

William Humphreys
Art Gallery



an agency of the
Department of Sports, Arts and Culture

TERMS OF REFERENCE

BID NO : **WB01-2022**
BID DOCUMENTS : eTender Portal

(Bids documents will be downloaded directly from National Treasury's e-Tender Publication Portal at www.etenders.gov.za free of charge).

APPOINTMENT OF A QUALIFIED AND EXPERIENCED PROJECT MANAGEMENT COMPANY IN THE BUILT ENVIRONMENT TO PROVIDE PROJECT MANAGEMENT SERVICES FOR THE IMPLEMENTATION OF THE INFRASTRUCTURE PROGRAMMES FOR THE WILLIAM HUMPHREYS ART GALLERY (WHAG).

CLOSING DATE AND TIME OF BID:

02 June 2022 @11:00

The bids may be delivered on weekdays from 08:00 to 16:30.

COMPULSORY BRIEFING SESSION:

20 May 2022 @11:00

(Late arrivals after 11:00 will not be allowed to participate and their bids shall be declared non-responsive)

BID VALIDITY PERIOD:

WHAG requires a validity period of **90 [Ninety]** calendar days from the closing date of this Terms of Reference.

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1. INTRODUCTION

The William Humphrey' Art Gallery (WHAG) was opened in 1952 and has been a State funded institution since 1957. The mandate of the WHAG is to collect and conserve excellent works of South African art for posterity as a component of the National Estate. The building that houses this entity and its collections was built in 1952 and various upgrades, alterations and additions have been performed over the 66 years of its existence.

Currently the building is in need of comprehensive upgrading of the HVAC system which is outdated and dysfunctional. Deterioration to many other aspects of this State-owned building include major leaks from the roof structure as a result of little maintenance and an under designed water drainage system. This poses a risk of damage to the collections. This impacts severely on the core function which encompasses preservation of the priceless collections, and the achievement of the institutional strategic and service delivery objectives. The facility is also used to offer visitors and guests a cultural experience offering insights into the collective heritage of all South Africans which can be pivotal in the achievement of the national imperatives of social cohesion and nation building.

WHAG is seeking the services of a qualified and experienced project management company in the built environment for the implementation of Infrastructure Programmes for William Humphrey Art Gallery.

2. ASSIGNMENT OBJECTIVE

2.1 The assignment objective is to provide project management services for the implementation of the WHAG infrastructure programmes.

2.2 This assignment will include oversight provision over existing capital works projects and the roll out of new projects.

3. BACKGROUND

3.1 The planning, coordinating and rolling out of the capital works projects has proven to be a challenge for WHAG over the past years and has left the entity with a backlog of projects to be implemented while there are pressing capital works requirements that require planning for future implementation.

3.2 WHAG has therefore resolved to appoint a service provider who will be responsible for the project management of its infrastructure programmes.

The following WHAG facilities shall be included in the infrastructure projects to be overseen by the Project Manager.

❖ All WHAG facilities shall be listed in the below table.

FACILITY NAME	GPS COORDINATES (LATITUDE, LONGITUDE)	ADDRESS
William Humphrey's Art Gallery	28.743834°S 24.769197°E	01 Cullinan Crescent Civic Centre Kimberley 8301

4. SCOPE OF WORK

The scope of work to be undertaken by the service provider upon appointment will include the assessment of the full scope of services to be provided and the preparation of a work plan that captures all the levels of services as outlined below. The work plan will need to be approved by William Humphrey's Art Gallery to ensure that all requirements are addressed.

WHAG's infrastructure is made of heritage buildings. Consequently, compliance with section 34 (1) of the National Heritage Resources Act:25, 1999 is of absolute necessity.

The successful service provider will be required to deploy relevant **specialist service providers** as and when required. In addition to the relevant specialist the following must form part of the required team:

- Health and Safety Specialist
- Heritage Buildings Architect

The **specialist service providers** should be billed separately in line with the price proposal in paragraph 8 below based on actual hours spent by them plus disbursements.

4.1 Work Plan

The service provider will need to develop a work plan that addresses all the tasks listed below and assign timelines for conclusion of each task in the work plan.

The various levels of services will in all probability be conducted concurrently and not necessarily sequentially and this must be reflected in the work plan.

4.2 Tasks to be performed

The following tasks will be performed by the Project Manager throughout the duration of the appointment period:

4.2.1 Infrastructure Planning Function:

The Infrastructure Planning Function will include:

- ❖ Review of existing infrastructure User Asset Management Plan (UAMP) developed by WHAG and develop a new UAMP;
- ❖ Development of business plans for infrastructure projects that require funding;
- ❖ Revise the UAMP in accordance with the guidelines set out in the Government Immovable Asset Management Act 19 of 2007 (GIAMA);
- ❖ Ensure that the UAMP is approved by WHAG DIRECTOR, Chairperson of WHAG Council; and Initiate plans from design to the completion of projects through other professional service providers (as may be required from time to time).

4.2.2 Management of Infrastructure Processes

The management of procurement processes will include:

- ❖ Developing implementation / work plan for infrastructure related projects which must be approved by WHAG;
- ❖ Advise on a priority plan for infrastructure projects; and
- ❖ Assist the Bid Specification Committee (BSC) in the preparation of specifications and adverts of infrastructure related projects for the procurement of other professional service providers and contractors.

4.2.3 Project Management

The project management tasks include:

- ❖ Undertaking project oversight of projects being implemented to ensure quality assurance is institutionalized and progress is monitored and reported on;
- ❖ Applying relevant professional project management tools and practices to the implementation of the various projects;
- ❖ Certifying work done by contractors and issuing of completion certificates in support of payment of invoices submitted by professional service providers;
- ❖ Preparation of monthly and quarterly reports for submission to the Department of Arts and Culture;

- ❖ Providing advice to WHAG on infrastructure related projects; and
- ❖ Ensure compliance with applicable laws and regulations in the built environment and heritage sector.

4.2.4 Liaison with the Client (WHAG) and other stakeholders

The liaison with the client and other stakeholder's task will include:

- ❖ Receiving an induction from WHAG;
- ❖ Receiving a briefing from the Executive Management in order to kick-off the project;
- ❖ Preparing a work-plan in accordance with the full scope of work;
- ❖ Obtaining approval for the work-plan from the DIRECTOR of WHAG;
- ❖ Executing the work plan in collaboration with other officials and stakeholders and provide for regular progress meetings; and
- ❖ Closing-out the project with the client in accordance with the requirements of the contract and prepare a project close-out report.

4.3 Qualifications and experience

The service provider applying for this role must possess the following qualifications and experience sets:

- ❖ Relevant qualifications in built environment and project management from a recognized tertiary institution;
- ❖ Professional registration with the relevant statutory body e.g., Engineering Council of South Africa (ECSA);
- ❖ Minimum experience in a related specialist field is critical for this position; and
- ❖ Experience in developing the UAMP will be an added advantage.

5. PROJECT EXECUTION PLAN (PEP)

- 5.1 The service provider shall prepare a detailed PEP for the assignment following the briefing meeting.
- 5.2 A separate PEP will be prepared for each assignment and shall be submitted to the institution immediately after the briefing meeting.
- 5.3 The PEP must contain the scope of work for the assignment; the information regarding the programme as stated; and an exposition of how the service provider understands the requirements of the assignment and envisages the execution of the professional work.

- 5.4 After written approval from the Director the PEP will form the basis for the management and remuneration of the assignment. The cost breakdown in the PEP shall not be exceeded.

6. TIMEFRAMES

- 6.1 The service provider will be required for a 3-year period commencing on the date of signing of the Service Level Agreement (SLA) by both parties.
- 6.2 On appointment, the service provider will liaise with the client to agree on the date for submission of the work-plan.
- 6.3 Performance will be reviewed on a monthly, quarterly and annual basis.
- 6.4 Should performance be below the required standard according to the work plan, or should project funds not be available, the contract may be terminated through written notification.
- 6.5 Adequate opportunity to improve performance will be provided to the service provider through written notices of poor performance.
- 6.6 The service provider is to submit a close-out report in the format provided by the client 20 working days before the last day of the assignment.

7. ACCOUNTABILITY

- 7.1 The service provider will be reporting to the CFO/ or designated official in the performance of the project management duties.

8. PRICE PROPOSAL

- 8.1 Payment will be made after successful completion of clearly defined deliverables agreed upon by WHAG and the service provider.
- 8.2 A copy of a time sheet for hours worked, and proof of disbursements must be attached to the invoice.
- 8.3 It should be noted that the offer submitted will be fixed and will not be adjusted.
- 8.4 The bidder will be required to submit a PEP where milestones achieved will be identified for the purpose of invoice payment verification.

Bidders are required to provide their bidding price on the Pricing Schedule below:

PRICING SCHEDULE					
Item	Description	Unit	Quantity	Rate/Hour	Amount
A	Professional Fees	Hourly			
	- Project Manager (lead Manager)		1440 Hours	R	R
	- Health and Safety Specialist (Safety Manager)		864 Hours	R	R
	- Heritage Architect/Specialist		576 Hours	R	R
	- TOTAL AMOUNT FOR A				
B	Disbursements	%	Percentage of A		
Sub-Total					
Vat					
Grand Total (A + B)					

+ Rate must be all inclusive of the service provider needs to perform their duties

Disbursements should be **limited to 10 % of the professional fee amount (i.e. maximum)** and it includes travelling, accommodation, parking, food and non-alcoholic beverages. Proof of disbursement claims must be attached to the invoice as evidence for the discretion of the institution on whether to pay or not.

9. EVALUATION PROCESS

- 9.1 The 80:20 preference point system in terms of the Preferential Procurement Regulations of 2017 shall apply. The lowest acceptable bid will score 80 points for price and remaining 20 points for B-BBEE status level of contribution.
- 9.2 Prospective bidders will have to score at least **75%** out of 100 points allocated for functionality before one's proposal can be considered for pricing and B-BBEE status level of contribution.

9.3 With regards to functionality the following criteria will be applicable and the maximum weight of each criterion is indicated.

9.4 For purposes of comparison and in order to ensure meaningful evaluation, bidders are requested to furnish detailed information in substantiation of compliance to the evaluation criteria mentioned above.

9.5 EVALUATION CRITERIA

9.5.1 Calculation of Functionality Points:

The Functional criterion that will be utilized to test the capability of service providers was set as follows:

Functionality will be evaluated against the following detailed requirements:

All Bidders who score **LESS than 75%** on functionality will not be considered for further evaluation on Price and BEE.

- a. The evaluation for Price and BEE shall be based on the 80:20 PPPFA Principle and the points for evaluation criteria are as follows:

Sub-Criteria	Description	Weightings
Service Provider's Experience	<p>Company experience: The bidder must submit a company profile accompanied by reference letters from previous clients where Project Management or related services in the built environment were rendered. All letters must be on a letter head and signed by the client. The client must be contactable and the contact details provided must include:</p> <ul style="list-style-type: none"> • Contact Person: • Designation: • Company name: • Phone Number: • e-mail address: and • Landline and mobile number: <p><u>Scoring criteria:</u></p> <p>0= No company profile and no letter submitted 10=company profile and 1 letter attached 20 = company profile and 2 letters attached 30= company profile and 3 letters attached 40 = company profile and 4 letters and above attached</p>	40%

	<p>Health and Safety Specialist (Safety Manager)</p> <ul style="list-style-type: none"> • The Safety Manager with Safety Management National Diploma as a minimum Qualification and must have at least five (5) years' experience in Built environment as a safety manager. a) Attach CV and Qualifications of the Safety Manager, The CV must clearly indicate the number of years (experience) and the role they played in rendering similar services and professional registration (SACPCMP) is a requirements (Heritage Buildings) <p><u>Scoring criteria:</u></p> <p>0 = No experience indicated, or no CV's attached</p> <p>5 = 5 years' experience in Built Environment, with National Diploma in Safety Management without Professional Registration</p> <p>10 = 5 years' experience Built Environment, with National Diploma in Safety Management plus Professional Registration</p>	10%
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Project Plan	An example of a detailed Project/ Execution Plan and Management structure that the service provider will be using in the implementation of infrastructure projects should be attached. Failure to attach a copy will lead to non-compliance and non-scoring. The Project or Execution Plan must include the following:	15%
	<ul style="list-style-type: none"> • Methodology; • Cost implications including VAT; • Management structure; and • Scope of management. <p><u>Scoring criteria:</u></p> <p>0 = No Project plan attached</p> <p>5 = Poor Project Plan</p> <p>10 = Fair Project Plan</p> <p>20 = Good Project Plan</p> <p>25 = Excellent Project Plan</p>	
Total		100%

10. BID REQUIREMENTS

10.1 The following is required of bidders and should be submitted to WHAG as part of the bid submission.

Failure to submit any of the documents listed below will result in the proposal disqualification as it will be deemed non-responsive.

10.2 Company profile.

10.3 All bidders must be registered on the National Treasury Central Supplier Database (CSD) and attach a copy of the most recent report to your tender document.

10.4 The Original Valid Tax Clearance Certificate. In terms of the PPPFA and its Regulations, the Institutions is unable to award a contract to a company whose tax affairs are not in order as determined by SARS.

10.5 A valid certified copy of B-BBEE status level certificate bearing South African National Accreditation Systems (SANAS) logo from an accredited verification agency or Sworn Affidavit. Failure to submit a valid B-BBEE certificate will result in zero preference points being awarded for B-BBEE.

10.6 Company registration documents (Proof of ownership/ shareholding certificate).

10.7 Original Certified Company Resolution or Letter of authority or Letter of appointment authorizing the signatory of the Entity to sign the contract with the William Humphrey's Art Gallery.

10.8 Certified ID copies of the project team.

10.9 Valid contact details including e-mail address.

- 10.10 CVs and professional registration certificates of all involved as per evaluation criteria.
- 10.11 Four (4) most recent references should be provided, as well as an indication of experience with similar projects.
- 10.12 Bidders are requested to provide one original copy of the bid documents and 2 copies of all documents.
- 10.13 Companies who registered for VAT should include VAT on their costing.

11. GENERAL

- 11.1.1 Bidders must deposit their documents into the tender box available at the reception by no later than 11H00am at the address below:

William Humphreys Art Gallery
Head Office
01 Cullinan Crescent
Civic Centre
Kimberley
8301

- 11.2 Please arrange the Standard Bidding Documents (SBDs) in your submission in an numerical order.
- 11.3 All bidders are required to complete a bid register when submitting bid documents. Bid register is available at the above-mentioned address.
- 11.4 Bid documents received after the closing date and time will not be considered.
- 11.5 All correspondence to bidders will be communicated in writing.

12. COMPULSORY BRIEFING SESSION

Date : 20 May 2022

Time : 11:00 am (Bidders arriving 30 minutes late will not be allowed into the briefing session.)

Venue : William Humphreys Art Gallery, Civic Centre, Kimberley, 8301.

13. ENQUIRIES

Enquiries may be directed to the following persons:

FOR BID ADMINISTRATION & SERVICE PROVIDER SPECIFICATIONS
Mr.: Tumelo Semosa
Tel: 053 831 1724/5
Email: tumelo@whag.co.za
<i>Technical Enquiries:</i>
Ms. Martha Ramafalo
Tel: 053 831 1724/5
Email: cfo@whag.co.za

