

Tender number: SANBI:BAM386/2021

Answers to questions asked in non-compulsory briefing session for tender BAM386/2021

Tender name: Appointing a Business Analyst to the South African National Biodiversity Institute (SANBI) to inform the design of a national system for population-level monitoring of traded wildlife through undertaking a needs assessment and a review of relevant existing systems and databases

Briefing session was held: Thursday 13 May, from 11:00 to 11:45 via Microsoft Teams.

The following questions were asked at the briefing session and answers were provided in the meeting (except for Question 2, which needed SANBI Supply Chain Management to answer). All questions have been answered here:

Question	Answer
1. Can we use our mother entity's BBBEE status (we are a subsidiary of a University, but we are a separate legal entity)?	The legal entity that applies for the tender must have the minimum BBBEE status as specified in the Request for Tender document. SANBI Supply Chain Management will check that all the compulsory documents are in the same legal name as the tenderer.
2. Which SBD forms must we complete? Do we need all of the SBD forms? Some of the SBD forms are not applicable for this tender and we are unsure which to complete or what to do if they are not applicable.	All the SBD forms loaded onto the SANBI webpage of this tender are compulsory requirements for this tender. https://www.sanbi.org/wp-content/uploads/2021/05/SBD-formsBAM386-2021.pdf Please use sanbi.tenders@sanbi.org.za if you have further questions on the SBD forms.
3. For the interviews with key stakeholders: a) Would we be expected to initiate the interviews? What is the process? Will SANBI give us names and contact details?	Yes, the successful tenderer will be expected to initiate the interviews. SANBI will provide names and contact details of the key people we know will need to be interviewed. There may however be some names that will need to be determined as part of the Service Provider's initial investigations (e.g. who runs the C-more and SMART systems) as SANBI does not necessarily know all possible role players.
b) What will the intervention be if the owners of existing systems are reluctant to share their data? We will sometimes need to see the data to determined amount of cleaning etc.	At this specification phase, you may need to see the data if there aren't specific enough descriptions of data fields. And it may well be that the database/system owners do not want to share their real data. We have not yet engaged the owners of the systems yet. SANBI will support the contracted Service Provider by providing letters or engaging with the database/system owners as needed. Non-disclosure agreements might need to be signed and/or some kind of 'dummy export' could be requested. Build sufficient time into your workplans to account for negotiating with existing system holders.
c) May we utilise workshops to gain some of the information needed? Would there be any problems in getting stakeholders into one venue?	It is possible that some groups could be interviewed in a workshop situation. The workplan is welcome to specify workshops where these would be the most appropriate way of obtaining relevant information. Tenderers are welcome to use some individual interviews and some workshop formats if that makes the most sense.
4. Can you give us more information of what price range you are expecting on this tender?	No, we are not allowed to specify any information about pricing.
5. What is the expected timeframe for delivery?	The tender document notes that 6 months would be <u>ideal</u> , however tenderers are encouraged to put realistic timeframes in the workplan even if it is longer than 6 months, as the evaluation panel is interested in the work being done correctly and we want your opinion on how long this work will take. This is a consultancy tender, so the timeframes must be specified by the tenderers in their workplans.
6. Is it important for the tenderer to have wildlife/biodiversity knowledge?	This is not a requirement specified in section 4.4 of the Request for Tender document although it does say "preferably in the biodiversity sector". It is SANBI's experience that biodiversity data is very complex, and an analyst with some domain knowledge is preferable. It is vitally important that the Service Provider understands how biodiversity information is used to answer complex scientific questions, as that is the primary reason for the development of the national system.