

**Iziko Digital X-Ray Inspection Facility**  
**Reference: R&E/X-RaySystem/09/2018**

***Tender request for the supply of a Digital X-ray Inspection System for the imaging and examination of various natural history specimens***

**Iziko Museums of South Africa (Iziko) invites suppliers to submit a tender proposal for the Supply and Installation of a *Digital X-ray Inspection System* as per required technical specifications, including added products and services at the Iziko South African Museum.**

**1. BACKGROUND**

Iziko is a Declared Cultural Institution in terms of the Cultural Institution Act, Act 119 of 1998 (as amended). Iziko is a Schedule 3A public entity and non-profit organisation, partly subsidised by the National Department of Arts and Culture (DAC).

**2. OVERVIEW**

The Natural Science Collections Facility (NSCF) is funded as part of the Department of Science and Technology's South African Research Infrastructure Roadmap (SARIR). The overall aim of the NSCF is to ensure that natural science collections and associated data are used for high quality research and decision making to address issues of socio-economic importance. Iziko has successfully secured funding from the NSCF for its upgraded Digital X-ray Inspection Facility. This facility needs to be fitted with a digital x-ray inspection system and associated peripherals, replacing existing equipment, to enable X-ray dependant research as well as teaching and training of a broad audience (from learners to scientists). The equipment must balance the need for fit-for-purpose image resolution (i.e. to enable taxonomic diagnosis) with high throughput processing of diverse animal taxa towards various collections-based research projects. The capability to render digital images of wet or dry specimens is critical.

**3. TECHNICAL SPECIFICATIONS**

It is noted that the requirements specified are the result of in-depth research conducted prior to the compilation of the brief. A list of requirements and technical specifications has been compiled according to the projected future needs of the X-ray facility.

Iziko requires one supplier with an established track record and service capability in the field of digital X-ray inspection and imaging.

The requirements listed below are essential for bids to be considered:

**Digital X-ray Inspection System:**

Item	Minimum Specifications
X-Ray Source	Minimum of: <ul style="list-style-type: none"> <li>• 90kVp – 100mA</li> <li>• 4 micron Focal Spot</li> <li>• interface with X-Ray Control Software</li> </ul>
Imaging Area	Minimum of: <ul style="list-style-type: none"> <li>• 17.0" x 17.0" (431.8mm x 431.8mm)</li> <li>• 3072 x 3072 Pixel x 139µm Pixel Pitch - 14 BIT</li> </ul>
Computer user interface	Minimum of or suitable option for X-Ray provided: <ul style="list-style-type: none"> <li>• Windows 10 (64-bit) PC</li> <li>• High Resolution 20" LCD Image Display Monitor</li> </ul>
Software	Image Acquisition/Processing Software
Image formats	All standard image formats, including DICOM, TIFF, JPEG, GIF and Raw data Images.
Interoperability	Compatible with conventional film/plates (eg. medical/ industrial films, Polaroid Film or Computed Radiographic (CR) Imaging Plates).

**Service level agreement for the Digital X-ray Inspection System:**

Service level agreement	At least 2 year Warranty – Parts and Labour.
	5 year service level agreement for the Digital X-ray Inspection System.
	Annual service included.
	One emergency call out per year included (spare parts excluded).
	Company has support personnel and facilities in Cape Town.

The required Digital X-ray Inspection System will **primarily** be used for the following life science applications:

- Internal skeletal examination of alcohol preserved fishes, amphibians, reptiles (bones), mammals, bird eggs (embryos),
- sedimentary rocks (fossils),
- sediment cores (organic/inorganic structures),
- taxidermy mounts (internal supports),

**Secondarily** it may also be used for examining:

- Archaeological artefacts of a wide variety (e.g. artefacts encased in conglomerate).
- Artworks

**4. SCOPE OF WORK**

The service provider shall supply a solution and quotation, as per the scope of work set out above.

**The Solution must include:**

- Five year service plan – yearly service of the Digital X-ray Inspection System as detailed above
- General support (including training for the use of equipment and software);

**5. BID DOCUMENTS REQUIRED**

The service provider must comply with Iziko's Supply Chain Management policies and procedures by submitting the following bid documents.

**The proposal should include the following documents:**

<b>Order</b>	<b>Administrative Documents to be submitted <u>in the order as indicated below</u></b>
1.	<b>Index</b> confirming all contents
2.	<b>Covering letter</b> with signed acceptance of the invitation and acknowledgement of Iziko's stated requirements and terms
3.	<b>Company Profile and Background</b>
4.	<b>Details of training programmes and call- centres</b>
5.	<b>Reference letters from clients of similar projects undertaken in the past 5 years</b>
6.	<b>Evidence of products used by Natural History Institutions.</b>
7.	<b>Portfolio of Evidence</b> Specifications of the Digital X-ray Inspection System proposed as indicated in <b>paragraph 3 (Technical Specifications)</b>
8.	<b>Detailed pricing structure</b> A cost schedule detailing the full cost breakdown, installation costs inclusive of VAT and any disbursement and escalations, if applicable, for the Digital X-ray Inspection System.
<b><u>STANDARD BIDDING DOCUMENTS:</u></b>	
9.	Valid B-BBEE Verification Certificate from a Verification Agency accredited by the South African National Accreditation Systems (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or sworn affidavit or certificate issued by CIPC confirming the exempt micro enterprise's annual turnover and level of black ownership.
10.	Annexure B - Occupational Health and Safety Agreement
11.	Annexure C - Confidentiality and Non-Disclosure Agreement
12.	Central Supplier Database Report (CSD) indicating the supplier number and company details ( <a href="http://www.csd.gov.za">www.csd.gov.za</a> ) <b>to be submitted with a Tax Status/ Pin for verification purposes</b>
13.	Application for a Tax Clearance Certificate <b>(For Foreign Suppliers)</b>
14.	SBD 1 - Invitation to submit a proposal
15.	SBD 3.1 - Pricing Schedule: Firm Prices <b>or</b>
16.	SBD 3.2 – Pricing Schedule: Non-Firm Prices
17.	SBD 4 - Declaration of Interest
18.	SBD 6.1 - Preference Points Claim
19.	SBD 8 - Declaration of bidder's past Supply Chain Management Practices
20.	SBD 9 - Certificate of Independent Bid Determination

**NOTE:**

- **All documentation must be presented in the order specified above.**
- **Each section must be clearly referenced using dividers, indicating sections 1 - 20.**
- **Failure to supply any of the documents stipulated above, in the format requested, may lead to the proposal being disqualified.**

**6. EVALUATION OF PROPOSAL**

**6.1 Functionality Criteria**

A proposal that scores lower than the minimum overall percentage of 70% (350 out of 500) will be regarded as a non-responsive bid and will be disqualified. All bids that score 70% (350) and more for functionality will be eligible for further evaluation.

**Values for scoring:**

- 1:** One or more critical components have not been supplied, which will indicate that the **service is incomplete.**
- 2:** All critical components have been supplied but one or more do not measure up to critical requirements for operating the laboratory and thus the **service is not the standard required.**
- 3:** All critical components have been supplied; functionality and quality of service **good and/or in the lower third** of the viable options presented by suppliers.
- 4:** All critical components have been supplied; functionality and quality **very good and/or in the middle third** of the viable options presented by suppliers.
- 5:** All critical components have been supplied; functionality and quality **excellent and/or matching the best** of the viable options presented by suppliers.

No.	Functionality Criteria	Weight
1.	<b>Ability to provide the full system according to specifications:</b>	
	- X-ray Source	<b>20</b>
	- Imaging Area	<b>10</b>
	- Computer user interface	<b>5</b>
	- Software	<b>5</b>
	- Image formats	<b>5</b>
	- Interoperability – The system must be able to interface with related products and systems to allow for information exchange	<b>5</b>
2.	Evidence of products having been/being used by Natural History Institutions	<b>15</b>
	Installation experience	
	- More than 5 years = <b>10</b>	
	- More than 3 years = <b>5</b>	
3.	- Less than 3 years = <b>2</b>	<b>10</b>
4.	Ability to provide maintenance, call-out support and warranties	<b>15</b>

5.	Ability to provide training programmes /workshops/demonstrations and skills transfer	<b>10</b>
<b>TOTAL WEIGHTING</b>		<b>100</b>

## 6.2 Awarding of preference points

Only qualifying proposals will be evaluated for preference points in terms of the preference point system described in Preferential Procurement Regulations of 2017, after meeting the minimum stipulated threshold for functionality criteria, as follows:

Preference Point Criteria		Points Allocation
1.	Price	80
2.	Broad-Based Black Economic Empowerment (B-BBEE)	20
<b>TOTAL POINTS</b>		<b>100</b>

### 6.2.1 Price

Price is an important factor as it ensures optimum value for money and total cost to Iziko and should take into account all required elements of the Digital X-ray Inspection System.

A cost schedule detailing the full cost breakdown, installation costs including VAT, any disbursements and escalations (if applicable) etc. for the Digital X-ray Inspection System is conducted.

### 6.2.2 B-BBEE

A B-BBEE Preference claim form (SBD 6.1) must be included in all bids submitted. This form serves as a claim form for preference points for Broad Based Black Economic Empowerment (B-BBEE) status level of contribution.

## 7. VALIDITY PERIOD OF PROPOSAL

The proposal shall be valid for a minimum period of three (3) months calculated from the bid closing date.

## 8. FORMAL CONTRACT

- The proposal and appended documentation read together form the basis for an agreement to be negotiated and concluded in a formal contract between Iziko and the preferred service provider.
- A mere offer and acceptance shall not constitute a formal contract of any nature for any purpose between Iziko and the preferred service provider.

## 9. REASONS FOR DISQUALIFICATION

Service providers will be disqualified on the following grounds:

- a proposal submitted after the deadline will automatically be disqualified.
- a service provider submits information that is fraudulent, factually untrue or inaccurate;
- a service provider is not tax compliant

Iziko reserves the right to disqualify any service providers on the following grounds, and any such disqualification may take place without prior notice:

- A service provider submits incomplete documentation and/or information as per the requirements stipulated in this brief;
- A proposal does not meet the required minimum stipulated threshold points.

## 10. GENERAL PRINCIPLES

The evaluation process is based on the following principles:

- Iziko will apply the 80/20 preferential points system.
- Iziko applies the provisions of the Preferential Procurement Policy Framework Act, Act No. 5 of 2000), the Preferential Procurement Regulation of 2017, the Public Finance Management Act (PFMA) and the Framework for Supply Chain Management.
- The lowest or only quotation received will not necessarily be accepted.
- Iziko reserves the right to accept or reject any quotation in response to the request for proposal and to withdraw its decision to seek the provision of these services at any time.

**Kindly note, correspondence will be entered into only at the discretion of Iziko.**

## 11. DELIVERY APPROACH

The successful applicant shall, **on signing the agreement or receipt of purchase order**, commence with business on a date agreed to by both parties.

## 12. CLOSING DATE FOR SUBMISSIONS

Closing date and time: **23<sup>rd</sup> October 2018 at 12h00**

**WRITTEN OR TELEPHONIC QUERIES MUST BE DIRECTED TO:**

**Supply Chain Related:**  
**Ms Noluyolo Ngwilikane**  
**Supply Chain Manager**  
Direct Line: +27 (0) 21 481 3889  
Email: [nngwilikane@iziko.org.za](mailto:nngwilikane@iziko.org.za)

**Technical Issues:**  
**Dr. Wayne Florence**  
**Curator: Marine Invertebrates**  
Direct Line; +27 21 481 3919  
E-Mail: [wflorence@iziko.org.za](mailto:wflorence@iziko.org.za)

Submission to bid response must be one original document, two (2) copies and one electronic copy (memory stick) in a PDF format, all bound in a sealed envelope endorsed **R&E/X-RaySystem/09/2018**.

**The size of the envelope must be A4 and the envelope and its contents must be no thicker than 3 cm. The envelope must be clearly marked with the reference number. More than one envelope may be used and the order to be opened must be clearly marked.**

The sealed envelope must be placed in the box for tenders at the reception area at the museum located at the following address:

**Iziko Museums of South Africa,  
25 Queen Victoria Street,  
Cape Town**

**8000**

**No late submissions or submissions via facsimile or e-mail will be accepted.**

**Postal Address: Iziko Museums of South Africa  
Chief Financial Officer, Ms Ronell Pedro  
PO Box 61  
Cape Town**

**All couriered/posted tender proposals must reach Iziko by the closing date and time as specified above.**

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