

REQUEST FOR TENDER

**Terms of Reference for:
THE SUPPLY AND INSTALLATION OF A GENETIC ANALYSER WITH A
THREE YEAR'S WARRANTY AND MAINTENANCE CONTRACT**

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

Tender Number: SANBI: BRBC414/2022

Contents

1. BACKGROUND	3
2. INVITATION TO TENDER	3
3. BRIEFING SESSION AND EMAIL ENQUIRIES.....	3
4. TENDER SPECIFICATIONS / SCOPE OF WORK	3
4.1. Criteria	3
4.2. Deliverables	4
4.2.1. Instrument	4
4.2.2. Services	4
5. REQUIREMENTS / DOCUMENTS.....	4
6. GENERAL TERMS	5
7. RESPONSIBILITIES OF THE SERVICE PROVIDER	5
8. RESPONSIBILITIES OF SANBI	5
9. FUNCTIONALITY EVALUATION CRITERIA AND PPPFA REQUIREMENTS	6
10. CONFIDENTIALITY	8
11. PREPARATION OF PROPOSAL	8
12. TENDER DOCUMENTATION AVAILABILITY	8
13. CONTRACT AND CONTRACT PERIOD	8
14. PRICING	8
15. COMPLIANCE REPORTS AND MEETINGS	9
16. EXCLUSIVITY	9
17. SUBMISSION OF TENDER.....	9

1. BACKGROUND

The South African National Biodiversity Institute (SANBI) would like to appoint a service provider for the supply and installation of a genetic analyser that includes a three (3) year warranty and maintenance contract to be installed at SANBI/NZG 232 Boom Street, Pretoria, Gauteng.

The Foundational Biodiversity Science division of SANBI requires a capillary electrophoresis-based DNA sequencing system with fluorescence-based detection methods for genetic analysis (by both Sanger sequencing and DNA fragment analysis). A state-of-the-art genetic analyser is required to conduct high quality genetic research on South Africa's and Africa's biodiversity. The instrument will be accessible to scientists as well as post-graduate students and research assistants, for research and genetic services offered by the Services and Compliance sub-directorate.

2. INVITATION TO TENDER

Tenders are hereby invited for the appointment of a service provider for the supply and installation of a genetic analyser that includes a three (3) year warranty and maintenance contract. The tender process will be co-ordinated by SANBI's Supply Chain Management (SCM) Directorate 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 at 11:00 on 15 February 2022

3. NON-COMPULSORY ONLINE BRIEFING SESSION:

A virtual compulsory briefing session will take place on **04 February 2022** from **11 H00 till 12H30** on Microsoft Teams. One representative per service provider will be allowed to attend the session. Bidders are advised to make a booking by providing their e-mail addresses to the following e-mail: Sanbi.tenders@sanbi.org.za with the tender no (**SANBI: BRBC414/2022**) as the subject line by **16:00 on 03 February 2022**.

Bidders are encouraged to direct all technical and bidding procedure enquiries to the email addresses below. All responses will be communicated via this tender's advertisement webpage on the SANBI website www.sanbi.org.

- For bidding procedure enquiries: sanbi.tenders@sanbi.org.za
- For technical enquiries: t.sethusa@sanbi.org.za

Cut-off date for enquiries: **09 February 2022 at 12:00**

4. TENDER SPECIFICATIONS / SCOPE OF WORK

4.1. Criteria

SANBI requires the services of a highly specialized service provider that meets the following criteria:

- An office located in South Africa (service providers that do not have an office in South Africa will be disqualified).
- Staff members who are based in South Africa, who have expertise in supplying, setting up and maintaining genetic analysers.
- Company experience in supplying, setting up and maintaining genetic analysers.

4.2. Deliverables

The following deliverables are required for this contract.

4.2.1. Instrument

Genetic analyser that meets the following minimum specifications

- Must be a stand-alone i.e. include the instrument, a UPS and integrated software for instrument control, data collection, quality control and auto-analysis of data (both for DNA Sanger sequencing and DNA fragment analysis), and an on-instrument interface allowing for uploading of protocols and downloading of run files using a USB interface.
- Must support DNA Sanger sequencing and DNA fragment analysis (or alternative chemistries with an equivalent error rate of <1% and capable of a single read length of up to 800 bp) applications with options of different polymer compositions and capillary lengths in order to maximize run performance.
- Must have a minimum of 8 capillaries.
- Must be automated to process at least one 96-well microplate with at least 8 samples per run without user intervention.
- Must be able to detect and analyse a maximum of six (6) fluorescent dyes simultaneously for DNA fragment analysis.
- The system must allow for full automation of sample processing including polymer loading and replacement, DNA separation, fragment detection and data analysis to generate base-called or size-called results.
- Must be able to process samples for sequencing and fragment analysis on the same microplate.
- Must include all software necessary to operate the instrument and analyse data files and results as identified above.

4.2.2. Services

The following services are required as part of the contract:

- Delivery and installation of equipment and associated software at the National Zoological Garden (NZG), SANBI, Pretoria (including all customs clearance, transport, transport insurance costs).
- System testing to ensure that all components are operational.
- On-site training for two days for a minimum of four (4) operators to take place within the first month of installation of the instrument.
- A three-year warranty and maintenance contract that will cover manufacturer-specified servicing.
- On-going technical support such as Sales Specialists for equipment and consumable supplies, on-site Application Specialists, and Technical Specialists available by phone and/or email.

5. REQUIREMENTS / DOCUMENTS

Tenders must include the following mandatory documentation (**failure to submit this required documentation will lead to disqualification**):

- 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.
- Duly completed and signed SBD forms.
- Pricing details (see Section 14). **This must only be included in the 'original' document as per Section 17 on submission below. Inclusion of pricing in any 'copy' will result in the tender being rejected.**
- UIF compliance demonstrated by submission of one of the following:
 - A valid copy of the UIF Letter of Compliance issued by the Department of Labour, or Labour eFiling Employer Statement of Account indicating UIF payments or accruals not older than 12 months, or
 - SARS eFiling Employer Statement of Account indicating UIF payments or accruals not older than 12 months, or
 - Valid proof of exemption for UIF.

- A copy of the latest Audited Financial Statements.
- Proof of South African company address.

Each tender document should also include the following documentation. (The information contained in them is critical for evaluation purposes):

- A proposal and workplan detailing the approach to be used for the set-up, testing, training, servicing and maintenance of the genetic analyser.
- Specifications of the genetic analyser, detailing all aspects covered in the instrument specifications (4.2.1), as well as any additional features.
- Company profile, including location of office/s, overview of company history, human capacity, and other resources available for the delivery of the equipment and services required in this tender.
- A summary of similar projects carried out over the last three years, with a focus on the supply and set-up of similar instruments and associated software.
- CVs detailing relevant experience of sales/application and technical specialists as well as of key staff that will be providing training.
- Provide reference letters from clients for at least three projects from within the last three years.
- Provision of a BBBEE certificate.

6. GENERAL TERMS

- All documents submitted in response to this Terms of Reference (ToR) must be written in English. All tenders will be valid for a period of four months (120 days) calculated from the closing date of this tender.
- Any enquiries in connection with this ToR shall be submitted in writing at the following e-mail address: sanbi.tenders@sanbi.org.za.
- For any technical information contact: Prof Desire Lee Dalton, Senior Scientist, Zoological Research, at the following e-mail address: d.dalton@sanbi.org.za.
- The following must be stated in the subject line:
‘Tender number: **SANBI: BRBC414/2022** “supply, installation and a three-year warranty and maintenance contract of a genetic analyser”.
- The appointment as a successful service provider shall be subject to all parties agreeing to mutually acceptable contractual Terms and Conditions. In the event of all parties failing to reach an agreement within 30 days from the appointment date, SANBI reserves the right and shall be entitled to appoint the second highest bidder, or to re-advertise should that service provider prove not to be acceptable.

7. RESPONSIBILITIES OF THE SERVICE PROVIDER

The service provider will be responsible for:

- Delivering the equipment, software and hardware as detailed in the proposal.
- Providing the warranty and maintenance services for a three-year period as specified in the proposal.
- Ensuring that all manufacturer/developer documentation for the items supplied and installed, including operation guidelines are provided to SANBI.

8. RESPONSIBILITIES OF SANBI

SANBI will be responsible for:

- Providing appropriate space for the installation of the equipment and software.
- Ensuring that appropriate staff are available to be trained in the operation of the instrument and associated software.
- Providing access to the space and equipment for servicing at the required times.
- Payment of invoices from the service provider within 30 days of receipt.

9. FUNCTIONALITY EVALUATION CRITERIA AND PPPFA REQUIREMENTS

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 tender will be evaluated in two stages:

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

Table 1: CRITERIA FOR EVALUATING FUNCTIONALITY	WEIGHT
1. Genetic analyser that meets the following minimum specifications - Must be a stand-alone i.e. include the instrument, a UPS and integrated software for instrument control, data collection, quality control and auto-analysis of data (both for DNA Sanger sequencing and DNA fragment analysis), and an on-instrument interface allowing for uploading of protocols and downloading of run files using a USB interface. - Must support DNA Sanger sequencing and DNA fragment analysis (or alternative chemistries with an equivalent error rate of <1% and capable of a single read length of up to 800 bp) applications with options of different polymer compositions and capillary lengths in order to maximize run performance. - Must have a minimum of 8 capillaries. - Must be automated to process at least one 96-well microplate with at least 8 samples per run without user intervention. - Must be able to detect and analyse a maximum of six (6) fluorescent dyes simultaneously for DNA fragment analysis. - The system must allow for full automation of sample processing including polymer loading and replacement, DNA separation, fragment detection and data analysis to generate base-called or size-called results. - Must be able to process samples for sequencing and fragment analysis on the same microplate. - Must include all software necessary to operate the instrument and analyse data files and results as identified above. NB. Provide a proof in the form of brochure/ specification/ product insert	50
2. Proposed approach and technical merit of the proposal: - Details of actions / steps required and methods to be used in ensuring that the deliverables are achieved. - Workplan, including timeframes and roles and responsibilities.	10 (5) (5)
3. Company's experience to provide the required services: - Provide a description of projects similar in scope to this tender carried out in the last three years. - Provide reference letters from clients for at least three projects (from within the last three years).	20 (10) (10)

3. Team and company's capacity: The Tenderer should demonstrate the capacity of the team to carry out the highly specialist work required in this TOR. - Provide CVs of key staff involved in this project detailing training and relevant experience (number of successful projects completed, relevance of projects completed to the service required): • Sales/application specialist (to provide support and advice with regards to chemicals and consumables required as well as to assist in troubleshooting of experiments). (5) • Technical specialist (to provide support in terms of instrument maintenance and troubleshooting). (10) • Key staff providing training for two operators. (5)	20
TOTAL	100

Bids that fail to score a minimum of 70 points out of 100 points for functionality will not be eligible for further consideration.

The second stage will evaluate the price and Broad-Based Black Economic Empowerment (B-BBEE) preference points of those bids which meet the minimum threshold for functionality. In accordance with the Preferential Procurement Regulations, 2011 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 20 points will be awarded based on the bidder's B-BBEE Status Level Certificate.

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

10. CONFIDENTIALITY

Any or all information made available to the service provider by SANBI shall be regarded as confidential and shall not be made available to third parties without the prior written consent of SANBI.

11. PREPARATION OF PROPOSAL

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.

12. TENDER DOCUMENTATION AVAILABILITY

Bidders are requested to download the tender documents from the SANBI website at www.sanbi.org.

13. CONTRACT AND CONTRACT PERIOD

The service provider will be required to sign a contract with SANBI.

The contract period is three (3) years, which covers the delivery and set up of the equipment, followed by a three (3) year warranty and maintenance plan, with the implementation dates anticipated to be from 1 December 2021 to 1 December 2024.

14. PRICING

The costing information must be provided **ONLY IN THE ENVELOPE WITH THE ORIGINAL DOCUMENTS** (do not include the pricing in the envelope with the copy).

The final price must be inclusive of VAT and will be considered the fees for the duration of the contract. Please note the important information about the two-envelope process below (Section 17) where pricing information must only be included in the 'original' pack.

Table 2: Pricing

ITEM	Total cost	Explanatory notes or breakdown of costs
Genetic analyser, UPS, software and computer (including all customs clearance, transport, transport insurance costs, delivery, installation, training and installation consumables)		
3-year extended warranty		
3-year maintenance plan*		
Total		
15% VAT		
Grand total including VAT		

The payment for maintenance will be made following the delivery of the service on an annual basis for the duration of the contract. This is included in the grand total above and broken down per year as indicated below.

*Maintenance plan price indicated per year

	Year 1	Year 2	Year 3
Maintenance plan			

15. COMPLIANCE REPORTS AND MEETINGS

Occupation Health, Safety and Environmental Requirements. Service Providers will be expected to deliver on the Occupation Health and Safety Act (OHSA) and its regulations and the Compensation for Occupational Injuries and Diseases Act (COIDA) relating to health, safety and the environment.

The service provider team will be expected to engage with the project manager to discuss the specifications, approach and workplan to ensure that the timeframes are acceptable, and to meet on a regular basis to discuss progress with stages in implementation.

16. EXCLUSIVITY

The successful service provider is not guaranteed of any business from SANBI that may be arising from time to time pertaining to similar or other services. The service provider will be entitled to compete on an equitable basis for any such business on a quotation or tender basis.

17. SUBMISSION OF TENDER

This is a two-envelope tender process. Service providers are to submit **one (1) hard copy pack** of the proposal documents marked "ORIGINAL" in a large envelope; and **one (1) electronic pack** of proposal documents on a memory stick (PDF format only), marked "COPY" in a second envelope inside the large hard copy envelope.

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

NB. Failure to submit:

- one hard copy pack of original documents with pricing included, and
- one electronic pack of copies (PDF format only) without pricing data

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

Tenders must 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.

Closing date and time: 15 February 2022 at 11:00 a.m.