

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (South African National Biodiversity Institute)					
BID NUMBER:	SANBI: BIPA523/2024		CLOSING DATE:	04 October 2024	CLOSING TIME: 11:00am
DESCRIPTION	THE APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY TECHNICAL SUPPORT, MAINTENANCE, AND FURTHER APPLICATION DEVELOPMENT IN IMPROVING THE RED LIST ASSESSMENT SYSTEM FOR THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI).				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT:					
Biodiversity Centre Pretoria National Botanical Garden, 2 Cussonia Avenue, Brummeria Pretoria					
A compulsory briefing session will be conducted at the time and date given as follows: Date: 20 September 2024 Time: 10H00 AM Link: join the meeting now					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON			CONTACT PERSON		
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	sanbi.tenders@sanbi.org.za		E-MAIL ADDRESS	B.Daly@sanbi.org.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT <input type="checkbox"/> Yes <input type="checkbox"/> No		[TICK APPLICABLE BOX] <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 B-BBEE]					

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
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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
NO	
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.	

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, 2017, 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).**

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 PIN 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.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....Bid number: **SANBI: BIPA523/2024**

Closing Time 11:00

Closing date: **04 October 2024**

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY
----------	----------	-------------	---------------------------

**** (ALL APPLICABLE TAXES INCLUDED)**

-
- Required by:
 - At:
.....
 - Brand and model
 - Country of origin
 - Does the offer comply with the specification(s)?
*YES/NO
 - If not to specification, indicate deviation(s)
 - Period required for delivery
*Delivery: Firm/not firm
 - Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

**** “all applicable taxes” includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.**

***Delete if not applicable**

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 interest¹ 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:

.....

¹ 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.

.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders 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:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (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 points 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	or	90/10
$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$	or	$Ps = 90 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20	or	90/10
$Ps = 80 \left(1 + \frac{Pt - Pmax}{Pmax} \right)$	or	$Ps = 90 \left(1 + \frac{Pt - Pmax}{Pmax} \right)$

Where

Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

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 or 90/10 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 90/10 and 80/20 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 either the 90/10 or 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 (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
<p>Categories of persons historically disadvantaged by unfair discrimination on the basis of race.</p> <p>Information will be verified on the CSD report. Points will be allocated based on the percentage of ownership per goal</p> <p>Black Ownership = 10 Points</p>		(10)		
<p>Categories of persons historically disadvantaged by unfair discrimination on the basis of gender.</p> <p>Information will be verified on the CSD report. Points will be allocated based on the percentage of ownership per goal</p> <p>Female Ownership = 5 Points</p>		(5)		
<p>Categories of persons historically disadvantaged by unfair discrimination on the basis of disability</p> <p>Information will be verified on the CSD report. Points will be allocated based on the percentage of ownership per goal</p> <p>Disability Ownership = 5 Points</p>		(5)		
Total		20		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

REQUEST FOR TENDER

for

the appointment of a Service Provider to supply technical support, maintenance, and further application development in improving the Red List Assessment System for the South African National Biodiversity Institute (SANBI).

**South African National Biodiversity Institute (SANBI)
Private Bag X101
Silverton
0184
South Africa**

Tender No: SANBI: BIPA523/2024

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1. Introduction and background

The South African National Biodiversity Institute (SANBI) contributes to South Africa's sustainable development by facilitating access to biodiversity data, generating information and knowledge, building capacity, providing policy advice, and showcasing and conserving biodiversity in its national botanical and zoological gardens.

Red List Assessments (RLA) are used to evaluate the likelihood of a species becoming extinct, given currently available information on population trends, range, habitat, and threats (e.g., trade, habitat loss) using a complex internationally recognised process. The results of these assessments are used in guiding decisions related to the conservation of a species, identifying conservation priority areas and alternative actions in the protection of threatened species. Due to SANBI's national responsibility to setting internal conservation priorities and driving the conservation strategy, a Red List Assessment application (providing a comprehensive set of features and functionalities to support various tasks and workflows) has been developed and established, as Phase 1 of this project (URL: <https://redlistassessment.sanbi.org.za/>) to support the efficient functioning of this process. The creation of this complex online application began in 2019 and has been divided into two stages. The first phase laid the groundwork by identifying requirements, planning and designing the technical infrastructure, developing basic functionalities and features, testing, documenting, and finally deploying the web applications. The system must integrate with other systems in SANBI's National Biodiversity Information System (NBIS) Project to ensure information integration.

The online Red List Assessment application facilitates the SANBI team in conducting Red List assessments as per the International Union for Conservation of Nature (IUCN) methodology and enables non-technical users (e.g., scientists) to prepare, conduct, and submit assessments to the IUCN. The application enables data management, analysis, and data cleaning with data snapshots that allow for the capture and maintenance of historical data.

The long-term vision is for SANBI to demonstrate global leadership by utilising this innovative and technically robust system that will ensure confidence in data management and decision-making, enabling the SANBI teams to make an even greater contribution to global species conservation.

Based on the information provided above, SANBI plans to engage a suitable and qualified service provider for the further development (Phase 2) of the integrated species Red List Assessment System. The intention is to not only further develop the system but also facilitate and test the application through user acceptance testing sessions and multiple multi-stakeholder engagements.

2. Invitation to tender

Tenders are hereby invited for a Service Provider to supply technical support, maintenance, and further application development in improving the Red List Assessment System for SANBI.

The tender process will be co-ordinated by SANBI's Supply Chain Management (SCM) department, contactable at the following address:

Deputy Director: Supply Chain Management
The South African National Biodiversity Institute (SANBI)
Private Bag X101
Silverton
0184
Email: sanbi.tenders@sanbi.org.za

The tender closes on 04 October 2024 at 11:00

3. Compulsory online briefing session

A compulsory online briefing session will be held as follows:

Date: **20 September 2024**

Time: 10h00

Microsoft Teams link: https://teams.microsoft.com/l/meetup-join/19%3ameeting_NTcwNjE0MzMtNDgyMC00ODM3LTgwZWmtYzk1ODE1ZGM3ZGZm%40thread.v2/0?context=%7b%22Tid%22%3a%220b847c5e-73e2-4441-8789-9c092d2dd489%22%2c%22Oid%22%3a%22e4ac6017-5bc2-4a6f-a7bf-f314aa5da08b%22%7d

Failure to attend the compulsory online briefing session will disqualify a potential Service Provider's proposal. Bidders will need to supply their compulsory online briefing attendance certificate as a mandatory document.

Bidders may direct technical and bidding procedure enquiries to the email addresses below.

- For bidding procedure enquires: sanbi.tenders@sanbi.org.za
- For technical enquiries: b.daly@sanbi.org.za

SANBI will not respond to any questions or requests for clarification if received **after 27 September 2024**. All responses to questions via email will be communicated via this tender's advertisement webpage on the SANBI website www.sanbi.org.

4. Scope of work

SANBI requires a Service Provider to supply technical support, maintenance, and further application development in improving the Red List Assessment System for SANBI.

The current environment for the Red List Assessment (RLA) application is ASP.Net Zero Development Platform, hosted on Azure Infrastructure. The database is implemented on Microsoft SQL Server 2019 Database.

The appointed Service Provider will be required to provide the following services:

1. Review and analysis:

- Review the project to gain an understanding of the requirements and desired outcomes. Conduct a User Requirements Analysis against the Minimum Viable

Product (MVP) and determine additional functionality to be developed. A detailed product specification of the SANBI RLA application is available and includes:

- Wireframe illustrating defined user requirements.
- The solution architecture document and system setup.
- Database design and development of data model.

2. Bug tracking and source code management:

- Employ the existing web-based bug tracking system for User Acceptance Testing (UAT) and historic tickets.
- Source code repository using Azure DevOps Server

3. Prioritisation and development planning:

- Review the existing MVP against current open tickets from historic UATs and prioritise features for further development (see list of activities below), and bug fixes required.
- In conjunction with Management, determine a development programme for a stable release, using an Agile development approach.

4. Development and upgrading:

- Upgrade the existing MVP in line with the development programme.
- Conduct UATs on every upgraded/new functionality, design, UI, etc.
- Conduct Quality Assessments (QA), in conjunction with management.

5. Codebase maintenance and bug resolution:

- Address bugs and maintain and improve codebase over the course of the system development cycle.
- System should not be degraded of functionality and security.

6. Documentation:

- Review and improve on system documentation (e.g., installation and maintenance, technical design, user requirements) and end user manual, all available in the application using Sphinx documentation generator.

7. Training and module development:

- Provide training sessions as required.
- Implementation, testing, and commissioning of additional module development.

8. Testing and commissioning:

- UAT testing and implement changes as required with UAT sign-off.

9. Support and integration:

- Provide administration, performance tuning, restoration, and migration support.
- Integration with business systems e.g., Biodiversity Advisor, SANBI Enterprise Image System (SEIS) but not limited.

10. Post-deployment support:

- Provide post-deployment support for 200 hours.

4.1 Requirements of the Service Provider

The successful Service Provider will be responsible for the following activities in line with the above scope of work:

1. Automated publishing module:

- Develop a module to automate the publishing of assessment data to IUCN Species Information Service (SIS), URL: <https://sis.iucnsis.org/apps/org.iucn.sis.server/SIS/> and Biodiversity Advisor, URL: <https://biodiversityadvisor.sanbi.org/> at SANBI.
- Allow exporting of assessments to the SIS connect (<https://connect.iucnredlist.org/>) (set of csv files, format determined by IUCN) as well as importing of assessments exported from SIS connect (this is to facilitate reassessments).
 - Automated/built-in queries to enable extraction of most frequently requested data (with limited options for customisation). See the conference paper on Brazil's system, Souza, D., Martins, E., & Dalcin, E. C. (2016). Assessing the risk of extinction of Brazil's flora: A computational approach based on micro-services and geospatial analysis. WCAMA - 7th Workshop of Applied Computing for the Management of the Environment and Natural Resources, July, pages 1867–1875. DOI:10.13140/RG.2.1.2469.5281 - <https://sol.sbc.org.br/index.php/wcama/article/view/9545>
 - Review system for preparing assessments for online publication – applicable to narrative/long text fields – flag updated information for an editor, keep track of assessments in need of editing/those that are ready for publication.
 - The transfer needs to conform to all the IUCN's/SIS submission schema rules and errors found.

2. Automated seeding module:

- Improve on the RLA automated seeding module (data gathering) which allows SANBI assessors to consume a snapshot checklist of species names (accepted scientific names and their synonyms) from SANBI plant and animal taxonomic backbones, as well as source occurrence data using the taxonomic identifiers. Example source repositories include the National Botanical and Zoological Collections Data Management Service, iNaturalist, Data Partner stores, Integrated Publishing Toolkit (IPT), etc. All these data are indexed using Elasticsearch. This is currently done manually so the logic is available. The creation of new snapshots must identify, and honour record corrections made by experts in the previous snapshot of the same record. (Note: a data owner might not have updated his local repository yet).
- The functionality of one upload of occurrence data for multiple species is also needed.

3. Checkbox functionality:

- Implement a feature to publish seven memo fields per species to downstream data portals, these fields include Rationale, Distribution, Habitat, Threats, Population, Conservation and Assessment notes.
- Functionality should include a checkbox for each of the seven fields that indicates the record is ready for publishing once reviewed by the Editor. If in any other part of the system, a user makes a change the checkbox must default to unchecked.

4. Dashboard and user interaction:

- Modify the dashboard function to summarise data most useful to SANBI's Threatened Species Programme team. Generic improvements are needed for example improve day-to-day assessor and reviewer interactions (e.g., shortcut to their assessment workload).

5. Geospatial analysis module:

- Enhance the geospatial analysis module when importing spatial data from multiple sources. The module calculates the Extent of Occurrence (EOO) and Area of Occupancy (AOO) and non-spatial (categorisation). Algorithms should be built in to

facilitate decisions based on quantitative information. (See Souza et al. 2016). An example is setting quality flags on occurrence records to trigger system rules.

6. Reference management module:

- Enhance the management of references within the RLA system to ensure compatibility with SANBI's Biodiversity Advisor website and the IUCN's SIS.
- Allow for the linking of the same literature record to multiple assessments to avoid duplication. This relationship management is available in the system, however, needs a feature to normalise the reference repository.

7. Responsive website design:

- Adapt the website to be more responsive to ensure that the application functions well and looks good across various screen sizes.
- Content and page elements should shift around to suit the size of the user's device and browser.

8. Workflow and user management:

- Improve reassignment of user responsibilities to facilitate rapid workflow handover between user types (i.e., coordinator, assessor, reviewer, editor). An example is the handover from one assessor to another without co-ordinator intervention.
- Streamline the multiple users' login functionality (user types, roles, and permissions) for accessing the online system.

9. Database and import enhancements:

- Add or move additional database fields to enhance supporting information for Red List assessments.
- Enhance the import of existing red list assessments and spatial data for animals and plants (various file types include access database, CSV, and Excel formats) as part of the seeding process.

10. User feedback and data filtering:

- User feedback needs to be improved, an example is system behaviour and decisions.
- Data filtering improvements, for example, species higher classification.

11. Business rules and data snapshot functionality

- Add business rules to the assessment workflow to set default values without user interaction.
- Improve on the data snapshot functionality by saving the metadata associated with each block of data and every time there is a change.

4.2 Key skills and competencies required

The Service Provider must have proven ability to provide SANBI with the following:

- Database development
- .Net Development
- ASP.Net Zero experience

The Service Provider must also have the following additional skills and competencies:

- Excellent organisational and planning skills
- Strong written and verbal communication skills

The following would be an added advantage:

- Good understanding of biodiversity information management
- Good understanding of the IUCN Red List classification system

4.3 Deliverables and timeframes

The Service Provider must be able to deliver on the scope of work and meet all the requirements in this Request For Tender (RFT). It is envisioned that this work should be completed within 10 months and the Service Provider will be required to:

- Submit an overall project plan, outlining the process to be followed in the management of the project, this should include intermediate, and final outputs, estimated development hours per deliverable, and identified timeframes/ milestones of proposed methodology as detailed in the Terms of Reference, following an inception meeting with key SANBI staff. The project plan must provide for technical support and maintenance.
- Submit detailed work plans for each phase of project implementation, as well as for the provision of management support.
- Submit project progress reports on the following:
 - Each milestone completed.
 - A review of the project and requirements assessment.
 - A User Requirements Analysis against the Minimum Viable Product (MVP).
- Attend monthly meetings with SANBI project management.
- Regular submission of written reports is expected, contingent upon the project's progress, encompassing matters related to governance, security, performance, and backups.

5. Requirements for proposals

5.1 Mandatory documents required

Each submission must include the following **(failure to provide below documentation will result in the tender being rejected)**:

- A letter of Good Standing from the office of the Compensation Commissioner as required by the Compensation for Occupational Injuries and Diseases Act (COIDA), if applicable. The letter should be issued by the Department of Labour.
- A copy of the Central Suppliers Database (CSD) registration report.
- Fully completed SBD forms.
- Compulsory online briefing attendance certificate.
- Pricing details (see Annexure B). The Service Provider must supply applicable pricing details in Annexure B. **The pricing details must only be included in the 'original' document as per the section on submission below. Inclusion of pricing in the electronic copy delivered on USB will result in the tender being rejected (see Section 7).**

5.2 Other documents for evaluation

Service Providers interested in this RFT should submit a concise written proposal that addresses the scope of work and the above requirements. Failure to include these documents in the electronic copy delivered on the USB will not result in disqualification, however, the information contained in them is required for evaluation purposes and so will be considered non-responsive. The proposal must include:

- Details of the Service Provider, including relevant skills, experience, competencies, and track record. An up-to-date CV(s) must be included. If the Service Provider is a company, then the details and CV for the individuals responsible for the work must be provided.
- A proposal including a description of the approach and deliverables for the scope of work and addressing the requirements above, with the proposed start and completion date and timeframes for activities. As part of the proposal, an itemised schedule of activities is required that aligns with the pricing schedule to be completed in Annexure B.
- References of at least four current or recent clients for which similar work has been done in the last five years. A summary of the scope of the work for each client must be provided (see Annexure C).
- Details of the scope and scale of similar work done for at least three past and present clients within the last five years.

SANBI reserves the right:

- To verify any information supplied in the tender submission;
- To not appoint any Service Provider;
- To cancel or withdraw this tender at any time without attracting any penalties or liabilities;
- To have the final say in the appointment of the Service Provider and that this will be binding;
- To disqualify a tender or cancel any subsequent contracts should it be found that:
 - Information was omitted that should have been disclosed.
 - Factually inaccurate information was provided and/or
 - That a misrepresentation of facts has occurred.

SANBI shall not be held liable for any cost that has been incurred by the Service Provider in the preparation of the proposal, the obtaining of certificates or any other cost that might be incurred in submitting the proposal.

6. Pricing

For this bid, the Service Provider must provide costing for professional fees (rate per hour) as well as for maintenance, management, and administration support, and itemised costing of any additional activities or items that are required but not covered through the professional fees as per Annexure B. The pricing provided must be fixed for the full term of the contract period. The Service Provider's professional fees should include the cost of all overheads, for example, telephone and cell phone costs, stationery, and office requirements, etc. Travel and accommodation should NOT be included in the budget and will be arranged by SANBI, in line with its policies, if required.

All services needed to meet the requirements of this tender must be itemised within Annexure B. The final price must be inclusive of VAT and will be considered the fees for the duration of the contract.

7. Submission

This is a two-envelope tender process. Service Providers are to submit **one (1) pack** of original proposals, marked "ORIGINAL" in an envelope, with pricing included, and **one (1) electronic copy on USB**, marked "COPY" in a second envelope. The electronic copy on USB must include all proposal documents but exclude pricing details.

Financial and pricing details must only be included in the pack marked "ORIGINAL".

NB. Failure to submit:

- one pack of original documents with pricing included and
- one electronic copy on USB without pricing data

in the prescribed manner WILL lead to the bid being disqualified.

Tenders can be submitted in the tender box located in the reception area of the Biodiversity Centre Building at the Pretoria National Botanical Garden, 2 Cussonia Avenue, Brummeria, Pretoria, during office hours before the tender closing date and time.

Normal office hours are from 08:00 to 16:00 daily. E-mailed and faxed submissions will not be accepted. Late submissions will be disqualified.

8. Evaluation criteria

In accordance with the National Treasury Instruction Note on the Amended Guidelines in Respect of Bids that include Functionality as a Criterion for Evaluation (issued 3 September 2010), this bid will be evaluated in two stages:

The first stage will evaluate functionality according to the criteria listed in the table below:

Functionality Evaluation Criteria	Weight**
Technical merit of the proposal Technical merit of the proposal including approach and understanding of the ToR in terms of: <ul style="list-style-type: none"> • A full description of the approach in relation to the requirements of the ToR including evidence to demonstrate an understanding of these requirements. • A project plan with the deliverables and timeframes aligned to the requirements of the ToR. 	30 (20) (10)
Team capacity Experience, skills, and competencies of the Service Provider's team (specific reference must be made to the requirements listed in section 4 above). CVs for the project manager and technical team must include a list of projects and roles played by the individual team members undertaken in the past 5-10 years.	35

1. PROJECT MANAGER		Points
a) Qualification		5
A relevant qualification in project management	5 = Honours and above 4 = Degree 3 = Diploma 2 = Higher certificate 1 = Recognised formal certificate 0 = No recognised formal certificates	
b) Skills and experience		10
Demonstrable experience in managing and coordinating similar projects (Attached CV should indicate track record of leading a team in similar projects)	10 = 10 years and above 7 = 6 to 9 years 4 = 2 to 5 years 1 = less than 2 years	

2. TECHNICAL TEAM		Points
Skills and experience		20
5+ years of demonstrated operations experience in a data driven production system, specifically products related to biodiversity information management systems. Strong knowledge of scripting languages – SQL and .Net development Strong extract, transform, and load (ETL) skills with large datasets with a focus on efficiency and scale Relevant experience and skills in ASP.Net Zero Source code management using Azure DevOps Relevant experience and skills in database development	20 = all requirements under skills and experience are met in the technical team. 10 = requirements linked to production systems, scripting languages, ETL, and ASP.Net Zero skills are met in the technical team. 5 = requirements linked to scripting language, ETL, and ASP.Net Zero skills are met in the technical team. 0 = requirements under skills and experience are not met in the technical team.	

Note: Failure to provide the relevant certifications and evidence to demonstrate experience as indicated above will be considered non-responsive.

Past experience and overall track record		35
<ul style="list-style-type: none"> Quality of references for four relevant current or recent clients, within the last five years, for which similar work has been conducted (as per Annexure C). 		(20)
Sub-Criteria	Points	
Four or more signed positive reference letters for relevant current or recent contracts in the last five (5) years.	20	
Three signed positive reference letters for relevant current or recent contracts in the last five (5) years.	15	
Two signed positive reference letters for relevant current or recent contracts in the last five (5) years.	10	
One signed letter of reference for relevant current or recent contracts in the last five (5) years.	5	
<ul style="list-style-type: none"> Ability to undertake the work, through reference to the scope and scale of similar work done for at least three past and present clients within the last five years. 		(15)
Sub-Criteria	Points	
A list of at least three or more current or past projects of similar scope and scale over the past five years	15	
A list of two current or past projects of similar scope and scale over the past five years	10	
One current or past projects of similar scope and scale over the past five years	5	
TOTAL		100

** Service Providers who fail to score a minimum of 70 points out of a possible 100 points on functionality criteria will not be eligible for further consideration.

Sufficient information must be provided to allow the Bid Evaluation Committee to evaluate bids against these functionality criteria.

The second stage is on specific goals and price:

The second stage will evaluate the price and specific goals of those bids that meet the minimum threshold for functionality. In accordance with the Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act (No. 5 of 2000), the 80/20-point system will be applied in evaluating proposals that qualify for further consideration, where price constitutes 80 points and a maximum of 20 points will be awarded based on the bidder's specific goals.

9. Contract period

The contractual appointment period will be as stipulated in the Independent Contract Agreement and Service Level Agreement.



1. SPECIAL CONDITIONS OF CONTRACT

Any award made to a bidder(s) under this bid is conditional, amongst others, upon –

- a. The bidder(s) accepting the terms and conditions contained in the Special Conditions of Contract as the minimum terms and conditions upon which SANBI is prepared to enter into a contract with the successful Bidder(s).
- b. The bidder submitting the General Conditions of Contract to SANBI together with its bid, duly signed by an authorised representative of the bidder.

2. SERVICE LEVEL AGREEMENT

- 2.1. Upon award SANBI and the successful bidder will conclude a Service Level Agreement or Standard Independent Contractor Agreement regulating the specific terms and conditions applicable to the services being procured by SANBI, more or less in the format of the draft Service Level Indicators included in this tender pack.
- 2.2. SANBI reserves the right to vary the proposed draft Service Level Indicators and/or Milestones during the course of negotiations with a bidder by amending or adding thereto.
- 2.3. Bidder(s) are requested to:
 - a. Comment on draft Service Level Indicators and/or Milestones and where necessary, make proposals to these;
 - b. Explain each comment and/or amendment; and
 - c. Use an easily identifiable colour font or “track changes” for all changes and/or amendments to the Service Level Indicators and/or Milestones for ease of reference.
- 2.4. SANBI reserves the right to accept or reject any or all amendments or additions proposed by a bidder if such amendments or additions are unacceptable to SANBI or pose a risk to the organisation.

3. SPECIAL CONDITIONS OF THIS BID

SANBI reserves the right:

- 3.1. To award this tender to a bidder that did not score the highest total number of points, only in accordance with section 2(1)(f) of the PPPFA (Act 5 of 2000)
- 3.2. To negotiate with one or more preferred bidder(s) identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other bidder(s) who have not been awarded the status of the preferred bidder(s).
- 3.3. To accept part of a tender rather than the whole tender.
- 3.4. To carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the services offered by the bidder(s), whether before or after adjudication of the Bid.
- 3.5. To correct any mistakes at any stage of the tender that may have been in the Bid documents or occurred at any stage of the tender process.
- 3.6. To cancel and/or terminate the tender process at any stage, including after the Closing Date and/or after presentations have been made, and/or after tenders have been evaluated and/or after the preferred bidder(s) have been notified of their status as such.
- 3.7. Award to multiple bidders based either on size or geographic considerations.

4. SANBI REQUIRES BIDDER(S) TO DECLARE

In the Bidder's Technical response, bidder(s) are required to declare the following:

- 4.1. Confirm that the bidder(s) is to: –
 - a. Act honestly, fairly, and with due skill, care and diligence, in the interests of SANBI;
 - b. Have and employ effectively the resources, procedures and appropriate technological systems for the proper performance of the services;
 - c. Act with circumspection and treat SANBI fairly in a situation of conflicting interests;
 - d. Comply with all applicable statutory or common law requirements applicable to the conduct of business;

- e. Make adequate disclosures of relevant material information including disclosures of actual or potential own interests, in relation to dealings with SANBI;
- f. Avoidance of fraudulent and misleading advertising, canvassing and marketing;
- g. To conduct their business activities with transparency and consistently uphold the interests and needs of SANBI as a client before any other consideration; and
- h. To ensure that any information acquired by the bidder(s) from SANBI will not be used or disclosed unless the written consent from SANBI has been obtained to do so.

5. CONFLICT OF INTEREST, CORRUPTION AND FRAUD

5.1. SANBI reserves its right to disqualify any bidder who either itself or any of whose members (save for such members who hold a minority interest in the bidder through shares listed on any recognised stock exchange), indirect members (being any person or entity who indirectly holds at least a 15% interest in the bidder other than in the context of shares listed on a recognised stock exchange), directors or members of senior management, whether in respect of SANBI or any other government organ or entity and whether from the Republic of South Africa or otherwise ("Government Entity"), —

- a. engages in any collusive tendering, anti-competitive conduct, or any other similar conduct, including but not limited to any collusion with any other bidder in respect of the subject matter of this bid;
- b. seeks any assistance, other than assistance officially provided by a Government Entity, from any employee, advisor or other representative of a Government Entity in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity;
- c. makes or offers any gift, gratuity, anything of value or other inducement, whether lawful or unlawful, to any of SANBI's officers, directors, employees, advisors or other representatives;
- d. makes or offers any gift, gratuity, anything of any value or other inducement, to any Government Entity's officers, directors, employees, advisors or other representatives in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity;

- e. accepts anything of value or an inducement that would or may provide financial gain, advantage or benefit in relation to procurement or services provided or to be provided to a Government Entity;
- f. pays or agrees to pay to any person any fee, commission, percentage, brokerage fee, gift or any other consideration, that is contingent upon or results from the award of any tender, contract, right or entitlement which is in any way related to procurement or the rendering of any services to a Government Entity;
- g. has in the past engaged in any matter referred to above; or
- h. has been found guilty in a court of law on charges of fraud and/or forgery, regardless of whether or not a prison term was imposed and despite such bidder, member or director's name not specifically appearing on the List of Tender Defaulters kept at National Treasury.

6. MISREPRESENTATION DURING THE LIFECYCLE OF THE CONTRACT

- 6.1. The bidder should note that the terms of its Tender will be incorporated in the proposed contract by reference and that SANBI relies upon the bidder's Tender as a material representation in making an award to a successful bidder and in concluding an agreement with the bidder.
- 6.2. It follows therefore that misrepresentations in a Tender may give rise to service termination and a claim by SANBI against the bidder notwithstanding the conclusion of the Service Level Agreement between SANBI and the bidder for the provision of the Service in question. In the event of a conflict between the bidder's proposal and the Service Level Agreement concluded between the parties, the Service Level Agreement will prevail.

7. PREPARATION COSTS

The Bidder will bear all its costs in preparing, submitting and presenting any response or Tender to this bid and all other costs incurred by it throughout the bid process. Furthermore, no statement in this bid will be construed as placing SANBI, its employees or agents under any obligation whatsoever, including in respect of costs, expenses or losses incurred by the bidder(s) in the preparation of their response to this bid.

8. INDEMNITY

If a bidder breaches the conditions of this bid and, as a result of that breach, SANBI incurs costs or damages (including, without limitation, the cost of any investigations, procedural impairment, repetition of all or part of the bid process and/or enforcement of intellectual property rights or confidentiality obligations), then the bidder indemnifies and holds SANBI harmless from any and all such costs which SANBI may incur and for any damages or losses SANBI may suffer.

9. PRECEDENCE

This document will prevail over any information provided during any briefing session whether oral or written, unless such written information provided, expressly amends this document by reference.

10. LIMITATION OF LIABILITY

A bidder participates in this bid process entirely at its own risk and cost. SANBI shall not be liable to compensate a bidder on any grounds whatsoever for any costs incurred or any damages suffered as a result of the Bidder's participation in this Bid process.

11. TAX COMPLIANCE

No tender shall be awarded to a bidder who is not tax compliant. SANBI reserves the right to withdraw an award made, or cancel a contract concluded with a successful bidder in the event that it is established that such bidder was in fact not tax compliant at the time of the award, or has submitted a fraudulent Tax Clearance Certificate to SANBI or whose verification against the Central Supplier Database (CSD) proves non-compliant. SANBI further reserves the right to cancel a contract with a successful bidder in the event that such bidder does not remain tax compliant for the full term of the contract.

12. TENDER DEFAULTERS AND RESTRICTED SUPPLIERS

No tender shall be awarded to a bidder whose name (or any of its members, directors, partners or trustees) appear on the Register of Tender Defaulters kept by National Treasury, or who have been placed on National Treasury's List of Restricted Suppliers. SANBI reserves the right to withdraw an award, or cancel a contract concluded with a Bidder should it be established, at any time, that a bidder has been blacklisted with National Treasury by another government institution.

13. GOVERNING LAW

South African law governs this bid and the bid response process. The bidder agrees to submit to the exclusive jurisdiction of the South African courts in any dispute of any kind that may arise out of or in connection with the subject matter of this bid, the bid itself and all processes associated with the bid.

14. RESPONSIBILITY FOR SUB-CONTRACTORS AND BIDDER'S PERSONNEL

A bidder is responsible for ensuring that its personnel (including agents, officers, directors, employees, advisors and other representatives), its sub-contractors (if any) and personnel of its sub-contractors comply with all terms and conditions of this bid. In the event that SANBI allows a bidder to make use of sub-contractors, such sub-contractors will at all times remain the responsibility of the bidder and SANBI will not under any circumstances be liable for any losses or damages incurred by or caused by such sub-contractors.

15. CONFIDENTIALITY

Except as may be required by operation of law, by a court or by a regulatory authority having appropriate jurisdiction, no information contained in or relating to this bid or a bidder's tender(s) will be disclosed by any bidder or other person not officially involved with SANBI's examination and evaluation of a Tender.

No part of the bid may be distributed, reproduced, stored or transmitted, in any form or by any means, electronic, photocopying, recording or otherwise, in whole or in part except for the purpose of preparing a Tender. This bid and any other documents supplied by SANBI remain proprietary to SANBI and must be promptly returned to SANBI upon request together with all copies, electronic versions, excerpts or summaries thereof or work derived there from.

Throughout this bid process and thereafter, bidder(s) must secure SANBI's written approval prior to the release of any information that pertains to (i) the potential work or activities to which this bid relates; or (ii) the process which follows this bid. Failure to adhere to this requirement may result in disqualification from the bid process and civil action.

16. SANBI PROPRIETARY INFORMATION

Bidder will on their bid cover letter (SBD1) make declaration that they did not have access to any SANBI proprietary information or any other matter that may have unfairly placed that bidder in a preferential position in relation to any of the other bidder(s).

17. AVAILABILITY OF FUNDS

Should funds no longer be available to pay for the execution of the responsibilities of this bid (SANBI: BIPA523/2024), SANBI may terminate the Agreement at its own discretion or temporarily suspend all or part of the services by notice to the successful bidder. The successful bidder shall immediately make arrangements to stop the performance of the services and minimize further expenditure; provided that the successful bidder shall thereupon be entitled to payment in full for the services delivered, up to the date of cancellation or suspension.

Annexure B: Pricing schedule (to be fixed over the term of the contract)

	Cost per hour or per item/activity (Itemise lines as required to correspond to activities set out in the proposal)	Cost	VAT	Total cost over the contract period
Professional fees		R	R	R
Maintenance and support		R	R	R
TOTAL cost of the contract				R

Hourly rates per role in the team

Roles	Hourly rates
Senior Software Developer	
Junior Software Developer	
System Analyst/Business Analyst	
UX/UI Designers	
Database Administrators (DBAs)	
DevOps Engineers	
Technical Writers	
Security Experts	

Note: The Service Provider must provide costing for professional fees (rate per hour) as well as for maintenance, management, and administration support and itemised costing of any additional activities or items that are required but not covered through the professional fees. The pricing provided must be fixed for the full term of the contract period. All services needed to meet the requirements of this tender must be itemised under the table above.

Annexure C: Relevant project experience template for required reference information.

Item	References			
	1	2	3	4
Project title				
Name of Service Provider				
Role of Service Provider				
Client name				
Contract value				
Start and end dates				
Challenges, if any				
Contact details of a referee from the client organisation				
Number of systems migrated or deployed				
Number of current users of the solution				
If not relevant to the entire project indicate to which section of work this reference is applicable				
Brief project description (maximum 300 words)				

Note: References of at least **four (4) current or recent clients** for which similar work has been done in the **last five (5) years** must be provided.