



sport, arts & culture

Department:
Sport, Arts and Culture
REPUBLIC OF SOUTH AFRICA



PACoFS

PERFORMING ARTS CENTRE
OF THE FREE STATE
An agency of the Department
of Sport, Arts and Culture

TERMS OF REFERENCE

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE MECHANICAL ENGINEERING PROFESSIONAL SERVICES

RFQ/0202MECHENGPROFSER/2024

1. INTRODUCTION

The Performing Arts Centre of the Free State (PACOFs) is a schedule 3A public entity of the Department of Sports, Arts and Culture. It is a playhouse (theatre) based in Bloemfontein, Free State Province. The playhouse was established in terms of the Cultural Institutions Act of 1999.

2. PURPOSE

The purpose of the terms of reference is to appoint a qualified professional service provider to provide Mechanical/Fire Design System Engineering professional services.

3. OBJECTIVE

The objective of the assignment is to Request for Quotations (RFQ) from Professional Service Providers Mechanical/Fire Design System Engineering for maintenance of existing sprinkler, smoke and fire detection system i.e. Buildings occupied by PACOFs.

4. BACKGROUND

PACOFs was established in 1985 and it is located at 12 First Avenue Street, Westdene, Bloemfontein. The complex is the largest venue for arts performances in the province of the Free State. The theatre hosts national and provincial arts performances.

The complex has state of the art machinery and equipment which is used to deliver and support production on stage. It is important that the halls and other public areas of PACOFs are kept in a state that makes the institution appealing to the users.

It is against this background that PACOFs seeks to appoint a reputable Service Provider as required by Public Financial Management Act (PFMA) through an open and competitive process so that it can realise the benefits of the strategic sourcing which includes, amongst others:

- ❖ Reducing the cost of effort and administration
- ❖ Minimising price inconsistencies
- ❖ Reducing inadequate contract management and service delivery

This Request for Quotations (RFQ) is intended to allow the successful bidder to specify and present their skills, expertise and price for the above-mentioned services to PACOFs. Final acceptance of any quotation is not guaranteed, this being the exclusive right of PACOFs. The purpose of this RFQ is to invite quotation for the Appointment of a Mechanical/Fire Systems Design Engineer at PACOFs Bloemfontein as per the scope of work.

5. SCOPE OF WORK

The project scope entails the following Mechanical Engineering/Fire Design Engineering services:

- 5.1 The conditional assessment of the existing sprinkler, smoke and fire detection system to determine the level of compliance and effectiveness;**
- 5.2 The development of bills of quantities(B.O.Q) based on the condition assessment to quantify repair work required and cost estimate for implementation;**
- 5.3 The development of the maintenance plans i.e. Planned and unplanned maintenance, for the existing sprinkler, smoke, and fire detection system. The maintenance plans must be based on the results of the conditional assessment and to include the current value to of the existing sprinkler, smoke, and fire detection system.**

6. Work plan

The appointed Professional Service Provider (PSP) will be required to develop a work plan that addresses all the task listed below and assign timelines for conclusion of each task. These must be presented in the form of a work plan that will be reviewed by the Senior Manager Facilities and approved by the CEO. The various levels of support will in all probability be conducted concurrently and not necessarily sequentially and this must be reflected in the work plan.

6.1 Functions to be performed

The following functions will be performed by the PSP throughout the duration of the appointment:

6.6.1. Conducting Conditional Assessments

Condition Assessments must be conducted on the existing sprinkler, smoke and fire detection system that covers the buildings occupied by PACOFS. The PSP will be expected to produce the conditional assessment reports in strict accordance with the prescripts of GIAMA and the applicable PACOFS UAMP templates. These templates will be made available to the appointed PSP with the information that needs to be updated.

Upon completion of the condition assessment, the PSP shall submit the following for approval:

- Immovable assets conditional assessment reports in a pre-agreed format for the entire system (the value of the current system and the value of work required to refurbish the existing system).
- Applicable updated UAMP templates reflecting the information from the conditional assessment reports for the system.
- Detailed Bills of Quantities with cost estimates for refurbishment of the existing sprinkler, smoke, and fire detection system according to the conditional assessment.

6.6.2 Developing Maintenance Plans

The development of the individual maintenance plans, including both planned and unplanned maintenance, for sprinkler, smoke and fire detection system must be based on the results of the condition assessment. The maintenance plan should support the development vision of PACOFS. The plan will demonstrate to funding agents and other stakeholders that PACOFS' ability to effectively manage its existing and proposed new infrastructure. The plan must include the following:

- Infrastructure Facility Identification, Description, Location and User;
- Responsible Senior Manager Facilities and contact information;
- Identified maintenance needs and their estimated budget requirements according to the following different categories:

Planned Maintenance

- Preventing/Routine Maintenance, which may include but not limited to: existing sprinkler, smoke and fire detection system, routine maintenance fire hydrants
- Major Scheduled Maintenance
- Condition Based Maintenance
- Backlog Maintenance
- Statutory Maintenance and
- Periodic Maintenance

Unplanned Maintenance

- Emergency Maintenance,
- Minor Repairs, and
- Major Facility Component breakdown so as to allocate the identified maintenance need appropriately;
- Maintenance budget requirement responsibility between the national Department of Sports, Arts and Culture (DAC) and PACOFS;
- Planned date of completion of the identified maintenance need; and
- Maintenance prioritization according to agreed criteria

7. REQUIRED EXPERTISE, QUALIFICATIONS AND EXPERIENCE

A service provider bidding for this assignment should demonstrate the following:

Professionally Registered Mechanical/Fire Systems Design Engineer with ECSA and Built Environment experience in the following discipline:

- Mechanical / Fire Design System Engineering

At least one member of the PSP must be registered to practice Fire Engineering in the capacity stated below :

- National Diploma
- Registered as Professional Engineering Technologist

Company experience on similar projects with contactable references;

- Good knowledge of the PFMA
- Good knowledge of infrastructure planning and GIAMA;
- Understanding of public finance management and particularly of budgeting processes;
- Experience in infrastructure planning, budgeting, designing , managing and administration of projects and programmes, including human , technical and financial aspects of public sector projects;

Service provider must reflect the above in the form of a quotation to execute the assignment detailed in this Terms of Reference with a clear articulate approach and methodology.

8. TIMEFRAMES

The appointed PSP will be expected to attend a kick-off meeting with PACOFS soon after appointment.

Following the meeting the PSP will be expected to produce a detailed work plan reflecting all the tasks necessary to complete the assignment and the corresponding timeframes. The assignment period of the envisaged PSP will be in line with the required period to complete the implementation of the project.

The performance of the appointed PSP will be reviewed either monthly, quarterly, or annually based on the approved work plan of the PSP. Should performance be below the required standard according to the work plan, the contract may be terminated through written notification. Adequate opportunity to improve performance will be provided to the PSP through written notices of poor performance.

The PSP is to submit a close-out report in the format provided by the entity and all other developed documentation, 40 working days before the last day of the assignment.

On appointment, the PSP is to liaise with the institution to agree on the date for submission of the work-plan.

9. ACCOUNTABILITY

The PSP will be accountable to and work under the direction of the CEO in the performance of the assigned duties.

10. ASSIGNMENT COST

The PSP shall take note of the following:

PACOFS has the right to increase or decrease the scope based on its needs.

Consultancy fee must be aligned with the ECSA recommended hourly rates plus disbursements.

A detailed pricing schedule inclusive of professional fees, disbursement and VAT must be provided by the PSP as an attachment to Pricing Schedule1.

The pricing for the professional fees on this pricing schedule will count towards the pricing score during the evaluation of the bids.

Table 1 reflects the schedule to be used for pricing for this assignment with estimated hours to be dedicated for each major deliverable. The schedule is made up of the hourly-based fee estimated budget.

It must be noted however, that the hours shown in the table below are a mere estimate for the purpose of fair evaluation of the bids and not a final indication of the hours the assignment will required. The actual hours required to complete each deliverable of the assignment will be determined during the inception stage of the assignment and reflected in the work plan.

PSP must timeously inform the client in case hours required to complete the assignment are not adequately allowed for. PSP are advised not to carry out work more than hours allowed prior to approval of PACOFS.

Table 1: Pricing Schedule

Ref	Deliverable	Professional	Hours	Rate	Total
1	Conditional Assessment	Professional Engineering Technologist	112		
2	Maintenance Plan	Professional Engineering Technologist	112		
3	As-built drawings	Professional Engineering Technologist	176		
4	Bills of Quantities	Professional Engineering Technologist	112		
5	Sub-Total				
6	Disbursements (Travelling – based on SARS rates kept at 400KM per return trip)				
7	VAT 15%				
8	Total Amount				

11. BIDDING IMPLICATIONS

11.1 Bidding documents

All documents submitted in response to this request for proposals will become the property of PACOFS.

11.2 Contractual implications

After awarding the bid, this proposal together with its bid terms, conditions and specifications will constitute a binding contract between the PACOFS and the successful bidder. The successful bidder will assume total responsibility, regardless of any third party or subcontracting agreements it may enter into. **PACOFS has the right not to award the tender.**

12. QUALITY COMMITMENT

By the submission of a proposal, each bidder warrants that he/she/it is highly skilled, professional, competent and experienced in the area for which he/she/it has tendered. Any work performed by a successful bidder will be evaluated against these criteria. The bidder also warrants that the service provided will be of an acceptable standard and is unlikely to cause undue difficulties.

13. LIABILITY

The successful bidder will be expected to provide indemnity insurance as per industry norm.

The bid will be evaluated into three phases as below:

14. PHASE 1 MANDATORY REQUIREMENTS

The bidders are required to provide the following mandatory information. All the forms must be completed in full and signed off. **Failure to provide all the required documentation, except where stated otherwise, will result in immediate disqualification of the bidder.**

- | | |
|--|----------|
| 14.1 Invitation to bid (Please fill in supplier number - i.e. MAAA number) | SBD 1; |
| 14.2 Pricing schedule | SBD 3.3; |
| 14.3 Bidders Declaration | SBD 4; |
| 14.4 Preference points claim form | SBD 6.1; |

14.5 Recent Central Supplier Database (CSD) report or MAAA number should be provided;

NB. The bidder will be disqualified if the tax status on the CSD report shows non-compliant on the closing date and time of the bid.

14.6 Valid B-BBEE certificate that is SANAS accredited or Sworn Affidavit for B-BBEE Exempted Micro Enterprises.

14.7 Letter of Good Standing from the Department of Employment and Labour

All SBD forms must be in their original form and not re-typed, completed in full and be signed by an authorised person. Non-adherence to this request will lead to disqualification.

15. PHASE 2 – FUNCTIONALITY

- Bidders must, as part of their bid documents, submit supportive documentation for all technical requirements as indicated hereunder. The panel responsible for scoring the respective bids will evaluate and score all bids based on their submissions and the information provided.

A bidder that scores less than 70 points out of 100 as per categories in respect of functionality will be regarded as submitting a non-responsive proposal and will be disqualified. The bids that would have scored 70 or more for functionality will be further evaluated on the 80/20 points system where 80 points will be awarded for Pricing, and 20 points will be awarded in accordance with the preferential procurement (specific goals) requirements.

Each bidder's technical proposal will be evaluated as follows:

Description of Quality Criteria and Sub-criteria		Total
<p>Approach paper setting out the manner in which the bidder intends to satisfy the requirements established in the Scope of Work (not more than 5 pages). Attach proposed structural organogram and workplan for the implementation of the works.</p> <p>Approach paper's response to the Terms of Reference reflects: Detailed comprehensive proposal that demonstrate understanding which comprises of the following three components:</p> <ul style="list-style-type: none"> ○ Structural organogram ○ Workplan • A tenderer has submitted a detailed proposal inclusive of two components = 20 Points • A tenderer has submitted a detailed proposal inclusive of one components = 10 Points • No submission = 0 Points 	<p>Excellent = 20</p> <p>Good = 10</p> <p>Not Acceptable = 0</p>	20

<p>Qualification and experience of key staff to be involved (2 page CV)</p> <ul style="list-style-type: none"> Qualification and professional registration as per requirements (including the following) <ul style="list-style-type: none"> Mechanical/Fire Design Engineering For professional listed above the following criteria will apply: <ul style="list-style-type: none"> 10 years or more experience with a Degree/B-tech Qualification = Excellent 6 to 8 years' experience with a Degree/B-Tech = Good 3 to 5 years' experience with a Degree/B-Tech = Satisfactory 1-2 years' experience with a Degree/B-Tech = Poor 0 years' experience with a Degree/B-Tech = Not acceptable Unregistered Professionals and professionals with any qualifications less than what's stipulated will score 0 	<p>Excellent = 40</p> <p>Good = 30</p> <p>Satisfactory = 20</p> <p>Poor = 10</p> <p>Not Acceptable = 0</p>	40
<p>Company Experience on similar projects</p> <p>Number of Completed Similar Projects: Please provide appointment and signed completion letters on the Client's company letterhead as per the completed projects.</p> <ul style="list-style-type: none"> 5 or More Completed Similar Project = Excellent 3-4 Completed Similar Projects = Good 2 Completed Similar Projects = Satisfactory 1 Completed Similar Projects = Poor 0 Completed Similar Project = Not Acceptable 	<p>Excellent = 40</p> <p>Good = 30</p> <p>Satisfactory = 20</p> <p>Poor = 10</p> <p>Not Acceptable = 0</p>	40
Total		100

TERMS AND CONDITIONS

- The specific goals will be applied for this tender and service provider will be required to complete SBD 6.1 and provide the supporting documents to claim allocated points.
- PACOFS reserves the right to screen and vet shortlisted service providers before appointment.
- PACOFS reserves the right to terminate the contract in the event that there is clear evidence of a breach of the agreed specifications.

PHASE 3: PRICE AND SPECIFIC GOALS

Specific goals for the tender and points claimed are indicated per the table below. *The 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.

Before completing this form, tenderers must study the general conditions, definitions, and directives applicable in respect of the tender and preferential procurement regulations, 2022)

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

16. TAX COMPLIANCE

The bidder will be disqualified if the tax status on the CSD report shows non-compliant on the closing date and time of the bid.

In terms of National Treasury Instruction No. 4A of 2016/2017 regarding the National Central Supplier Database (CSD), all bidders must register on the CSD to provide the following information to be verified through the CSD:

- Business registration, including details of directorship and membership.
- Bank Account holder information.
- In the service of the State status.
- Tax compliance status.
- Identity number.
- Tender default and restriction status;

PACOFs reserves the right to cancel a contract with a successful bidder in the event that the bidder does not remain tax compliant for the full term of the contract.

17. TENDER DEFAULTERS AND RESTRICTED SUPPLIERS

No bid shall be awarded to a bidder whose name (or any of its members, directors, partners, or trustees) appear on the register of Tender Defaulters kept at the National Treasury or who have been placed on National Treasury's list of Restricted Suppliers. The entity reserves the right to withdraw an award, or cancel a contract concluded with a bidder should it be established, at any time, that the bidder has been blacklisted with National Treasury or any government institution.

18. SITE VIEW

Before submitting bids, the bidder(s) shall visit the site and satisfy themselves as to the nature and extent of the work to be done.

NB: Please note that proposals will only be accepted from only PSP's that have attended the site compulsory briefing.

Date: Tuesday, 13 February 2024 – Time: 11h00 - 12h00.

Venue: PACOFs, @ The Muse

19. OUT CLAUSE

PACOFs reserves the right not to appoint any service provider.

20. VALIDITY PERIOD

Bids must be valid for a period of 30 days. PACOFs reserves the right to extend the validity period should need arise.

21. SUBMISSION

21.1 Proposals must be hand delivered and placed in the bid box at PACOFs Security entrance, 12 First Avenue, CBD Bloemfontein, 9301. Contractors are required to sign and date the bid register available with security on submission of the proposal. No emailed proposals will be accepted.

21.2 Proposals received at the address indicated in the bid documents, after the closing date and time will not be accepted for consideration.

22. ENQUIRIES

22.1 For Supply Chain Management information please contact SCM unit on 051 - 4477771 ext. 2234 or via e-mail at quotation@pacofs.co.za

22.2 For all technical enquiries please contact the Senior Manager: Facilities on 051 – 447 7771 ext. 2228 or via e-mail at smfacilities@pacofs.co.za.

CLOSING DATE FOR BIDS:

Thursday, 22 February 2024

@11h00

Please note: No late submissions will be considered.