

**REQUEST FOR PROPOSAL – SUPPLY AND DELIVERY OF A MOBILE BUS
 (VEHICLE) AND CONVERSIONS**

SUMMARY OF TENDER

Tender Reference Number	EDU/VEHICLE_BUS/10/2021
Description of tender:	IZIKO MUSEUMS OF SOUTH AFRICA (IZIKO) INVITES SUITABLE SUPPLIERS TO SUBMIT A PROPOSAL TO SUPPLY AND DELIVER A CUSTOMISED VEHICLE AND TRAILER TO BE USED AS A MOBILE MUSEUM DURING OUTREACH PROGRAMMES
Name of the responsible unit/department	Supply Chain Department
Address for submitting bid proposals	Iziko Museums of South Africa 25 Queen Victoria Street Cape Town 8001
Telephone Number	Noluyolo Ngwilikane (SCM) 021 481 3889
Email Address: Supply Chain Management Department	nngwilikane@iziko.org.za & ndonson@iziko.org.za
Attention	Ronell Pedro (CFO)
Closing date and time for submission	30 November 2021, 12:00
Non - compulsory briefing session date and time	12 November 2021 at 11:00 – 12:00 Iziko Museums of South Africa 25 Queen Victoria Street Cape Town 8000
Tender box dimensions	(h) 90mm x (l) 400mm x (w) 900mm
Tender Submission Time	During office hours, Monday to Friday 09h30 to 15h30 Bidders are requested to deposit bids into the tender box during office hours and to sign the tender register. Bids handed to the Iziko's security or personnel will be disqualified.
Bidders to submit an original document plus two (2) copies of the original document, of which one must be in softcopy (memory stick)	

1. Background

Iziko Museums of South Africa (Iziko) is a schedule 3A public entity and non-profit organisation, subsidised by the National Department of Sport, Arts & Culture (DSAC), bringing together 11 national museums of the Western Cape under a single governance and leadership structure. Iziko was established in terms of the Cultural Institutions Act, 1998 (Act No. 119 of 1998) and must comply with the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA) and its concomitant Regulations.

2. Overview

Iziko hereby invites proposals for the provision of a vehicle and trailer, to be used as a Mobile Museum, at a competitive price. The Iziko Mobile Museum is an ongoing outreach project, and the vehicle will be used to transport museum educators with educational materials and museum artefacts to schools and communities that are unable to visit the Iziko Museum sites. The Mobile Museum is a customized vehicle with interactive modules that complement the natural sciences and social sciences learning areas of the National Curriculum Statement for grade 4-9. During outreach programmes, the public can visit the Mobile Museum and learn about our country's social and natural heritage. The vehicle will travel short and long distances in urban areas as well as in rural areas.

A new addition to the current Mobile Museum will be a Mobile Planetarium. The Mobile Planetarium will be housed and transported in a trailer hooked to the Mobile Museum.

3. Specifications for the Mobile Bus and Trailer

The current Mobile Museum vehicle is a 2001 Mercedes-Benz Sprinter 413 CDI Panel Van 129hp, generation 903 Phase II (2000 - 2006).

The following specifications are based on the current Mobile Museum bus and are indicative. Customisation will be required if the required specifications are not standard to the proposed vehicles.

No	3.1. Mobile Bus (Panel Bus) Specifications (based on current Mobile Museum vehicle in use):	Indicate vehicle's compliance (Yes/No)	Offered Specifications
3.1.1.	Automatic gearbox transmission.		
3.1.2.	Vehicle Colour: Jet Black or factory standards black.		
3.1.3.	Airbags for safety reasons. (optional)		
3.1.4.	Fitted protection frame or roll bar for safety purposes.		
3.1.5.	The front rows must have 3 seats - one driver and two passenger seats.		
3.1.6.	A rear-view camera with interior mirror display (optional)		
3.1.7.	A car radio		
3.1.8.	Air-conditioning		
	Major Dimensions:		
3.1.9.	The minimum vehicle length must be 7m.		
3.1.10.	The minimum vehicle height must be 2,5 m.		
3.1.11.	The minimum load compartment length must be 4,5m.		
3.1.12.	The minimum load compartment width must be 1,5m.		
3.1.13.	The minimum load compartment height must be 2m		
3.1.14.	The minimum load compartment volume must be 15m ³ .		
3.1.15.	The minimum load compartment area must be 7m ² .		
3.2.	Panel Van Conversion Specifications (unless standard to the vehicle):	Indicate vehicle's compliance (Yes/No)	Offered Specifications
3.2.1.	A second row of seats must be fitted which must consist of a row of 4 seats and fitted according to SABS requirements.		
3.2.2.	A side -step to enter and exit the vehicle must be fitted, if not standard to the vehicle.		
3.2.3.	Wooden flooring with rubber cover must be fitted.		
3.2.4.	Side panel cladding including the door panels (x3) must be completed inside the panel van.		

3.2.5.	The ceiling must be covered in carpet, or similar material.		
3.2.6.	The vehicle must be fitted with a quality towbar for the towing of the trailer.		
3.2.7.	The service provider must transfer the current Mobile Museum's metal frames and boxes used for storage to the new vehicle.		
3.3.	Trailer Specifications: The trailer will be used for the transport of the Mobile Planetarium, exhibition objects and educational resources	Indicate vehicle's compliance (Yes/N)	Offer Specified
3.3.1.	The requirement is a double axle trailer		
3.3.2.	The trailer must be sprayed black and be identical to the colour of the vehicle.		
3.3.3.	The roof height must allow for full height standing room.		
3.3.4.	The body must consist of galvanised, corrosion resistant steel, prime coated and quality paint applied.		
3.3.5.	The trailer should have run-in brakes.		
3.3.6.	Two adjustable support legs on trailer rear corners for stabilizing on uneven ground		
3.3.7.	Retractable access step for easy entry through a lockable rear door		
3.3.8.	The trailer must have one spare wheel.		
3.3.9.	Pad-lockable spare mounted wheel bracket		
3.3.10.	Two pad-lockable general-purpose enclosures mounted ahead of the mudguards.		
3.3.11.	Floor covered with nonslip floor covering		
3.3.12.	Roof height allows for full height standing room.		
3.3.13.	The minimum length of the body must be between 2,5 m		
3.3.14.	The width on the inside must be between 1,5m		

4. Requirements

Bidders must comply with Iziko's Supply Chain Management policies and procedures by submitting the following documents in the order that the documents are listed in the table below.

The bidding requirements and stages are summarised in the table below:

Stage 1 - Pre-Qualification Criteria	Stage 2 - Functionality Criteria	Stage 3 - Price and B-BBEE Evaluation
<p>Bidders must submit all documents as outlined in Table 1 Compliance Documents below</p> <p>Note: Failure to supply any of the compliance documents stipulated below may lead to disqualification</p>	<p>Bidders are required to achieve a minimum 70% on functionality criteria to proceed to stage 3 (price and B-BBEE)</p> <p>Refer Table 2 – Required documents to be enable functionality scoring</p>	<p>Bidders that meet the minimum threshold for functionality will be evaluated for preference point scoring as follows, refer Table 3:</p> <p>Price – 80 points B-BBEE – 20 points</p> <p>Note: Price is an important factor as it ensures optimum value for money and total cost to Iziko and should consider all goods to be delivered, refer to Appendix A</p>

4.1 Stage 1 - Pre-Qualification

Note: Failure to supply any of the compliance documents stipulated below may lead to disqualification

Table 1

Compliance Documents:	
	Central Supplier Database Report – with supplier number and company details (www.csd.gov.za) and Tax Status Verification Pin together with tax registration number
	Detailed pricing structure, refer to Appendix A – Pricing Schedule inclusive of VAT
	A Valid B-BBEE Certificate or Sworn Affidavit to determine the bidder's status level. Where there will be sub-contracting, the rules must be applied
	Completed Bid Specifications - In paragraph 3
	SBD 1 - Invitation to Bid
	SBD 3.1 - Pricing Schedule (Firm Prices)
	SBD 4 - Declaration of Interest
	SBD 6.1 - Preference Points Claim Form
	SBD 7.1 Contract Form (Purchase of Goods)
	SBD 8 - Declaration of bidder's past Supply Chain Management Practices
	SBD 9 - Certificate of Independent Bid Determination

4.2 Stage 2 – Functionality Criteria and Presentation

Bidders are expected to have the requisite qualifications, experience, and accreditations to provide the required services.

The documents required below in Table 2 will be used for functionality evaluation, bidders are requested to furnish the detailed information to substantiate compliance to each of the evaluation criteria in **paragraph 5**

Table 2

Required Documents for Functionality	
1	A company profile, proven track record and details of experience in internal auditing services.
2	Authorised dealership certification
3	Authorised/Approved body builder certification
4	Two reference letters of similar work done: <ul style="list-style-type: none"> - Vehicle body building/conversions - Sale of vehicles

5. Functionality Criteria

The following functionality criteria which have been divided into two phases will be used for evaluating all proposals, where proposals must score a combined overall minimum of 70% (70 points) for functionality to qualify for preference point scoring.

VALUES: 0 – Non-Submission; 1- Poor; 2 – Average; 3 – Good; 4 – Very Good; 5 - Excellent

Functionality Criteria (70 points)		Points Allocation	Value
1.	For this proposal the bidders will need to provide details of previous experience and expertise of providing similar services. A list of two (2) contactable references of similar sales: <ul style="list-style-type: none"> • Name of the client • Contact Telephone Numbers • Dates when work was performed 	20	
2.	An original or certified copy of registration as authorized dealer to be submitted with the tender documents. In the case of financial institutions, an original or certified copy of a registration certificate from the Financial Services Board to be submitted with the tender documents.	50	
3.	A certification as an authorised/approved manufacture' body builder	30	
Sub Total		100	
Minimum Stipulated Threshold to be met		70 points (70%)	

A proposal that scores less than 70% (350 out of 500) for functionality will be regarded as submitting a non-responsive bid and will be disqualified. All bidders that score 70% (350) and more for functionality will be eligible for further evaluation.

6. Stage 3 - Price and B-BBEE Evaluation

Proposals that meet the minimum stipulated threshold for functionality criteria (including presentations) will be evaluated based on the 80/20 preference point system, stipulated in the Preferential Procurement Regulations of 2017. The points for this bid are allocated as follows:

Table 3

Preference Point System		
	Description	Points Allocated
1.	Price	80 Points
2.	B-BBEE	20 Points

6.1 Price

Price is an important factor as it ensures optimum value for money and total cost to Iziko and should consider all goods to be delivered, refer to **Appendix A**

Price quoted must be valid for a minimum of 90 days after the tender closure date.

6.2 B-BBEE

B-BBEE Preference claim form (SBD 6.1) must form part of 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.

In an event a bidder will be sub-contracting more than 25% of the value of the contract to any other enterprise, the sub-contracting rules will apply, and bidders must submit all relevant BEE certificates.

FAILURE TO SUBMIT A VALID BEE CERTIFICATE/SWORN AFFIDVIT WILL RESULT IN NO PREFERENCE POINTS BEING AWARDED.

7. 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 bidders.
- A mere offer and acceptance shall not constitute a formal contract of any nature for any purpose between Iziko and the preferred Service Provider.

8. Reasons for disqualification

Iziko reserves the right to disqualify any submission in the event of any one or more of the following:

- A Bidder submits a proposal late.
- A Bidder submits a proposal via fax or e-mail.
- A Bidder does not submit mandatory documents.
- A Bidder submits incomplete documentation and/or information as per the requirements.
- A Bidder submits information that is fraudulent, factually untrue, or inaccurate.
- A proposal not meeting the required minimum stipulated threshold points.

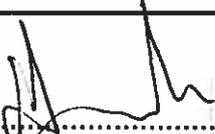
Any such disqualification may take place without prior notice to the Bidder.

9. General Principles

- Iziko will apply the 80/20 preferential points system.
- Iziko applies the provisions of the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000) and the Regulation of 2017, the Public Finance Management Act, 1999 (Act No. 1 of 1999) and the Iziko 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.
- There will be no discussion with any bidder until the evaluation of the submissions has been completed. Any subsequent discussions shall be at the discretion of Iziko.

10. Delivery Approach

The successful applicant shall, on signing the agreement, commence with business on a date agreed to by both parties.

Signature:  Date: 27/10/2021

Mr. Hylton Arnolds
Director: Education

Signature:  Date: 27/10/2021

Ms. Ronell Pedro
Chief Financial Officer

Signature:  Date: 27/10/2021

Ms Rooksana Omar
Chief Executive Officer

Appendix A:

Detailed Pricing Schedule

Make, Model and Year (Bidders Offering - Colour <u>must be Jet Black</u>)	Make, Model and Year	Cost (R)
<i>Panel Van</i>		
<i>Trailer</i>		
<i>License and Registration</i>	Not Applicable	
<i>Delivery Costs (Only if Applicable)</i>		
<i>Service Plan (5 years)</i>		
<i>Maintenance Plan (5 years)</i>		
<i>Conversions</i>		
Other: Specify		
VAT - 15%		
Total Costs		R