

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR THE REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
BID NUMBER:	Q9124/2023	CLOSING DATE:	10 March 2023	CLOSING TIME:	11h00
DESCRIPTION	THE APPOINTMENT OF A SERVICE PROVIDER TO LEASE LAPTOPS FOR THE GROEN SEBENZA PHASE II PROJECT ON A MONTH-TO-MONTH BASIS NOT EXCEEDING THREE (3) MONTHS <u>Please state the Bid number as the reference number on the subject line when responding to the RFQ.</u>				
Submission of proposals: proposals must be emailed to S.SCM-Quotations@sanbi.org.za with a copy to Ms. T. Lubisi at T.Lubisi@sanbi.org.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Tryphina Lubisi		CONTACT PERSON	Pitso Mojapelo	
TELEPHONE NUMBER	012 843 5163		TELEPHONE NUMBER	012 843 5102/ 074 446 0808	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	T.Lubisi@sanbi.org.za		E-MAIL ADDRESS	P.Mojapelo@sanbi.org.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	[TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ NO
IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.	

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, _____ the _____ undersigned,
(name)..... in
submitting the accompanying bid, do hereby make the following statements
that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	
Signature	Date
.....	
Position	Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) The **80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
--	--------

PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

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80/20

or

90/10

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \text{ or } Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20

or

90/10

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or } Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/

documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Categories of persons historically disadvantaged by unfair discrimination on the basis of race - Information will be verified on CSD report. Points will be allocated based on the percentage of ownership per goal Black ownership = 10 points	10	
Categories of persons historically disadvantaged by unfair discrimination on the basis of gender. Information will be verified on CSD report.	5	

Points will be allocated based on the percentage of ownership per goal Female ownership = 5 points		
Categories of persons historically disadvantaged by unfair discrimination on the basis of disability. Information will be verified on CSD report. Points will be allocated based on the percentage of ownership per goal Disability ownership = 5 points	5	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name _____ of
company/firm.....

4.4. Company _____ registration _____ number:
.....

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as

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shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
- (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....	
SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:	
DATE:	
ADDRESS:	
	
	
	

REQUEST FOR QUOTATION

FOR

**THE APPOINTMENT OF A SERVICE PROVIDER TO LEASE LAPTOPS FOR THE GROEN
SEBENZA PHASE II PROJECT ON A MONTH-TO-MONTH BASIS NOT EXCEEDING THREE (3)
MONTHS**

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

1. Introduction and background

SANBI is required to recruit and place 1050 interns for the Groen Sebenza Phase II Project nationally across different organisations including government departments (all tiers of government), NGOs and the private sector. The duration of the interns' contract is two years. Over and above the interns the programme has 30 project personnel that will also need hardware, software, and peripherals.

SANBI requires the services of leasing laptops for a period of three months.

2. Invitation to Quotation

Prospective Service Providers are hereby invited to submit a proposal for the leasing of laptops, peripherals, insurance, replacement, and service support. The lease period will be for a period of 3 months on month to month basis.

3. Scope of work

SANBI requires to lease **150** laptops for Groen Sebenza Phase II Project staff and interns.

The 125 laptops must have the following specifications:

DELL Latitude 5530/Core i5-1235U/8GB/256GB SSD/ 15.6" FHD/Intel Iris Xe/ThBlt & FgrPr/IR
Cam/Mic/WLAN + BT/4G/Backlit Kb/4 Cell/ W11Pro/3Yr ProSupport

Technical Specification

Product: Dell Latitude 5530

Product type: Notebook

Form factor: Clamshell

Processor family: Intel® Core™ i5

Processor model: i5-1235U

Display diagonal: 39.6 cm (15.6")

HD type: Full HD

Display resolution: 1920 x 1080 pixels

Internal memory: 8 GB

Internal memory type: DDR4-SDRAM

Total storage capacity: 256 GB

Storage media: SSD

On-board graphics card model: Intel Iris Xe Graphics

Mobile Broadband: 4G/LTE

Operating system installed: Windows 11 Pro

Product colour: Grey / Black

Weight: 1.59 kg

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20 x laptops must have GIS capability and must have the following specifications:

Product: Dell Mobile Precision Workstation 5570

Product type: Notebook

Form factor: Intel Core i9-12900H vPro (24 MB cache, 14 cores, 2 threads, 2.50 GHz to 5.00 GHz, 45W

Processor family: Intel Core i9-12900H

Processor model: 11th Gen Intel Core i9-11950H (8 Core, 24MB Cache, 2.60GHz to 5.00GHz,

Display diagonal: 15.6" FHD, 1920x1080, 60Hz, Anti-Glare, Non-Touch,

HD type: FHD, 1920x1080

Display resolution: FHD, 1920x1080

Internal memory: SODIMM, M.2 2280 1 TB, Gen 3 PCIe x4 NVMe, SSD

Internal memory type: SODIMM, M.2 2280 1 TB, Gen 3 PCIe x4 NVMe, SSD

Total storage capacity: 1 TB

Storage media: , WWAN/ WLAN capable, 32 GB, 2x16 GB, DDR4

On-board graphics card model: NVIDIA RTX A2000 w/4 GB GDDR6

Mobile Broadband: No Mobile Broadband Card

Operating system installed: win10 pro 64bit

Product colour: silver, grey black

Weight: 2.2kg

Dell Thunderbolt Dock WD19TBS, 180W

5 x laptops must have the following specifications:

Specifications Required (Touch Screen)

Product: Dell XPS 13 Plus 9320.

Product type: Notebook

Form factor: Clamshell

Processor family: Intel® Core™ i7

Processor model: i7-1260P

Display diagonal: 34 cm (13.4")

HD type: 3.5K Ultra HD

Display resolution: 3456 x 2160 pixels

Internal memory: 16 GB

Internal memory type: LPDDR5-SDRAM.

Total storage capacity: 1000 GB

Storage media: SSD

On-board graphics card model: Intel Iris Xe Graphics

Operating system installed: Windows 11 Pro

Product colour: Grey /Black

Product/Packaging Information

Product Weight

1.27 kg

Product Dimensions

199cm(L) x 295cm(W) x 1cm(H)

Shipping Weight

1.27 kg

Shipping Dimensions

199cm(L) x 295cm(W) x 1cm(H)

The appointed service provider must provide laptops inclusive of insurance for theft, damage, and any other eventuality.

The SANBI Host Organisations will set up the laptops that need special configuration, the rest will be setup by the service provider as per specification by SANBI IT department.

The service provider must provide laptops that are installed with Microsoft Office 365 and built in 3G cards.

4.1 Requirements of the Service Provider

The successful Service Provider is required to have a capacity to deliver nationwide and resolve issues within 48 hours.

4.2 Deliverables and timeframes

The Service Provider will be appointed on a month-to-month contract not exceeding three months, The Service Provider must be able to deliver on the scope of work and meet all the requirements in this Request for Quotation (RFQ).

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)**:

- A copy of the Central Suppliers Database (CSD) registration report.
- Fully completed SBD forms 1,4,6.1.
- Proposal – Provide detailed project plan, on all activities such as insurance, maintenance, and collection / delivery procedures to complete the project.

6. Pricing

- All prices to include VAT and SANBI will assume that all pricing received is VAT inclusive and in South African (ZAR).
- All pricing will be final and binding.

- All pricing supplied in the Terms of Reference responses shall remain valid for a period of four (4) calendar months (120) days.

Description	Quantity	Monthly fee including maintenance and insurance	Total price including maintenance and insurance with VAT – if applicable
Laptop for interns	125		
Laptop for GIS capabilities	20		
Laptop for staff	5		

7. 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.

Capability Evaluation Criteria	Weight
Provide detailed project plan, on all deliverables and activities to complete the project (USE ANNEXURE AS EXAMPLE)	30
Detailed methodology approach and best timelines to complete the project	30
Detailed methodology approach and timelines not detailed	20
Detailed methodology but no times lines realistic to the project	10
Understanding of the Specification	40
Company Profile	20
core business must be IT equipment supply and support	20
core business must be IT equipment supply only	10
Personnel - Capacity & Experience	20
CV with 5 + years' experience - 2 personnel	20
CV with 3 + years' experience - 2 personnel	10
CV with 1 year experience - 2 personnel	5
Track record	30
At least three contactable references for current or recent clients, within the last five years. (IT related – software and/or hardware)	30
3 reference letters	30
2 reference letters	20
1 reference letters	10
TOTAL	100

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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 be evaluated on Price and Specific goals of those bids that meet the minimum threshold for functionality of 70 points. In accordance with the Preferential Procurement Regulations 2022 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 specific goals constitutes 20 points which is a maximum of 100 points. The contract will be awarded based on the bidder that scores the highest total points.

8. Specific Goals

Specific Goal	Total Points
Categories of persons historically disadvantaged by unfair discrimination on the basis of race. Information will be verified on CSD report. Points will be allocated based on the percentage of ownership per goal Black ownership = 10 points	(10)
Categories of persons historically disadvantaged by unfair discrimination on the basis of gender. Information will be verified on CSD report. Points will be allocated based on the percentage of ownership per goal Female ownership = 5 points	(5)
Categories of persons historically disadvantaged by unfair discrimination on the basis of disability. Information will be verified on CSD report. Points will be allocated based on the percentage of ownership per goal Disability ownership = 5 points	(5)
Total	20

9. Contract period

The appointment is anticipated to be for a period of 3 months on a month-to-month basis.

10. Safety, Health, and Environmental requirements

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

- The Compensation for Occupational Injuries & Diseases² Act (Act 130 of 1996): The Service Providers will be required to submit a letter of good standing from the office of the Compensation Commissioner as required by the Compensation for Occupational Injuries and Diseases, if applicable. The letter should be issued by the Department of Labour.

11. 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.
- The 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.
- The 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.

12. General

- All documents submitted in the response to this RFQ 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 RFQ, will be considered, and they shall not refer to such information and/or documentation in their response to the RFQ.
- 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 RFQ 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.

Proposal Submissions

For technical queries please contact Mr. Pitso Mojapelo at the following e-mail address:

p.mojapelo@sanbi.org.za Tel Number: 074 446 0808

Submission of proposals must be emailed to SANBI SCM at S.SCM-Quotations@sanbi.org.za with a copy to Ms. Tryphina Lubisi T.Lubisi@sanbi.org.za. Emailed applications must not be more than

5MB in size.

CLOSING DATE FOR SUBMISSION: 10 March 2023 at 11:00 am

Annexure 1

Overall Approach

Provide detailed project plan, on all deliverables and activities to complete the project (USE ANNEXURE 1 AS A GUIDELINE)

DELIVERABLES	ACTIVITIES	TIMELINES	RESPONSIBLE PERSON	EXAMPLE
Procurement	Purchasing/Lease			Does the company own the laptops or will they be leasing them from other companies and if they will be leasing, it needs to be stated clearly. Also, indicate any partnerships with equipment manufacturer
Delivery	Collection from manufacturer Packaging Distribution Delivery note			How much lead time will the company need to deliver the laptops to SANBI. The distribution method must also be clear given that this laptops will be distributed to SANBI Pretoria Botanical Garden. Must have national footprint
Support	Helpline setup			Laptops or IT hardware in their nature has tendencies of malfunctioning. Here the company must outline the support methodology inclusive of lead time to resolve problems, backup laptops availability, warranty implications,
Collection	Collection			This is a temporary arrangement and therefore the company must indicate the lead time to collect their leased laptops