. SCOPE AND EXTENT OF WORK

The scope of work for the appointed service provider shall include, but not be limited to, the following:

1. Conducting an initial assessment of the current landscape of SMMEs operating within the Greater Kruger GEF 7 Biodiversity Economy Node to identify specific needs and challenges.
2. Designing a detailed SMME Incubation Programme framework to incubate 30 SMMEs, including objectives, curriculum, delivery methods, and selection criteria of who should be incubated.
3. Developing practical tools, templates, and resources to support SMMEs in areas such as business planning, financial management, marketing, and access to finance.
4. Providing ongoing coaching and mentoring services to SMMEs through individualized support, group sessions, and workshops.

SMME training group sessions and workshops should entail but not be limited to the following:

- a) **Business Planning:** The training programs should begin with guidance on developing a business plan. This includes defining the business concept, conducting market research, identifying target customers, analysing competitors, and outlining strategies for growth.
- b) **Financial Management:** Participants must learn basic financial management principles such as budgeting, cash flow management, financial forecasting, and understanding financial statements. This knowledge helps entrepreneurs make informed decisions about their businesses' finances.
- c) **Marketing Strategies:** Entrepreneurs must be taught marketing fundamentals, including branding, pricing, promotion, and distribution channels. They must learn how to create effective marketing strategies to attract and retain customers in competitive markets.
- d) **Legal and Regulatory Compliance:** Entrepreneurs must develop an understanding of legal requirements and regulations as this is crucial for small business owners. Training should cover topics such as business registration, licenses, permits, tax obligations, employment laws, and intellectual property rights.
- e) **Access to Funding:** Participants should learn about different sources of funding available for small businesses, including loans, grants, venture capital, and crowdfunding. They must also receive guidance on how to prepare funding proposals and pitch their business ideas to investors.
- f) **Technology and Innovation:** With the rapid advancement of technology, SMME training should include sessions on leveraging technology and digital tools to streamline operations, reach a wider audience, and stay competitive.
- g) **Sustainability and Growth Strategies:** Training programs must help entrepreneurs develop sustainable business models and growth strategies tailored to their industries and target markets. This may involve exploring opportunities for scaling the business, expanding into new markets, or diversifying products or services.

- h) Offer professional training programs. For example, SMMEs looking to enter or expand in poultry farming should receive training on best practices, environmental and social considerations, and relevant certifications.
5. Organizing stakeholder engagements, networking events, and knowledge-sharing platforms to facilitate collaboration and partnership opportunities for SMMEs.
  6. Establishing monitoring and evaluation mechanisms to track the progress, impact, and sustainability of the incubation program and mentoring services.
  7. Generating regular progress reports, documentation, and case studies to showcase success stories, lessons learned, and best practices.

#### 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>
<i>Appointment of consultant</i>	<i>Signed contract</i>	<i>Contract signed by April 2025</i>
<i>Inception meeting with Advisory committee</i>	<i>Inception meeting to confirm approach and deliverables</i>	<i>Inception report and Project Implementation plan with milestone by mid-May 2025</i>
1. <i>Conduct an environmental scan of local SMMEs and economic opportunities.</i>	<i>Supply demand matrix.</i>	Approximately after 1 months of signing the contract <b>-Supply and demand analysis report</b>

2. <i>Develop criteria for SMME selection and Baseline Assessment of shortlisted SMMEs</i>	<i>Report recommending criteria for SMMEs selection.</i>  <i>Baseline Assessment of status of selected SMMEs</i>	Approximately 12 months after signing the contract <b>-Detailed report on SMME selection criteria</b> <b>-Baseline Assessment of status of selected SMME</b>
3. <i>Design incubation programme</i>	<i>Detailed improvement/incubation plans in line with support needs of the individual SMMEs (new &amp; existing)</i>	Approximately 4 months after signing the contract <b>-Incubation programme outline/workplan</b>
4. <i>Implement incubation programme</i>	<i>Incubation manual and toolkits (electronic and hard copies)</i>  <i>Robust and fully fledged SMME incubation program</i>	Approximately 6 months after signing the contract <b>-First incubation report</b>  Approximately 12 months after signing the contract <b>-Mid review incubation programme report</b>  Approximately 12 months after signing the contract <b>-Final report</b>
5. <i>Provide targeted training to micro-business operators in the node</i>	<i>Targeted training curriculum designed.</i> <i>Workshops planned and hosted</i>	
6. <i>Small grant disbursement</i>	<i>Criteria for small grant disbursement</i> <i>Method of grant disbursement.</i> <i>Monitoring tool for grant spending</i>	Approximately 6 months after signing contract <b>-Small Grant disbursement plan</b>

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

The project management unit will provide oversight functions to this process and will also pack key reference material. Existing reports and key reference materials will be provided.

**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 where applicable) for the participants.
- Provide the training venue/facility.
- Provide transport for the participants to (venue) and from (venue to) their homes.

**9. 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:**

***Qualifications:***

- Advanced degrees in business administration, economics, environmental studies, or a related field.
- Specialized certifications or training in entrepreneurship development, SME support, or the biodiversity economy would be advantageous.

***Experience Requirements:***

- Demonstrated experience in designing and implementing SMME development programs, preferably within biodiversity-related sectors.
- Proven track record of conducting needs assessments, developing training materials, and delivering coaching and mentoring services to SMMEs.
- Experience working with diverse stakeholders, including government agencies, NGOs, local communities, and private sector partners.
- Familiarity with the Greater Kruger GEF 7 Biodiversity Economy Node or similar contexts would be beneficial.
- Understanding gender mainstreaming and experience in designing inclusive programs that cater to the needs of female entrepreneurs is desirable.

#### 10. 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 a 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 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 who have completed the program.
- Prepare and deliver presentations for reporting to the PMU as and when required.

#### 11. 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 guide the Key Positions for this assignment, however, the 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	Project Lead	Extensive experience in project management, stakeholder engagement, and program implementation,	Minimum Qualification: <b>Master's degree</b> in Project Management, Business Administration, or a related field. Professional Experience: <b>10+</b>

		Economic development, Business development	<b>years</b> in project management and stakeholder engagement.
2	SMME/ Business Development Specialist	SMME support and capacity-building, business development principles, and entrepreneurship training methodologies	Minimum Qualification: <b>Bachelor's degree</b> in Business Administration, Accounting, Economics, or commercial related field. Professional Experience: <b>5+ years</b> in SMME support and capacity-building.
3	Biodiversity Economy Expert	Biodiversity conservation, sustainable economic development, integrating environmental considerations into SMME support programs	Minimum Qualification: <b>Master's degree</b> in Environmental Science, Conservation, or related field. Professional Experience: <b>5+ years</b> in biodiversity conservation and sustainable development.
4	Gender Specialist	Gender mainstreaming, women's economic empowerment, inclusion of female entrepreneurs in program activities	Minimum Qualification: <b>Bachelor's degree</b> in Gender Studies, Sociology, or related field. Professional Experience: <b>5+ years</b> in gender mainstreaming and women's economic empowerment.
5	Monitoring and Evaluation Officer	Monitoring and evaluation techniques, tracking project progress, assessing outcomes, providing feedback for continuous improvement	Minimum Qualification: <b>Bachelor's degree</b> in Statistics, Economics, or related field. Professional Experience: <b>5+ years</b> in monitoring and evaluation.
6	Support Staff	Administrative and logistical support, project coordination, documentation, and communication tasks	Minimum Qualification: <b>Diploma or Bachelor's degree</b> in Business Administration or related field. Professional Experience: <b>3+ years</b> in administrative support.

## **12. 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 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.

## **13. CONTRACT PERIOD**

The work should be completed within 12 months of signing of the contract. Work may be extended for further 6 months.

## **14. 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.

## **15. SUBMISSION**

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**

## **16. THE BIDDING SELECTION PROCESS**

The following evaluation criteria will be used:

After the closing date of the bid invitation, an appointed evaluation committee of Kruger National Park officials and / or external parties / consultants (where necessary) will evaluate the proposal of the Prospective bidders.

The committee will evaluate each of the bid proposals received against the approved criteria as stated below:

### **Part A**

- a) Phase 1: Compliance check of administrative documents/information.

### **Part B**

- b) Phase 1: Mandatory Requirements.
- c) Phase 2: Functionality (Technical) evaluation.
- d) Phase 3: Price and Specific Goals.

### **Part C**

- e) Phase 1: Appoint service provider.

### **Part A:**

#### **16.1.Phase 1: Pre-compliance of administrative documents**

All proposal submitted will be evaluated to establish compliance to the following required document:

- a) A valid original or certified copy of affidavit B-BBEE certificate. If the service provider is a Joint Venture or Consortium, a consolidated B-BBEE certificate of the Joint Venture / Consortium (inclusive of all member entities) must be submitted.
- b) Valid Tax Pin
- c) A CSD report.

### **Part B**

#### **16.2.Phase 1: Mandatory Requirements**

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.

#### **16.3.Phase 2: Functionality / (Technical) evaluation**

Minimum threshold of **70 Points** should be obtained by the Probity Auditors to qualify for the second phase/price and specific goals.

**16.4. Phase 3: Price and Specific Goals.**

Price and Specific Goals will be evaluated using the 80/20 point system.

**Part B**

**16.5. Phase 1: Mandatory Requirements**

Bidder(s) responses will be evaluated based on the documents submitted under mandatory and standard bid requirements.

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
<b>GENERAL</b>			
Bidders must provide organogram of the proposed resources	No	Yes	
Bidders must provide Letter of good standing <b>(COIDA)</b> . Proof of valid certificate must be provided.	No	Yes	
Bidders must provide External Moderation / Evaluation Report from <b>SSETA</b> or other accredited Education Institutions. Proof of completed moderation or evaluation report.	No	Yes	

**16.6. Phase 2: Functionality / (Technical) evaluation**

Minimum threshold of **70 Points** should be obtained by the Probity Auditors to qualify for the second phase/price and specific goals.

**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 IN INCUBATION PROGRAMME</b>				
<b>Proven track record or proof of experience</b>	Bidder must <b>have a minimum of three (3) years'</b> experience in designing and conducting incubation programmes (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>40</b>	40 Points =	Bidder who has eight (8) and more years of experience in designing and conducting SMME incubation programmes
			30 Points =	Bidder who has five (5) to seven (7) of experience in designing and conducting SMME incubation programmes.
			20 Points =	Bidder who has three (3) to four (4) years of experience in designing and conducting SMME incubation programmes.
			0 Points =	3Bidder with less than three (2) years of experience in designing and conducting SMME incubation programmes.

SELECTION CRITERIA	EVIDENCE REQUIRED	WEIGHT	SCORING METHODOLOGY	
<b>SECTION 2: TRAINING METHODOLOGY</b>				
<b>Provide a comprehensive Methodology to achieve the deliverables</b>	Provide a comprehensive Methodology and approach to achieve the deliverables.  <i>The methodology must demonstrate the following:</i>  1. Initial Assessment and Environmental Scan  2. SMME Selection Criteria Development and Baseline Assessment  3. Designing the Incubation Program  4. Implementation of the Incubation Program  5. Monitoring, Evaluation, and Reporting  6. Stakeholder Engagement and Networking  7. Access to Funding and Grants  8. Training Programs for SMMEs  <u><b>And a detailed project implementation plan</b></u>	<b>60</b>	60 Points =	The methodology is more than comprehensively described and provides detailed information regarding the relevant aspects of the project and exceeds the expectation
			30 Points =	The methodology is satisfactorily and meets the requirements and provides information regarding the relevant aspects of the project and has comprehensive information.
			20 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>		
<b>Minimum qualifying score required</b>		<b>70</b>		

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

**BIDDER'S DISCLOSURE**

**1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

**2. Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:  
 .....  
 .....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:  
 .....  
 .....

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<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.



### 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.

<b>Criteria</b>	<b>Points</b>
Price	80
Specific Goals	20
<b>Total points for Price and Specific Goals</b>	<b>100</b>

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

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.		
<b>NB:</b>	<b>BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022.</b>	
<b>1.</b>	<b>GENERAL CONDITIONS</b>	
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	<b>To be completed by the organ of state</b>	
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	<b>To be completed by the organ of state:</b>	
	The maximum points for this tender are allocated as follows:	
		<b>POINTS</b>
	PRICE	80
	SPECIFIC GOALS	20
	Total points for Price and Specific Goals	<b>100</b>
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.	
<b>2.</b>	<b>DEFINITIONS</b>	
(a)	<b>“tender”</b> 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)	<b>“price”</b> means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;	

(c)	<b>rand value</b> ” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
(d)	<b>“tender for income-generating contracts”</b> 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)	<b>“the Act”</b> means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).
<b>3.</b>	<b>FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES</b>
3.1	<b>POINTS AWARDED FOR PRICE</b>
3.1.1	<b>THE 80/20 or 90/10 PREFERENCE POINT SYSTEMS</b>
	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
<b>4.</b>	<b>POINTS AWARDED FOR SPECIFIC GOALS</b>
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)
<b>1. Procurement from Designated Group</b>	<b>10 Points</b>	
Preference to enterprises owned by at least 51% black people with disabilities.	10	
Preference to enterprises owned by at least 51% black people.	5	
<b>2. Local suppliers adjacent to Kruger National Park</b>	<b>10 Points</b>	
1km to 100km distance from the nearest gate/s	10	
1001km to 200km distance from the nearest gate/s	5	
<b>Total points</b>	<b>20</b>	

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

## Payment Terms

Payments will be made once a deliverable has been completed, approved and signed off by the project management unit.

	<b>Deliverable</b>	<b>Percentage</b>
<b>1</b>	<i>Inception meeting with Advisory committee</i>	<b>15%</b>
<b>2</b>	<i>Conduct an environmental scan of local SMMEs and economic opportunities.</i>	.
<b>3</b>	<i>Develop criteria for SMME selection and Baseline Assessment of shortlisted SMMEs</i>	<b>25%</b>
<b>4</b>	<i>Design incubation programme</i>	<b>15%</b>
<b>5</b>	<i>Implement incubation programme</i>	<b>30%</b>
<b>6</b>	<i>Provide targeted training to micro-business operators in the node</i>	
<b>7</b>	<i>Incubation Report</i>	<b>15%</b>
	<b>TOTAL PAID OUT</b>	<b>100%</b>

**DETAILED PRICING – SBD 3.1 (FIRM UNIT PRICES for 12 months incubation Programme)**

- Price quoted **must be fully inclusive of all costs** including disbursements and other overheads, delivery to the specified SANParks Business Unit geographical address and includes value-added tax, including customs or excise duty and any other duty, levy, or other applicable tax.
- Price changes whether as a result of CPI, PPI, extensions or expansions will be allowed in terms of the signed contract by both parties.
- Bidders must quote for **all** requirements listed on the price schedules. Bidders who does not quote for all listed items will not be considered for further evaluations.

Item No.	Description	Total unit Price Excl VAT	VAT @15%	Total Price Incl VAT
1.1	Incubation programme (Mentorship and Support)	R	R	R
1.2	Development and Expansion Programme (NVC Training) <ul style="list-style-type: none"> <li>• Facilitation</li> <li>• assessment and Moderation</li> <li>• Mentorship</li> </ul>	R	R	R
1.3	Micro-Business Training <ul style="list-style-type: none"> <li>• Facilitation</li> <li>• Assessment and Moderation</li> <li>• Mentorship</li> </ul>	R	R	R
1.4	Learner Material Printing	R	R	R
1.5	Transport and Logistics	R	R	R
<b>Total Cost of the Project</b>		R	R	R

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