

Request for Tender

For

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

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Tender No: SANBI IT349 /2019

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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 services approximately 1000 users and hosts 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. Purpose

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 items when required and the lowest quote received will be utilized.

3. Compulsory Briefing Session

A compulsory briefing session will be held on:

Date: 07 August 2019

Time: 12:30

Venue: Administration Building, Kirstenbosch National Botanical Garden, Rhodes Drive, Newlands, Cape Town.

Failure to attend the compulsory Briefing Session will disqualify a potential bidder's proposal.

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. The Service Providers will be required to provide the quotations within three (3) days of the RFQ being sent and national delivery of the hardware and peripherals within two (2) weeks from date of order.

4.1 Technical Specifications

Technical specification for the required items are provided in Annexure A to Annexure C.

4.2 Delivery Approach and Value Proposition to include:

- A clear demonstration of the ability to provide the equipment (partner agreements with vendor) as indicated in Annexures A-C
- A discussion of the features and benefits of the devices proposed
- The configuration of laptops and desktops in compliance with the prescribed standards of SANBI, windows 10 Operating System (Licensing to be supplied by SANBI)
- A confirmation that the hardware supplied should integrate into the existing asset fleet on the network
- A list of any discounts available

4.3 Implementation Costs

Any other implementation costs not specified should be listed.

4.4 Alternate Specification

If you cannot provide the specification required and would like to offer an alternative which is similar or in excess of the minimum specification, please ensure that this is indicated in the tables provided. If the specification exceeds the requirement your submission will not be penalised or excluded.

5. Mandatory Documents Required

5.1 Mandatory Requirements / Documents

Tenders must include the following documentation (**Failure to submit this required documentation WILL lead to disqualification**):

- Only Service Providers with national accreditation on the SITA RFB 2005/2015 and 2007/2015 contracts should respond
- Duly completed and signed **SBD forms**
- Compulsory briefing session certificate of attendance
- A copy of the Company Central Supplier Database (CSD) registration report
- A valid original or certified copy of a Broad-based Black Economic Empowerment (B-BBEE) Status Level one (1) certificate or sworn affidavit
- **Fee/cost structure to be submitted with the “ORIGINAL” tender document only**
- Proposals must include all completed hardware specifications (Annexures **A to C**)
- A valid copy of the **Unemployment Insurance Fund (UIF)** letter of compliance issued by the Department of Labour
- A certified copy of Liability Insurance Cover for the company and the total cover available per claim to the value of R1 million.
- Letter of Good Standing from the office of the **Compensation Commissioner** as required by the Compensation for Occupational Injuries and Diseases Act (COIDA). The letter should be issued by the Department of Labour
- **Only bidders with BBEE status level 1**

Failure to submit this required documentation WILL lead to disqualification

5.2 Each tender response should also include the following, although failure to submit these documents will not result in disqualification. However, the information contained in them is required for evaluation purposes:

- A copy of the latest Audited Financial Statements
- Partnership Certification/ Letter for brand proposed

6. Occupational Health, Safety and Environmental Requirements

Service Providers will be expected to comply with the Occupational 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.

It will be expected of the potential Service Providers to supply an occupational health, safety and environmental file before signing the contract. This file will have to be approved by SANBI's Deputy Director: Health, Safety and the Environment before commencement of the contract. The Health, Safety and Environmental File will become SANBI property at the end of the contract. It will be monitored for the duration of the contract.

7. Communication and Statement of Good Faith

All information provided by SANBI in this RfT is offered in good faith. Individual items are subject to change at any time. SANBI makes no certification that any item is without error.

Formal communications may include, but will not be limited to:

- Recommendations to SANBI in writing, regarding any discrepancies, errors or omissions which may exist within this RfT
- Recommendations to SANBI in writing, regarding any enhancements which might be in SANBI's best interests
- SANBI will make a good faith effort to provide a written response to each question or request for clarification that requires addenda within 5 calendar days. All questions and answers will be shared with all bidders registered at the compulsory briefing session.

All technical information in this RfT should be directed to: ITTender@sanbi.org.za.

All bid related queries shall be directed to: e-mailed to: sanbi.tenders@sanbi.org.za.

SANBI will not respond to any questions or request for clarification which requires addenda if received after **21 June 2019**.

8. Evaluation Criteria

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 in the following two stages:

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

CRITERIA FOR EVALUATING FUNCTIONALITY	Weight
Proposal Technical specifications of the equipment in the proposal (See Annexure A to D) with the ability to supply and deliver	20
Past Experience This refers to the experience of the Service Provider to undertake the scope of the work as defined in this tender: Indicate the company experience and partnerships in multi-vendor environments Provide at least three (3) traceable reference (The names and contact details of any past or present clients where similar services have been supplied over the past three years. Supply a brief description of the services supplied and the value thereof)	40 (20) (20)
Capacity and Capabilities of the Service Provider Specify the quality of hardware The financial ability of the Service Provider to meet the requirement as well as support capabilities of the manufacturer to address supplier process/issues Experience of team for the configuration of laptops and desktops in compliance with the prescribed standards of SANBI Experience of company and team members to deliver on warranty issues	40 (20) (10) (10)
TOTAL	100

Failure to submit a valid or certified B-BBEE certificate/sworn affidavit mentioned above will not necessarily result in a bid being disqualified, but no points will be awarded for B-BBEE status.

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. Pricing

The intention is to award this contract to three (3) Service Providers for the duration of a three (3) year contract.

All proposals are to include VAT and SANBI will assume that all pricing received is VAT inclusive and in South African Rand (ZAR).

All prices must be tendered in accordance with the units specified (Annexure A to C)

Foreign exchange rates used to be indicated (if applicable).

Pricing template to be completed (Annexure D).

All pricing will be final and binding.

11. General

Unless specifically requested, all documentation submitted to SANBI will not be returned to the bidder. All received information will be treated with confidentiality by SANBI.

11.1 Non-Disclosure Agreement

SANBI reserves the right to require the successful bidder to enter into a non-disclosure agreement.

11.2 Costs

The RFT does not obligate SANBI to pay for any costs, of any kind whatsoever that may be incurred by the potential Service Providers or any third parties, in connection with the tender. All tenders and supporting documentation shall become the property of SANBI, subject to claims of confidentiality in respect of the proposals and supporting documentation.

11.3 Intellectual Property

All submitted tenders should not use any intellectual property of SANBI including, but not limited to: All logos, registered trademarks, or trade names of SANBI, at any time without the prior written approval of SANBI, as appropriate.

All documentation, software customisation and/or any intellectual property developed by the appointed Service Providers during the duration of this contract shall become the property of SANBI.

11.4 Liability

SANBI shall not be liable to any bidder, person, or entity for any losses, expenses, costs, claims, or damages of any kind:

- Arising out of, by reason of, or attributable to, the bidder responding to this RfT, or
- As a result of the use of any information, error, or omission contained in this RfT document or provided during the RfT process.

12. Submission of Tender

This is a two envelope tender process.

Service Providers are to submit one pack of the original proposal marked "ORIGINAL" in envelope #1 (including pricing information) and 2 copies marked "COPY" in envelope #2 (excluding pricing information).

Financial or pricing details should only be included in the pack marked “ORIGINAL”.

Financial information included in the documents in the pack marked “Copy” will lead to your bid being disqualified.

Failure to submit 1 pack of original and 1 copy, will lead to the bid being disqualified.

Should the response not comply with the minimum technical requirements stipulated the submission will be deemed to be non-responsive and disqualified.

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

Closing date and time for responses: On or before 11:00 on 21 August 2019

Tenders can be submitted in the following manner:

Physical Delivery

Drop off in the Tender Box located in the Biodiversity Building at the Pretoria National Botanical Garden, 2 Cussonia Avenue, Brummeria, Pretoria, Gauteng during office hours on or before the closing date **21 August 2019 by 11:00**. Normal office hours: 8:00–16:00 (See street address above).

Tender delivery address:

The Deputy Director: Supply Chain Management
Biodiversity Building
The Pretoria National Botanical Garden,
2 Cussonia Avenue,
Brummeria,
Pretoria,
Gauteng

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

13. 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
	Built in 3/4G modem capability	Built in 3/4G modem capability	Built in 3/4G modem capability
Warranty	3 year on site	3 year on site	3 year on site

14. 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
Optical Drive	8x DVD	8x DVD
Graphics Card	2GB	6GB
Warranty	3 years on site	3 years on site
External Display	24 Inch Display	27 Inch Display

Keyboard and Mouse to be supplied with each option

15. Annexure C: Peripherals

- Docking Stations for laptops
- Keyboard Wireless and Wired Option
- Mouse Wireless and Wired Option
- Cable locks for desktops and laptops
- External Hard Drives 2TB to 5TB 2.5" models
- Digital SLR Camera and/or additional lenses
- SD cards
- Digital and Portable projectors
- Garmin Oregon 650 GPS
- Trimble devices
- 24" Monitor
- 27" Monitor
- Laptop Bags
- Laptop Backpacks

16. Annexure D: Detailed Costing

Item No	Item Description	Unit Cost	Total Cost
1	Standard User Desktop		
2	High End User Desktop		
3	Standard User Laptop		
4	Executive User Laptop		
5	High End User Laptop		
6	Docking Station		
7	Wireless Keyboard		
8	Wireless Mouse		
9	Wired Keyboard		
10	Wired Mouse		
11	External Harddrive 2TB		
12	External Harddrive 3TB		
13	External Harddrive 5TB		
14	Canon Digital SLR Camera		
15	SD cards		
16	Digital Projector		
17	Garmin Oregon 650 GPS		
18	Trimble Device		
19	24" Monitor		
20	27" Monitor		
21	Laptop Bags		
22	Laptop Backpacks		
Sub Total			
Total (Incl VAT			