

SANBI

Biodiversity for Life



South African National Biodiversity Institute

Request for Tender

for

**THE APPOINTMENT OF THREE (3) SERVICE PROVIDERS FOR THE
SUPPLY AND DELIVERY OF INFORMATION AND COMMUNICATIONS
TECHNOLOGY (ICT) HARDWARE AND PERIPHERALS TO THE SOUTH
AFRICAN NATIONAL BIODIVERSITY INSTITUTE FOR A PERIOD OF THREE
(3) YEARS**

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

Tender No: SANBI:IT413/2021

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1. Introduction and Background

The South African National Biodiversity Institute (hereafter referred to as SANBI) is a public entity which is mandated by the National Environmental Management: Biodiversity Act (NEMBA), Act No. 10 of 2004. SANBI's mission is to champion the exploration, conservation, sustainable use, appreciation and enjoyment of South Africa's exceptionally rich biodiversity for all people. The Institute provides biodiversity knowledge and information through research and communication and gives biodiversity planning and policy advice and pilots best practice biodiversity management models in partnership with a wide range of stakeholders. In addition, it manages botanical and zoological gardens.

SANBI has **three (3)** main ICT operational centers, at the Pretoria National Botanical Garden, the National Zoological Garden situated in Pretoria and the Kirstenbosch National Botanical Garden in Cape Town, which all together service approximately 1300 users and host the major ICT infrastructure. SANBI also has smaller operational centers with connectivity and ICT needs in the provinces indicated below with a user count of approximately 300.

- **Eastern Cape** (Kwelera National Botanical Garden and the Biodiversity Assessment and Monitoring Office in East London)
- **Free State** (Free State National Botanical Garden in Bloemfontein)
- **Gauteng** (Walter Sisulu National Botanical Garden in Roodepoort)
- **KwaZulu-Natal** (KwaZulu-Natal National Botanical Garden in Pietermaritzburg, the KwaZulu-Natal Herbarium and the Biodiversity Monitoring Assessment Office in Durban)
- **Limpopo** (Thohoyandou Botanical Garden in Thohoyandou and the Mokopane Biodiversity Conservation Centre, Mokopane)
- **Mpumalanga** (Lowveld National Botanical Garden in Mbombela)
- **Northern Cape** (Hantam National Botanical Garden in Nieuwoudtville)
- **Western Cape** (Harold Porter National Botanical Garden in Betty's Bay and the Karoo Desert National Botanical Garden in Worcester)

****NB** Expansion to the North West Province is anticipated within 2-3 years.**

2. Invitation to Tender

SANBI wishes to appoint three Service Providers on a three (3) year contract to provide ICT Hardware and Peripherals. This will include the supply and delivery according to the prescribed conditions of SANBI as well as the warranty obligations of the equipment supplied. Once appointed the Service Providers will be required to provide quotations for additional items required and the lowest quote received will be utilized.

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

The tender closes on **15 February 2022 at 11:00 a.m**

3. Compulsory Briefing Session

SANBI is committed to the health and safety of all bidders and staff members and reducing the spread of COVID-19. Therefore, a virtual compulsory briefing session will take place 28 January 2022 from 9:00 to 10:30 on Microsoft Teams. 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: IT413/2021) as the subject line by 26 January 2022 at 16:00.

Bidders may direct 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 at: www.sanbi.org

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

SANBI will not respond to any questions or requests for clarification if received after 09 February 2022. All questions submitted by prospective bidders and responses to these questions by SANBI will be forwarded to all bidders who attended the compulsory briefing session.

4. Scope of Work

This RFT serves to provide potential Service Providers with the directives of the relevant ICT hardware and peripherals required by SANBI. The proposed equipment must integrate seamlessly with the current SANBI ICT landscape.

4.1 Technical Specifications

- Technical specifications for the required items are provided in Annexure A to Annexure C (items supplied to include a three-year warranty). The expectation is that the Service Provider will be able to supply the items with the required specifications. SANBI will use the OEM certificates to assess the quality of the items which will be supplied.
- The hardware supplied should integrate into the existing asset fleet on the SANBI network.

4.2 Service Specifications to include:

- Provision of support for technical configuration of laptops and desktops in compliance with the prescribed standards of SANBI (Windows 10 Operating System; Software Licensing and images to be supplied by SANBI for the standardization of software deployment)
- Reasonable turnaround time (under normal circumstances) for delivery and orders including national delivery (note that delivery times proposed will become part of the Service Level Agreement).
- A remedy procedure for defective equipment to be replaced or repaired within a reasonable timeframe (to be defined in the contract).

4.3 Value Proposition:

- Any discounts available on products will be valued.
- Adaptive hardware features that cater for a changing technology landscape, e.g. providing regular upgrades that facilitates expansion of product lifespan.
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5. Mandatory Documents Required

5.1 Mandatory Requirements / Documents

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

- A certified copy or original valid B-BBEE Status Level Certificate or sworn affidavit. Note that for this tender, the following **pre-qualification criterion** for preferential procurement will be applied: Section 4(1) (a) a **Tenderer having a B-BBEE status level of contributor Level 1**.
- 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.
- 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 uFiling 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.
- The Service Provider must be an Authorised Reseller for the OEM Products. Certificates or letters to be supplied from the Original Equipment Manufacturers (OEM).

5.2 Additional Documents

Each tender response should also include the following, as the information contained in them is required for evaluation purposes:

- **A proposal with all the information required for evaluation purposes** (see sections 4 and 8)
- **Five (5) examples of previous contracts of similar work** performed detailing the following:
 - Contract description and location /s (deployment footprint)
 - Contract duration
 - Contract value
- **CV's for the support team, including the following information:**
 - Role
 - Qualification(s)
 - Experience
- **Five (5) Reference letters detailing the following:**
 - Name, contact details and business scale (total employees) of the client.

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- Dates when work performed.
 - Description of work performed.

6. Occupational Health, Safety and Environmental Requirements

All Service Providers entering into a contract with the South African National Biodiversity Institute (SANBI) shall, as a minimum, comply with the following requirements if applicable:

- National Environmental Management Act (Act No. 107 of 1998).
- The South African National Biodiversity Institute Health and Safety specification and relevant policies.

7. General

- 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.
- 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.

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.
- 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

In accordance with the National Treasury Instruction Note on the Amended Guidelines in Respect of Bids that include Functionality as Criterion for Evaluation (issued 3 September 2010), this bid will be evaluated for functionality according to the criteria listed in the table below:

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Capacity and Capabilities of the Service Provider The ability of the Service Provider to meet the support capabilities of the manufacturer to address technical issues: • Provide OEM certificates or letters for products defined in Annexure A-C (20) • Provide details and evidence of the following: (5) ○ Any partnerships in multi-vendor environments. (5) ○ The ability to present a wider and updated range of options to deploy improved solutions as the business needs evolve. Ability of the supplier technical support team to configure and deploy equipment (laptops and desktops) in compliance with the prescribed technology standards of SANBI. Provide the following: • A minimum three-page CV for each member of the support team indicating the following: (20) ○ Role ○ Qualification(s) ○ Experience		50
TOTAL		100

Sufficient information must be provided to allow the evaluation panel to evaluate proposals against these criteria.

9. Contract Period

The duration of the contract shall be for a period of three (3) years, which will be reviewed every twelve (12) months based on performance against an agreed Service Level Agreement (SLA).

10. Fraud and Corruption

- Any effort by a Bidder to influence the bid evaluation, bid comparisons or bid award decisions in any matter, may result in rejection of the bid concerned.
- SANBI shall reject a submission if the Bidder has committed a proven corrupt or fraudulent act, or any other improper conduct in bidding for any other work.
- SANBI may disregard any submission if that Bidder, or any of its directors -
- have abused the Supply Chain Management (SCM) system of any Government Department/ institution
- have committed proven fraud, corruption or any other improper conduct in relation to such system
- have failed to perform on any previous contract and the proof thereof exists; and/or
- is restricted from doing business with the public sector if such a bidder obtained preferences fraudulently or if such bidder failed to perform on a contract based on the specific goals.

11. Submission of Tender

All tender documents submitted shall remain valid for a period of four (4) calendar months (120 days).

In respect of Bids that include functionality as a criterion for evaluation (Issued 3 September 2010), the two-envelope system will be used for this bid.

Service providers are to submit (1) printed document with pricing included in an envelope, marked 'ORIGINAL', and in a separate envelope provide a copy of the document without pricing as a PDF file on a memory stick.

NB: Financial or pricing details (Annexure B) should ONLY be included in the printed document marked 'ORIGINAL', and not in the PDF file of the document on the memory stick.

NB: Failure to submit one printed document with pricing in one envelope, and a document without pricing on a memory stick will lead to your bid being disqualified.
Closing date and time for submissions: 15 February 2022 at 11:00.

All documents must be neatly bound, clearly labelled and include a Table of Contents

Tenders shall be submitted in the following manner:

Addressed to: The Deputy Director: Supply Chain Management

Drop off in the Tender Box located in the Biodiversity Building at the Pretoria National Botanical Garden, 2 Cussonia Avenue, Brummeria, Pretoria by **11:00 a.m. on 15 February 2022** Normal office hours are: 08:00–16:00.

Bidders must ensure that persons delivering their bids understand where and how delivery is to take place.

NB. E-mailed and faxed submissions will not be accepted. Late submissions will not be considered.

12. Annexure A: Laptop Profiles

Specification Type	Standard User	Executive (travel) User	High End User
Screen Size	15.6"	12.5" - 13.5"	15"-17"
CPU	i5-8250U (1.6GHz) / i5-8350U (1.7GHz)	i7-8550U / i7-8750H/ i7-8650U (1.9GHz)	i7-8550U / i7-8750H/ (4.1Ghz)
RAM	8GB RAM	16GB / 32GB RAM	32 GB-64GB Ram
Hard Drive	500GB 7200RPM SATA / 256GB SSD	256GB SSD / 512GB SSD	1TB SSD
Graphics Card			Graphics Processing unit : 4G dedicated GPU
<u>Wireless Networking</u>	Built in 3/4G modem capability	Built in 3/4G modem capability	Built in 3/4G modem capability
Warranty	3 years on site and upgradability	3 years on site and upgradability	3 years on site and upgradability

In recognizing that the technology landscape and business requirements are subject to changes, specifications may require updating accordingly

13. Annexure B: Desktop Profiles

Specification Type	Standard User	High End User
CPU	i7 8550U / i7-8650U (1.9GHz)	i7-8550U / i7-8750H/ i7-8650U (1.9GHz)
RAM	16GB RAM	32GB RAM
Hard Drive	1TB 7200RPM	2TB 7200RPM
Graphics Card	2GB	Graphics Processing unit : 4G dedicated GPU
Optical Drive	8x DVD	8x DVD
Graphics Card	2GB	6GB
Warranty	3 years on site and upgradability	3 years on site and upgradability
External Display	24 Inch Display	27 Inch Display

In recognizing that the technology landscape and business requirements are subject to changes, specifications may require updating accordingly

14. Annexure C: Peripherals

- Docking Stations for laptops
- Keyboard Wireless
- Mouse Wireless
- Cable locks for desktops and laptops
- External Hard Drives 2TB to 5TB 2.5"
- Digital SLR Camera
- Projectors (must include HDMI ports)
- GPS devices
- Trimble devices
- Batteries
- Cables
- Monitors (must include HDMI ports)
- Generic computer peripherals