



PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE *(South African National Biodiversity Institute)*

BID NUMBER:	SANBI: IT520/2024	CLOSING DATE:	13 SEPTEMBER 2024	CLOSING TIME:	11:00am
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DESCRIPTION	THE APPOINTMENT OF A MICROSOFT AZURE MANAGED SERVICE PROVIDER TO MANAGE, STANDARDISE AND OPTIMISE EXISTING AZURE SERVICES FOR THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) FOR A PERIOD OF THREE (3) YEARS
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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: 06 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 b.pekeur@sanbi.org.za v.Moerane@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		[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)? ☐ YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES
☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ 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: IT520/2024**

Closing Time 11:00

Closing date: **13 September 2024**

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY
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**** (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:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{Ps} = \mathbf{80} \left(\mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left(\mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right)
 \end{array}$$

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:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} \end{array}$$

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 Microsoft Azure Managed Service Provider to manage, standardise and optimise existing Azure services for the South African National Biodiversity Institute (SANBI) for a period of three (3) years

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

Tender No: SANBI: IT520/2024

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1. Introduction and background

The South African National Biodiversity Institute (SANBI) is a public entity that is mandated by the National Environmental Management: Biodiversity Act (NEMBA), Act No. 10 of 2004. 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.

Since its inception, SANBI has been implementing different Information Communication Technology (ICT) systems in various Divisions. However, these systems were not designed to be integrated, and this has over the years created a challenge or made it very difficult for the organisation to optimise its business processes and use data effectively to make business decisions. Not only do the different ICT systems within SANBI create a challenge when it comes to data integration, but they also expose the organisation to several risks.

SANBI has streamlined its technologies by redeveloping and upgrading several applications to establish a service-orientated architecture, particularly for information systems that facilitate the management of biodiversity data. SANBI has settled on a hybrid cloud deployment model, with key systems linked to web services, hosted in Microsoft Azure and resource-intensive applications remaining on-premise. A Service Provider is required to manage the Microsoft Azure environment for maximum efficiency and productivity in this hybrid model.

2. Invitation to tender

Tenders are hereby invited for a Microsoft Azure Managed Service Provider to manage, standardise and optimise existing Azure services for the South African National Biodiversity Institute (SANBI) for a period of three (3) years.

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 13 September 2024 at 11:00

3. Compulsory online briefing session

A virtual compulsory briefing session will take place as follows:

Date: **6 September 2024**

Time: 10h00

Microsoft Teams link: https://teams.microsoft.com/l/meetup-join/19%3ameeting_MTFINzU5NzktY2FiZC00OGI3LTkyN2ltYjczMzRkMzQzNzQy%40thread.v2/0?context=%7b%22id%22%3a%220b847c5e-73e2-4441-8789-9c092d2dd489%22%2c%22oid%22%3a%22e4ac6017-5bc2-4a6f-a7bf-f314aa5da08b%22%7d

One representative per Service Provider will be allowed to attend this virtual scheduled compulsory briefing session.

Bidders who wish to attend the virtual compulsory briefing session are advised to make a booking by providing their e-mail address to the following e-mail: sanbi.tenders@sanbi.org.za with the tender no (SANBI:) as the subject line by 16:00 on **6 September 2024**.

Bidders may direct technical and bidding procedure enquiries to the email addresses below. All questions submitted by prospective bidders and responses to these questions by SANBI will be forwarded to all bidders who attended the virtual compulsory briefing session.

- For bidding procedure enquires: sanbi.tenders@sanbi.org.za
- For technical enquires: v.moerane@sanbi.org.za

SANBI will not respond to any questions or requests for clarification if received after **10 September 2024**.

4. Scope of work

SANBI requires a Microsoft Azure Managed Service Provider to manage, standardise and optimise existing Microsoft Azure services for the SANBI for a period of three (3) years.

Currently, SANBI operates a hybrid environment due to several bespoke software applications that cannot be deployed on-premise, however, these applications are required for SANBI's mandated operations.

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

1. Infrastructure management and monitoring:

- Management of resources across various environments.
- Real-time monitoring and diagnostics with tools such as Application Insights.
- Process automation, configuration management, and task orchestration.

2. Security and compliance:

- Identity and access management across hybrid environments (Azure Active Directory).
- Security management and advanced threat protection.
- Governance and compliance management in line with SANBI ICT policies.

3. Networking:

- Manage hybrid network solutions (Azure Virtual WAN and Azure VPN Gateway) for secure and optimised network connectivity between on-premises and Azure.

- Traffic management for load balancing and routing across multiple SANBI campuses and garden locations.
- 4. Data management:**
 - Seamless data integration and management across hybrid environments.
 - Azure Backup and Azure Site Recovery for robust data protection and disaster recovery solutions.
- 5. Cost management and optimisation:**
 - Cost management and billing to monitor and optimise cloud spending.
 - Recommendations to optimise resources and costs.
- 6. DevOps and application management:**
 - DevOps integration
 - Application performance management, with tools such as Azure App Service and Azure Kubernetes Service (AKS) for managing and scaling applications efficiently.
- 7. Support and expertise:**
 - 24/7 support services to address any issues promptly.
 - Access to experts to help with design, implementation, and guidance to optimise hybrid solutions.

4.1 Requirements of the Service Provider

The successful Service Provider will be a certified Microsoft Azure Managed Service Provider with a team of certified Azure specialists, responsible for the following activities in line with the above scope of work:

- a) Manage SANBI's existing Azure environment for maximum efficiency and productivity in a hybrid model, focusing on robust infrastructure management, strong security practices, seamless data integration, cost optimisation, efficient application management, comprehensive support, and effective governance. This needs to be achieved by leveraging Azure's extensive toolset and best practices, ensuring a well-managed and productive hybrid cloud environment.
- b) Pay the fees for a three (3) year Microsoft Azure reservation for the SANBI systems, and manage the credit balance, subject to approval by the SANBI Director: Information Security, Governance, and Risk.
- c) Deploy a new Azure Kubernetes Service cluster environment into the current subscription to support the South African Wildlife Population System (SAWPS).
- d) Provide Microsoft Azure management support and technical support for a period of three (3) years including:
 - Developing a skills readiness plan to ensure that all relevant SANBI officials are capable of day-to-day management and support of the Microsoft Azure infrastructure. As far as possible, Microsoft Azure management support over the three years should focus on strategic interventions and troubleshooting, with SANBI staff being empowered to execute the routine management tasks.

- Providing relevant training in Microsoft Azure for SANBI BIT and Biodiversity Information Management (BIM) staff, as well as SANBI stakeholders where necessary.
- Assisting key SANBI personnel to optimise and monitor security and governance processes.
- Providing project reporting and administration support to SANBI BIM and BIT Divisions.

4.2 Key skills and competencies required

The Service Provider must be certified as a Microsoft Azure Managed Service Provider, have managed hybrid infrastructure and Azure tenants of equivalent size, and have proven ability to provide SANBI with the following:

- Microsoft Azure governance and pricing information
- Microsoft Azure architecture design, software development, and database administration
- Implementation and management of Microsoft Azure storage, computer, and networking resources
- Microsoft Azure system performance monitoring and management
- Perform backup and recovery
- Implementation and monitoring of Microsoft Azure Security

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

- Excellent organisational and planning skills
- Strong written and verbal communication skills
- Experience in training users in Microsoft Azure

The following would be an added advantage:

- An understanding of SANBI's mandate

4.3 Deliverables and timeframes

The Service Provider will be appointed for a three (3) year period and must be able to deliver on the scope of work and meet all the requirements in this Request for Tender (RFT). The Service Provider will be required to:

- Submit an overall project plan, outlining the process to be followed in the management of the project, including the management and support of SANBI's business applications in the Microsoft Azure environment.
- Submit detailed work plans for the provision of this management support.
- Submit project progress reports on the following:
 - Monthly – summary of completed tasks, issues, incidents, and risks encountered, security audit findings and remediation actions, and planned activities for the next period.

- Quarterly – resource utilisation and costing, deployment, data protection measures, and encryption status.
- Attend short, monthly meetings with SANBI project management.
- Submit a short, written report covering issues in 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 signed compulsory briefing session certificate.
- A copy of the Central Suppliers Database (CSD) registration report.
- Fully completed SBD forms.
- Pricing details (see Annexure B and C). Annexures B and C provide a list of infrastructure requirements for the migration of data systems and applications respectively to Microsoft Azure. The Service Provider must supply applicable pricing details in Annexure C. **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).**
- Microsoft Azure certification to show that the Service Provider is a certified Microsoft Azure Managed Service Provider.

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 submit these documents will not result in disqualification, however, the information contained in them is required for evaluation purposes. 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 to the pricing schedule to be completed in Annexure C.

- 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 D).
- Details of the scope and scale of similar work done for past and present clients within the last five years.
- A detailed and complete budget for the proposed work, as indicated in Annexure C, including professional fees (rate per hour), infrastructure costs, costs of additional activities and VAT for the three-year period. Each of these should be provided separately. The Service Provider's professional rate 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. Travel requirements will be discussed at the inception meeting. **Note: The budget must only be included in the 'original' document as per the section on submission below. Inclusion of pricing in the electronic copy delivered on the USB will result in the tender being rejected (see Section 7).**

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

The Service Provider will be required to pay the fees for a three (3) year Microsoft Azure reservation for the applicable SANBI systems. SANBI has a Microsoft Enterprise Agreement that covers Windows Server Standard and Datacenter (DC) as well as SQL Server Standard and Enterprise versions which will be used for Microsoft Azure hybrid use benefit. It is not anticipated that additional licensing will be required. The infrastructure requirements for a new Azure Kubernetes Service cluster environment are provided in Annexure B for reference.

For this bid, the Service Provider must provide costing for professional fees (rate per hour) for the management and administration support infrastructure costing, including the cost of the three (3) year reservation for the applicable SANBI systems; itemised costing of any

additional activities or items that are required but not covered through the professional fees or the infrastructure costs and VAT for the three year period as per Annexure C. The pricing provided must be fixed for the full term of the three-year contract period.

All services needed to meet the requirements of this tender must be itemised within Annexure C.

7. Submission

The final price must be inclusive of VAT and will be considered the fees for the duration of the contract.

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 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. The Service Provider must ensure that the provided USB includes the proposal, is readable and not corrupt. Failure to comply will lead to the bid being considered non-responsive.

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 including approach and understanding of the ToR in terms of:	15
• Project plan outlining the management and support of SANBI's business applications in the Microsoft Azure environment.	(10)
• Work plans for the provision of management support.	(5)

Experience, project management skills, and competencies of the Service Provider (specific reference must be made to the requirements listed in section 4 above)		55	
<ul style="list-style-type: none">• Relevant experience and skills in business applications in a Microsoft Azure environment.• Comprehensive CV(s) highlighting Microsoft Azure certification, skills and competencies.• Relevant experience and skills in managing a Microsoft Azure architecture in a hybrid environment.			
1. DELIVERY / ACCOUNT MANAGER			Points
a) Qualification			5
A relevant qualification in project management	5 = Honours and above 4 = Degree 3 = Diploma 2 = Higer 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 CAPACITY			Points
a) Qualifications		20	
List of team members available and Microsoft Azure Certifications related to: <ol style="list-style-type: none">1. Microsoft Azure architecture design, software development, and database administration.2. Implementation and management of Microsoft Azure storage, computer, and networking resources.3. Microsoft Azure system performance monitoring and management.4. Implementation and monitoring of Microsoft Azure Security.5. Performing backup and recovery.6. DevOps and application management.	20 = all requirements are met in the technical team capacity. 10 = requirements linked to points 1, 2, 3, and 4 are met in the technical team. 5 = requirements linked to points 1, 2, and 3, are met in the technical team. 0 = requirements are not met in the technical team.		

b) Skills and experience			20
The attached CV should indicate skills and demonstratable experience in the following: 1. Implementation and management of Microsoft Azure storage, computer, and networking resources. 2. Management of an Azure tenant of the same size. 3. Hybrid infrastructure management. 4. Azure Kubernetes Service deployment, migration, and management.		20 = all requirements under skills and experience are met in the technical team. 15 = requirements linked to points 1, 2, and 3, are met in the technical team. 10 = requirements linked to 1 and 2 are met in the technical team. 0 = requirements under skills and experience are not met in the technical team.	
Experience and overall track record			
Ability to undertake the work, through reference to the scope and scale of similar work done for past and present clients within the last five years (as per Annexure D).			
Criteria	Description	Sub-criteria	Points
Relevance of experience	How closely does the past work match this project's needs	<ul style="list-style-type: none">Industry-specific experienceProject similarity	15
Scope and scale of projects	Size and scale of past projects	<ul style="list-style-type: none">Variety of projectsScale of operationsProject size	10
Project complexity	Complexity and challenges faced in past projects	<ul style="list-style-type: none">Technical complexity	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 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 appointment is anticipated to be for a period of three (3) years. The contractual appointment period will be as stipulated in the Independent Contract Agreement and Service Level Agreement.

10. General

- The project will be completed remotely and any meetings with the team will be done via Microsoft Teams.
- Should the scope change the Service Provider will discuss the changes with SANBI accordingly and provide updated quotes where applicable.
- All documents submitted in the response to this RFT must be written in English.
- Potential Service Providers should not assume that information and/or documents previously supplied to SANBI, at any time prior to this RFT, will be considered, and they shall not make reference to such information and/or documentation in their response to the RFT.
- The appointment of a successful Service Provider will be subject to all parties agreeing to mutually acceptable contractual Terms and Conditions. The preferred form of contract for the professional services as per this RFT will be the Independent Contract Agreement.
- The Independent Contract Agreement will be drawn up between SANBI and the Service Provider.
- Invoices will be paid for deliverables received as agreed in the Independent Contract Agreement.
- Invoices must indicate the deliverables provided. Supporting documentation in terms of evidence of software license purchase and proof of payment for the purchase must be provided.
- No upfront payments will be made. SANBI will pay for the satisfactory completion of work within 30 days of submission of invoices.
- Invoices must be addressed to the SANBI Director of Information Security, Governance, and Risk.
- Accountability and reporting will be to the Director of Information Security, Governance, and Risk at SANBI.
- Any or all information made available to the Service Provider by SANBI will be regarded as confidential and shall not be made available to third parties without the prior written consent of SANBI.
- All reports must be in MS Office format (Word or Excel preferred) and electronic versions of all reports must be submitted.
- The tender process will be coordinated by SANBI's Supply Chain Management (SCM) department, contactable at the following email address:
sanbi.tenders@sanbi.org.za
- Tender documents will only be available online on the SANBI website
www.sanbi.org

11. Annexure B: Infrastructure requirements

Azure Kubernetes Service (AKS) cluster migrations:

Production:

Product
AKS System Node Pool - Zone Redundant x 2 Nodes/VM
AKS Application Node Pool - Zone Redundant x 3 Nodes/VM
Storage General Purpose v2 Azure Files - Zone Redundant
PostgreSQL Flexible Server 1 D2sv3
Azure Backup
Microsoft Defender for Cloud

Staging:

Product
AKS System Node Pool - Zone Redundant x 2 Nodes/VM
AKS Application Node Pool - Zone Redundant x 2 Nodes/VM
Storage General Purpose v2 Azure Files - Zone Redundant
PostgreSQL Flexible Server 1 B1ms
Azure Backup
Microsoft Defender for Cloud

12. Annexure C: Pricing schedule (to be fixed over the term of the contract)

Components	Duration	Estimated upfront costs (USD)	Estimated monthly costs (USD)	Total		
Virtual Machine costs for a three-year reservation (refer to Annexure E)	3 years	\$82,482.75				
AKS costs for a three-year reservation (refer to Annexure B)	3 years	\$12,658.27				
Microsoft Azure consumption (current actual average monthly spend)	12 months		\$2,948.49	\$35,381.88		
Estimated AKS consumption	12 months		\$444.67	\$5,336.04		
TOTAL						
					Year 1	\$135,858.94
					Year 2	\$43,568.17
Escalation costs at 7 % per year					Year 3	\$46,617.94

	Cost per hour or per item/activity (Itemise lines as required to correspond to activities set out in the proposal)	Cost Year 1 (including VAT)	Cost Year 2 (including VAT)	Cost Year 3 (including VAT)	Total cost over the contract period
Professional fees (maintenance, management, and administration support)	R	R	R	R	R
Technical support/consulting (minimum 12 hours per month)	R	R	R	R	R
TOTAL cost of contract				R	

Note: The Service Provider must provide a cost breakdown for professional fees (rate per hour) for management and administrative support and technical support/consulting (e.g., migration of AKS). Infrastructure costs, including the three-year reservation for the applicable SANBI systems, are included in the first table. The pricing provided must be fixed for the entire three-year contract period. All services needed to meet the requirements of this tender must be itemised in the table above.

13. Annexure D: Relevant project experience template for required reference information

	References					
Item	1	2	3	4	5	6
Project / Job 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 **five (5) or more current or recent clients** for which similar work has been done in the **last five (5) years** must be provided.

14. Annexure E: Current VM reservation

Product	Scope	Optimised for	Quantity
Standard_B4s_v2 South Africa North 3 Year(s)	Shared	Instance size flexibility	1
Standard_B8s_v2 South Africa North 3 Year(s)	Shared	Instance size flexibility	1
Standard_D4ds_v4 South Africa North 3 Year(s)	Shared	Instance size flexibility	1
Standard_D4s_v4 South Africa North 3 Year(s)	Shared	Instance size flexibility	2
Standard_D4s_v5 South Africa North 3 Year(s)	Shared	Instance size flexibility	2
Standard_E16-4ds_v4 South Africa North 3 Year(s)	Shared	Instance size flexibility	2
Standard_E2s_v4 South Africa North 3 Year(s)	Shared	Instance size flexibility	5
Standard_E8-2ds_v4 South Africa North 3 Year(s)	Shared	Instance size flexibility	1
Standard_E8-4s_v4 South Africa North 3 Year(s)	Shared	Instance size flexibility	1
Standard_E8s_v4 South Africa North 3 Year(s)	Shared	Instance size flexibility	1