

## **REQUEST FOR TENDER**

**for**

**the appointment of a Service Provider to acquire and renew  
selected software licenses on behalf of 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: BIPA385/2021**

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## **1. Introduction and background**

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

In order for SANBI to deliver on its mandate it requires highly specialised and bespoke software that is not typically sold by local commercial vendors. This software often has to be purchased directly from the software developers, usually online and in a foreign currency. SANBI therefore requires a license manager to support the acquisition and renewing of these software licenses.

## **2. Invitation to tender**

Tenders are hereby invited for a Service Provider to acquire and renew selected software licenses on the behalf of 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](mailto:sanbi.tenders@sanbi.org.za)

**The tender closes on 30 April 2021 at 11:00**

## **3. Briefing session**

SANBI is committed to the health and safety of all bidders and staff members and reducing the spread of COVID-19. As a result, with guidance from regulations published by the National Department of Health, no briefing session will be held.

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](http://www.sanbi.org).

- For bidding procedure enquiries: [sanbi.tenders@sanbi.org.za](mailto:sanbi.tenders@sanbi.org.za)
- For technical enquiries: [j.manuel@sanbi.org.za](mailto:j.manuel@sanbi.org.za)

Cut-off date for enquiries: 21 April 2021 at 12:00

#### **4. Scope of work**

SANBI requires a Service Provider to provide license management support through acquiring and renewing selected software licenses on the behalf of SANBI for a three (3) year period, potentially commencing in April 2021, in terms of the schedule attached (see Annexure1).

##### **4.1 Requirements of the service provider**

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

- The Service Provider will be required to purchase specific software licenses, on behalf of SANBI, from the six-monthly list of software license requirements to be provided by SANBI. Examples of these software licenses are provided in Annexure 1. SANBI will provide the Service Provider with a letter confirming that they are acting as an agent of SANBI. The cost of the software license purchase must be borne by the Service Provider as no upfront payments will be made.
- The Service Provider will be required to transfer these software licenses to SANBI within an agreed timeframe, after which the Service Provider will be paid on submission of an invoice. This invoice will include the cost of the software license, together with the Service Provider's administration fee.
- In terms of renewals, the Service Provider will be required to renew software licenses in the month prior to the anniversary of the specific software license. SANBI must receive the transfer of the renewed software license at least two weeks prior to the lapsing of the current license.

##### **4.2 Key skills and competencies required**

The Service Provider must be self-motivated and results driven, with the ability to work independently and deliver efficiently on the deliverables within the timeframes required. The Service Provider must have the ability to deliver the required software licenses within an agreed fixed budget (i.e. all exchange rates fluctuations must be catered for within the contract).

The Service Provider must have the following skills and competencies:

- Practical experience in business software licensing procurement
- Excellent organisational and planning skills
- Strong written and verbal communication skills
- Experience in performing cost analyses (including exchange rate fluctuations)

The following would be an added advantage:

- A background in business administration
- An understanding of SANBI's mandate

### 4.3 Deliverables and timeframes

The Service Provider will be appointed for a three (3) year period, commencing in April 2021. The Service Provider can be a company or an individual who is able to deliver on the scope of work and meet all the requirements in this RFT. The Service Providers will be required to submit:

- A detailed work plan outlining the schedule of licenses to be purchased or renewed over the first six-month period following an inception meeting with the Director: Biodiversity Information Management and Planning at SANBI. This work plan must include the quantity, type of software license as well as the exact purchase or renewal date.
- Additional work plans must be submitted every six months based on the list of software licenses provided by the Director: Biodiversity Information Management and Planning at SANBI. This list will be provided to the Service Provider one month in advance of every workplan submission.
- Brief six-monthly progress reports showing progress on the acquisition of the required software licenses, which have been purchased during the previous six months. This should include copies of all invoices and supporting documentation including details of where, and from whom, the software license was purchased; the cost in the relevant foreign currency; the date of first purchase and the anniversary date.

## 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)**:

- Note that for this tender, the following pre-qualification criterion for preferential procurement will be applied: Section 4(1) (a) a Tenderer having a minimum B-BBEE status level of contributor, level 2 (A certified copy or original valid B-BBEE Status Level Certificate or sworn affidavit is required).
- 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.
- Pricing details (see Annexure 1, 2 and 3). The example costs for the required licences are indicated by SANBI (Annexure 1). The Service Provider must supply applicable pricing details in Annexure 2 and a notional pricing schedule for evaluation in Annexure 3. **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).**
- 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.

## 5.2 Other documents for evaluation

Service Providers interested in this RFT should submit a concise written proposal that addresses the scope of work. 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 and track record, including a recent CV. If the Service Provider is a company then the details and CV for the individual responsible for the work must be provided.
- A proposal including a brief description of the approach and deliverables, with the proposed start and completion date and timeframes for activities.
- Evidence, including audited financial statements, that the Service Provider is in good financial standing and has sufficient liquidity to purchase the required software licenses.
- Details of software purchases and renewals from international vendors undertaken in the last three years.

SANBI reserves the right:

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

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

## 6. Pricing

A sample of the types of licences required, as well as their 2020 pricing, have been reflected in Annexure 1 for reference. The exact licences required will depend on budget availability, changes in the price of software licences (including fluctuations and exchange rate

changes), and the needs of the organisation, all of which are subject to change over the three-year period.

For the evaluation of this bid, the determining variable for price will be the administration fee for acquiring software licences (Annexure 2 and 3). The license administration fee includes all the Service Provider's costs in acquiring and transferring the license to SANBI. This fee should include an adequate exchange rate buffer (if the license is required in foreign currency), as well as the costs of coordination and reporting to SANBI on the license acquisition.

## 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.**

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 proposal including approach to the purchase of each software license and the coordination of purchase and reporting to SANBI. | 15       |

|                                                                                                                                                                                                                                                                                                                                                                               |                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| Skills and competencies of the Service Provider (specific reference must be made to required skills and competencies listed in section 4 above)                                                                                                                                                                                                                               | <b>15</b>                         |
| Evidence of good financial standing and access to capital for past two years. <ul style="list-style-type: none"> <li>• Audit report including assessment of going concern</li> <li>• Monthly Cash Ratio &gt; 1.5 (Cash and Cash Equivalents ÷ Current Liabilities)</li> <li>• Bank confirmation that no requests for financing were declined in the past 6 months.</li> </ul> | <b>50</b><br>(20)<br>(20)<br>(10) |
| Past experience and overall track record <ul style="list-style-type: none"> <li>• Details of software purchases and renewals from international vendors undertaken in the last three years</li> <li>• Service Providers ability to source and secure good deals at discounted rates</li> </ul>                                                                                | <b>20</b><br>(10)<br>(10)         |
| <b>TOTAL</b>                                                                                                                                                                                                                                                                                                                                                                  | <b>100</b>                        |

\*\* 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 preference points of those bids that meet the minimum threshold for functionality. In accordance with the Preferential Procurement Regulations, 2017 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 B-BBEE Status Level Certificate.

## 9. Contract period

The appointment is anticipated to be for a period of 3 years, potentially commencing in April 2021. The contractual appointment period will be as stipulated in the Independent Contract Agreement and Service Level Agreement.

## 10. General

- All documents submitted in the response to this Request for Tender (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 Director: Biodiversity Information Management and Planning.
- Accountability and reporting will be to the Director: Biodiversity Information Management and Planning 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](mailto:sanbi.tenders@sanbi.org.za)
- Tender documents will only be available online on the SANBI website  
[www.sanbi.org](http://www.sanbi.org)

# 11. Annexure 1: Schedule of software licenses (For reference only; not to be included in tender price)

This annexure reflects a sample of the types of licences required as well as their 2020 pricing for reference.

The exact licences required will depend on budget availability, changes in the price of software licences (including fluctuations and exchange rate changes), and the needs of the organisation, all of which are subject to change over the three-year period.

| License name                                             | Licensor                  | Purchase / Renewal anniversary | License Details / Amount required | 2020 license pricing incl. VAT | Exchange rate (native currency to ZAR) | 2020 license value in ZAR |
|----------------------------------------------------------|---------------------------|--------------------------------|-----------------------------------|--------------------------------|----------------------------------------|---------------------------|
| BRAHMS                                                   | Oxford Innovation         | Annually                       | Country License                   | GBP 9000.00                    | 20.012                                 | 180 114                   |
| Celum DAM                                                | Bridge The Gap            | Bi-annually                    | UUM / Enterprise                  | ZAR 196 652                    |                                        | 196 652                   |
| Geocortex                                                | ESRI South Africa         | Annually                       | 1 License                         | ZAR 141 912                    |                                        | 141 912                   |
| Species360                                               | Species360                | Annually                       | 1 Membership/License              | USD 16 607                     | 14.95                                  | 248 401                   |
| Zoom Pro                                                 | Zoom Video Communications | Annually                       | 2 licenses                        | USD 300                        | 14.95                                  | 4 487                     |
| Zoom Webinar                                             | Zoom Video Communications | Annually                       | 1 license                         | USD 400                        | 14.95                                  | 5 983                     |
| Adobe Photography plan (Photoshop and Lightroom)         | Adobe                     | Annually                       | 2 licenses                        | USD 275.76                     | 14.95                                  | 4 128                     |
| Helicon Focus Lite                                       | HeliconSoft               | Annually                       | 2 licenses                        | USD 60                         | 14.95                                  | 898                       |
| Geneious DNA software analysis license (student license) | Biomatters Ltd            | Annually                       | 1 license                         | USD 200                        | 14.95                                  | 2992                      |
| Geneious DNA software analysis license (full license)    | Biomatters Ltd            | Annually                       | 1 license                         | USD 450                        | 14.95                                  | 6 732                     |

|                                                                       |                                     |                   |            |                                        |       |                  |
|-----------------------------------------------------------------------|-------------------------------------|-------------------|------------|----------------------------------------|-------|------------------|
| Zotero online storage                                                 | Corporation for Digital Scholarship | Annually          | 1 license  | USD 120                                | 14.95 | 1 795            |
| Lucid and Fact Sheet Fusion license                                   | Identic                             | Annually          | 1 license  | USD 894                                | 14.95 | 13 373           |
| Terraset student starter set subscription for remote sensing software | Clark Labs                          | Annually          | 1 license  | USD 49                                 | 14.95 | 733              |
| Adobe Creative Cloud for Teams - All apps bundle                      | Adobe                               | Annually          | 3 licenses | USD 3311                               | 14.95 | 49 525           |
| CorelDraw Graphics Suite                                              | Corel                               | Perpetual license | 3 licenses | ZAR 31200                              |       | 31 200           |
| QuarkXPress                                                           | Quark Software                      | Perpetual license | 3 licenses | USD 65<br>Perpetual<br>(i.e. once-off) |       | 972              |
| Kvisoft Flipbook Maker Pro                                            | Affinity Serif                      | Perpetual license | 2 licenses | USD 65<br>Perpetual<br>(i.e. once-off) | 14.95 | 972              |
| VueScan Professional Edition                                          | Hamrick Software                    | Perpetual license | 3 licenses | ZAR 3 750<br>Perpetual (i.e. once-off) |       | 3 750            |
| <b>TOTAL</b>                                                          |                                     |                   |            |                                        |       | <b>R 890 869</b> |

**12. Annexure 2: Pricing schedule (to be fixed over the term of the contract)**

The bidder is required to stipulate the license administration fees below that will apply for the duration of the contract, should the bidder be successful. The license administration fee includes all the Service Provider's costs in acquiring and transferring the license to SANBI. This fee should include an adequate exchange rate buffer (if the license is required in foreign currency), as well as the costs of coordination and reporting to SANBI on the license acquisition. These licence administration fees will apply for the respective years after signing of the contract, with no variation.

| <b>Value of transaction<br/>(price of all licenses in<br/>transaction)</b> | <b>Year 1 License<br/>Admin Fee incl. VAT</b> | <b>Year 2 License<br/>Admin Fee incl. VAT</b> | <b>Year 3 License<br/>Admin Fee incl. VAT</b> |
|----------------------------------------------------------------------------|-----------------------------------------------|-----------------------------------------------|-----------------------------------------------|
| R 0 001 - R 1 000                                                          |                                               |                                               |                                               |
| R 1 001 - R 5 000                                                          |                                               |                                               |                                               |
| R 5 001 - R 10 000                                                         |                                               |                                               |                                               |
| R 10 001 - R 50 000                                                        |                                               |                                               |                                               |
| R50 001 - R 100 000                                                        |                                               |                                               |                                               |
| R 100 001 - R 200 000                                                      |                                               |                                               |                                               |
| R 200 001 - R 500 000                                                      |                                               |                                               |                                               |

### 13. Annexure 3: Template pricing schedule (for tender evaluation purposes)

For the evaluation of this bid, the bidder is required to complete Annexure 3, which assumes that SANBI will purchase all of these licenses stipulated, against the mock pricing indicated. The determining variable for bid price will be the **administration fee** for acquiring software licences, as per Annexure 2.

| License name                                             | Example Price from Annexure 1 (incl. VAT) | Year 1 License Admin Fee (incl. VAT) | Total Price for Year 1 | Example Price from Annexure 1 (incl. VAT) | Year 2 License Admin Fee (incl. VAT) | Total Price for Year 2 | Example Price from Annexure 1 (incl. VAT) | Year 3 License Admin Fee (incl. VAT) | Total Price for Year 3 |
|----------------------------------------------------------|-------------------------------------------|--------------------------------------|------------------------|-------------------------------------------|--------------------------------------|------------------------|-------------------------------------------|--------------------------------------|------------------------|
| BRAHMS                                                   | R 180 114                                 |                                      |                        | R 180 114                                 |                                      |                        | R 180 114                                 |                                      |                        |
| Celum DAM                                                | R 196 652                                 |                                      |                        | R 196 652                                 |                                      |                        | R 196 652                                 |                                      |                        |
| Geocortex                                                | R 141 912                                 |                                      |                        | R 141 912                                 |                                      |                        | R 141 912                                 |                                      |                        |
| Species360                                               | R 248 401                                 |                                      |                        | R 248 401                                 |                                      |                        | R 248 401                                 |                                      |                        |
| Zoom Pro                                                 | R 4 487                                   |                                      |                        | R 4 487                                   |                                      |                        | R 4 487                                   |                                      |                        |
| Zoom Webinar                                             | R 5 983                                   |                                      |                        | R 5 983                                   |                                      |                        | R 5 983                                   |                                      |                        |
| Adobe Photography plan (Photoshop and Lightroom)         | R 4 128                                   |                                      |                        | R 4 128                                   |                                      |                        | R 4 128                                   |                                      |                        |
| Helicon Focus Lite                                       | R 898                                     |                                      |                        | R 898                                     |                                      |                        | R 898                                     |                                      |                        |
| Geneious DNA software analysis license (student license) | R 2992                                    |                                      |                        | R 2992                                    |                                      |                        | R 2992                                    |                                      |                        |
| Geneious DNA software analysis license (full license)    | R 6 732                                   |                                      |                        | R 6 732                                   |                                      |                        | R 6 732                                   |                                      |                        |
| Zotero online storage                                    | R 1 795                                   |                                      |                        | R 1 795                                   |                                      |                        | R 1 795                                   |                                      |                        |

|                                                                       |                  |  |  |                  |  |  |                  |  |  |
|-----------------------------------------------------------------------|------------------|--|--|------------------|--|--|------------------|--|--|
| Lucid and Fact Sheet Fusion license                                   | R 13 373         |  |  | R 13 373         |  |  | R 13 373         |  |  |
| Terraset student starter set subscription for remote sensing software | R 733            |  |  | R 733            |  |  | R 733            |  |  |
| Adobe Creative Cloud for Teams - All apps bundle                      | R 49 525         |  |  | R 49 525         |  |  | R 49 525         |  |  |
| CorelDraw Graphics Suite                                              | R 31 200         |  |  | R 31 200         |  |  | R 31 200         |  |  |
| QuarkXPress                                                           | R 972            |  |  | R 972            |  |  | R 972            |  |  |
| Kvisoft Flipbook Maker Pro                                            | R 972            |  |  | R 972            |  |  | R 972            |  |  |
| VueScan Professional Edition                                          | R 3 750          |  |  | R 3 750          |  |  | R 3 750          |  |  |
|                                                                       |                  |  |  |                  |  |  |                  |  |  |
| <b>TOTAL</b>                                                          | <b>R 890 869</b> |  |  | <b>R 890 869</b> |  |  | <b>R 890 869</b> |  |  |
| <b>TOTAL per year</b>                                                 |                  |  |  |                  |  |  |                  |  |  |
|                                                                       |                  |  |  |                  |  |  |                  |  |  |
| <b>FINAL TOTAL (all three years):</b>                                 |                  |  |  |                  |  |  |                  |  |  |

**The total value of this tender will be R \_\_\_\_\_**