



An agency of the
Department of Sport, Arts and Culture

TENDER NO: RIM02/01-HER-2025/26

**SUBJECT: APPOINTMENT OF THE SERVICE PROVIDER FOR THE PRODUCTION AND INSTALLATION OF
THE ROBBEN ISLAND EX-POLITICAL PRISONERS' MEMORIAL WALL**

CLOSING DATE AND TIME OF BID: 19 August 2025 at 11H00

COMPULSORY BRIEFING SESSION AND SITE VISIT

DATE: 15 August 2025

TIME: 09h00-12h00

**VENUE: Robben Island Museum,
Nelson Mandela Gateway
Waterfront, Cape Town**

BID VALIDITY PERIOD: 90 DAYS

Enquiries : RIM SCM Office

Tel : 021 413 4200

Reference : RIM02-01-HER-
2025/26

SUBJECT: **APPOINTMENT OF THE SERVICE PROVIDER FOR THE PRODUCTION AND INSTALLATION OF THE
ROBBEN ISLAND EX-POLITICAL PRISONERS' MEMORIAL WALL**

REQUIRED BY: ROBBEN ISLAND MUSEUM (RIM) ENTITY

1. Kindly furnish the Entity with a bid for the services shown on the attached forms.
2. The General Conditions of Contract (GCC), Terms of Reference, as well as the SBD1, SBD 3.1, SBD 4, and SBD 6.1 forms are attached for completion. These Forms must be returned with your bid.
3. Bid documents must be submitted in an envelope stipulating the following information: Name and Address of the Bidder

Bid Number and Closing

Date of the Bid.

Interested parties are requested to provide one original hard copy and one electronic copy (submitted in a USB) of the original documents.

4. Bidders should deposit their bid documents into the tender box available on the ground floor Reception at the following address:
Nelson Mandela Gateway, Waterfront, Cape Town
5. **Compulsory briefing session on the following:**

Date and Time: - 15 August 2025 at 09h00-12:00

6. The tender's closing date is **19 August 2025 at 11:00 am.**

PART A INVITATION TO BID

BID NUMBER:	RIM02-01-HER-2025/26	CLOSING DATE:	19 August 2025	CLOSING TIME:	11.00 AM
DESCRIPTION	APPOINTMENT OF THE SERVICE PROVIDER FOR THE PRODUCTION AND INSTALLATION OF THE ROBBEN ISLAND EX-POLITICAL PRISONERS' MEMORIAL WALL				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
ROBBEN ISLAND MUSEUM (RIM) ENTITY					
NELSON MANDELA GATEWAY					
CAPE TOWN					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	SCM		CONTACT PERSON	SIYANDA PAPU	
TELEPHONE NUMBER			TELEPHONE NUMBER	021 413 4200	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS			E-MAIL ADDRESS	siyandap@robben-island.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] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
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, 2022, 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:

1. PRICING SCHEDULE – FIRM PRICES (PURCHASES)

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder..... Bid number:

Closing Time 11:00

Closing date.....

OFFER TO BE VALID FOR...90.....DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
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R

- Required by:

- At:

.....

- Brand and model, if applicable
.....

- Country of origin

- Does the offer comply with the specification(s)? *YES/NO

- If not to specification, indicate deviation(s)
- Period required for delivery
*Delivery: Firm/not firm
- Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable

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

- 2.2 Do you, or any person connected with the bidder, have a relationship

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.

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 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.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

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.

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.

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:

$$\begin{array}{ccc}
 80/20 & \text{or} & 90/10 \\
 \\
 Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) & \text{or} & Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)
 \end{array}$$

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:

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ \\ Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) & \text{or} & Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \end{array}$$

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 (Specific goals 20 points)	Achievement Level	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)
Black Ownership	100% black ownership	10	
Women Owned	100% women ownership	10	

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 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:

12.4 The bid price must be the Grand Total price.

12.5 Price must include all applicable taxes and VAT and must be indicated in ZAR. Price must also include all costs as there will be no additional costs entertained.

13. COMPULSORY BRIEFING SESSION: 15 AUGUST 2025 AT 11:00

Bidders interested in doing a site visit will be allowed on the above-mentioned date and only 1 representative per company. Please send your company representative's name and surname for booking purposes before 12 August 2025 at 16:00 to siyandap[@robben-island.org.za](mailto:siyandap@robben-island.org.za)

After the site inspection, companies are welcome to send their questions and enquiries before 17 August 2025.

14. CLOSING DATE: 19 AUGUST 2025

15. CONTACT PERSON FOR ENQUIRIES: email: siyandap[@robben-island.org.za](mailto:siyandap@robben-island.org.za) or telephone number: 021 413 4200

16. SUBMISSION:

DEPOSITED IN THE BID BOX SITUATED: Robben Island Museum, Nelson Mandela Gateway, Tender Box, situated next to Information Centre, V & A Waterfront, Cape Town.

TERMS OF REFERENCE

SUBJECT: APPOINTMENT OF THE SERVICE PROVIDER FOR THE PRODUCTION AND INSTALLATION OF THE ROBBEN ISLAND EX-POLITICAL PRISONERS' MEMORIAL WALL.

1. INTRODUCTION

Robben Island Museum (RIM) seeks to appoint a service provider to produce and install a black Rustenburg granite-cladded memorial wall, in honour of more than 2700 ex-political prisoners who were incarcerated at the Robben Island prison, Cape Town. The association of ex-political prisoners (AEPP) approached the Department of Sport, Arts and Culture with the request for help to arrange a reunion event for more than 350 ex-political prisoners of Robben Island. Part of the request was that the names of all political prisoners should be inscribed on the wall. Subsequently, DSAC requested RIM to carry out the organisation of the event. A Project Steering Committee comprising the AEPP representatives, DSAC, and the Robben Island Museum (RIM) identified the Marais Harbour wall as suitable for this purpose.

2. PURPOSE AND SCOPE

- 2.1 The purpose of this document is to outline the scope of the project and its deliverables. It defines roles and responsibilities and what is expected from the service provider while carrying out and the delivery of the outcomes of the project.
- 2.2 The overall venture will be implemented in accord by the Department of Sport, Arts and Culture in collaboration with AEPP, RIM and South African Heritage Resources Agency (SAHRA) as Robben Island is a National Heritage Site as declared in terms of the National Heritage Resource Act, No 25 of 1999 and a World Heritage Site in terms of the World Heritage Convention Act of 49, 1999. This will be DSAC's heritage legacy project and will draw from the expertise of all key project stakeholders who serve in the Project Steering Committee (PSC).

3. BACKGROUND

- 3.1 AEPP is an association that represents all the ex-political prisoners who were convicted and sent to Robben Island. The AEPP is not affiliated with or representing any political organisation. It serves all ex-political prisoners as far as Namibia.

Robben Island is in Table Bay, 6.9 km west of the coast of Bloubergstrand, north of Cape Town, South Africa. It takes its name from the Dutch word for seals (robber), hence the Dutch/Afrikaans name Robbeneiland, which translates to Seal(s) Island.

Robben Island is roughly oval, 3.3 kilometres long north–south, and 1.9 km wide, with an area of 5.08 km². It is flat and only a few metres above sea level, because of an ancient erosion event. It was fortified and used as a prison from the late-seventeenth century until 1996, after the end of apartheid.

During the late 20th century, it was used to imprison political prisoners who opposed the postwar apartheid state. Political activist and lawyer Nelson Mandela was imprisoned on the island for 18 of the 27 years of his imprisonment before the fall of apartheid and the introduction of full, multi-racial democracy in South Africa. He was later awarded the Nobel Peace Prize and was elected in 1994 as President of South Africa, becoming the country's first black president. He served one term from 1994 to 1999.

Two other former inmates of Robben Island, in addition to Mandela, have been elected to the presidency since the late 1990s: Kgalema Motlanthe (2008–2009) and Jacob Zuma (2009–2018). Other former prisoners have held a variety of political positions in the democracy.

Robben Island is a South African National Heritage Site as well as a UNESCO World Heritage Site.

As a National Heritage Site in terms of the National Heritage Resources Act, No. 25 of 1999, Robben Island is expected to submit an application for any development taking place on the island to SAHRA before the commencement of work.

4. LOCATION OF THE EX-POLITICAL PRISONERS' MEMORIAL WALL

This granite memorial wall will be installed on the face of the current wall that is on Murray Harbour. Murray Harbour is the first place that welcomes visitors when they land on the island from the boat. It is an expansive 60m long and 3.6m high that can accommodate a large number of ex-political prisoners' details, such as name, surname, prison number, and period of imprisonment, without compromising the inscription font size.

5. SCOPE AND EXTENT OF THE TENDER / TASK DIRECTIVE

Robben Island Museum requires the services of a duly experienced and knowledgeable service provider in undertaking the following tasks:

To confirm that the bidders have read and understood the task description, they should indicate as such in the relevant column below:

No	Task	Noted
5.1	The successful bidder is expected to produce and install a memorial wall that will showcase the names, surnames, prison numbers, and incarceration period of 2717 ex-political prisoners of Robben Island. There should be spaces prepared and reserved for additional names should there be a need.	
5.2	The service provider must clad the identified wall with a black polished Rustenburg granite plaque. The plaques must be interspaced at 500mm apart. The plaques with names must be 650mm wide and 1200mm long. In addition, there must be a main plaque inscribed with a well-researched, summarised inscription of between 150 and 300 words, detailing what the names on the wall mean and the details about the wall unveiling. The inscription must be written in more than one language, considering appropriate languages spoken in the local area (likely Xhosa, English, and Afrikaans). The inscribed plaque will be placed on the prepared concrete ground.	

5.3	The production process must include, but not be limited to, design development informed by extensive research; cladding; inscription; and installation.	
5.4	The service provider must obtain approval from Robbe Island Museum for the design and, before commencement of each of the next stage of the project.	
5.5	The colour of the wall will be black with white font of Arial or Arial Nova style, more than 15" in size. The Service provider should do a sample of the font size and type on small granite plate (30cm long), inscribing two different sizes on the backs of the sample. This will allow the RIM and Steering Committee for EPP reunion to have a look before any inscription is done.	
5.6	<p>All bid documents must be accompanied by the following:</p> <p>5.6.1 Graphic Rendition a Site Model:</p> <p>Bidders will be required to submit a graphic interpretation of a Site Model with a black Rustenburg granite wall. The graphic rendition site model should be detailed studies, rendering of the surroundings of the wall using either, (i) pencils, charcoals, micron pen, graphite sticks or powder or any other acceptable drawing medium; (ii) computerized three dimensional (3D) versions showing front, back, side and aerial elevations with a synopsis explaining the concept; and/or (iii) a combination of the above and where necessary, supportive labelling, notes and/or written explanations.</p> <p>5.6.2 A summarised inscription that will go onto the plaque.</p> <ul style="list-style-type: none"> • Failure to submit a site model will result in your bid being disqualified. 	
5.7	The planning document must indicate the cost and timeframes for logistics for installation, crane requirements, transportation, and assembling of the granite wall and plaque on site.	
5.8	The service provider must conduct all the site clearance processes, which include, but not limited to, a Heritage Impact Assessment, Environmental Impact Assessment, geotechnical assessment against mass and wind resistance on the memorial wall and provide the Department with the approvals. The Service Provider must provide proof of engagement with SAHRA.	

5.9	The service provider must provide the Department with engineering certification of the installed memorial wall and plaque.	
5.10	With the guidance of the structural and electrical engineers, the service provider must oversee the incorporation of lighting for night visibility.	
5.11	The service provider must provide RIM with all the memorial wall and plaque certificates, including but not limited to the certificates of completion of production and installation.	
5.12	The service provider must submit invoices accompanied by periodic reports of work completed, incorporating photos, job opportunities created with details of people employed by the project. Details of employed people must include names, ID numbers, gender, age, and area of work (skills transferred or developed), physical addresses, and contacts. The report must include the number of persons with disabilities who have been employed on the project.	
5.13	The service provider will be required to present the work in progress to the Steering Committee to incorporate inputs.	
5.14	The service provider must make provisions for attending steering committee meetings to be held at least once per week, led by the Department.	
5.15	The Robben Island Museum, in collaboration with the steering committee, will approve a memorial wall and plaque design before final production in granite is completed.	
5.16	The service provider will be required to make provision and prepare for:	
	5.16.1 Steering committee meetings scheduled to be held once per week;	
	5.16.2 Site visits and inspection;	
	5.16.3 Clearing of the site before installation of the memorial wall and plaque;	
	5.16.4 Limit site public accessibility during the installation process, liaising with the RIM authorities;	

	<p>NOTE:</p> <ul style="list-style-type: none"> ▪ Total contract award must include all services, necessary approvals, material, production, and installation of the memorial wall and plaque. 	
5.17	<p>The service provider will be working with the following key stakeholders:</p> <p>5.17.1 National Department of Sport, Arts and Culture.</p> <p>5.17.2 Robben Island Museum.</p> <p>5.17.3 Department of Forestry, Fisheries, and Environment.</p> <p>5.17.4 Association of Ex-Political Prisoners.</p> <p>5.17.5 South African Heritage Resources Agency.</p> <p>5.17.6 Other key stakeholders, such as the researchers.</p>	

6. EVALUATION STAGES

6.1 The bid evaluation process consists of several stages that are applicable as defined in the table below:

Stage	Description	Applicable for this bid
Stage 1	The Supply Chain Management compliance with bid requirements.	Yes
Stage 2	Functionality requirement evaluation.	Yes
Stage 3	Price and points awarded for specific goals	Yes

6.1.1 Stage 1:

Verification of service provider (s) compliance with bid requirements and the initial screening process.

6.1.2. Stage 2:

The Technical proposal will be evaluated out of 100 points with a threshold of 70 points. Bidders that score less than a minimum of 70 points will be disqualified. Bidders must score a minimum of 70 points or more to qualify for further evaluation on price and specific goals.

6.1.3. Stage 3:

Bids will then be evaluated in accordance with the prescripts of the Preferential Procurement Policy Framework Act (PPPFA) and the associated Preferential Procurement Regulations of 2022, which stipulate an 80/20 preference point system is applicable up to a rand value of R50 million (all applicable taxes included).

- The following criteria will be used as the criteria for appointment, apart from those laid down in the Preferential Procurement Regulations, 2022, pertaining to the Preferential Procurement Policy Framework Act 5 of 2000.
- Tenderers are required to submit a valid B-BEEE certificate or an affidavit together with their tenders to substantiate their specific goals rating claims. Failure to submit a valid B-BBEE certificate will result in zero preference points being awarded for specific goals. B-BBEE certificates or sworn affidavits must be valid at the time of the closing of the tender.
- Tenderers are required to submit a B-BEEE status level verification certificate issued by the following agencies:
 - Tenderers other than EMEs – Verification agencies accredited by SANAS
 - Tenderers who qualify as EMEs – Sworn affidavit signed by the EME representative and attested by a Commissioner of oaths and/or B-BBEE certificate issued by the companies and the Intellectual Property Commission.

7. EVALUATION PROCESS

- 7.1 The 80/20 preference point system in terms of the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000) shall apply. The lowest acceptable bid will score 80 points for price, and 20 points will be awarded for specific goals as stipulated on SBD 6.1 of this bid.
- 7.2 Prospective bidders will have to score at least 70 out of 100 points allocated for functionality before the company's proposal will be considered for pricing.

8. BID REQUIREMENTS

General requirements

- 8.1. The following is required of bidders and should be submitted to the Entity as part of the bid submission:
 - 8.1.1 Company profile.
 - 8.1.2 All Bidders must be registered on the National Treasury Central Supplier Database (CSD) and must attach a copy of the most recent report to the tender document.
 - 8.1.3 The tax status on CSD must be compliant, as the entity is unable to award a contract to a company whose tax affairs are not in order, as determined by SARS. A recommended bidder whose tax matters have expired or compliance status is invalid, will be notified in writing of their non-compliance status, and the bidder must be requested to submit written proof from SARS of their tax-compliant status or proof that they have arranged to meet their outstanding tax obligations within 7 working days. The bidder should thereafter provide the Entity with proof of their tax-compliant status which should be verified via CSD.
 - 8.1.4 Original Company Resolution or Letter of authority or Letter of appointment authorizing the signatory of the Entity to sign the contract with the Entity.
 - 8.1.5 Valid contact details including e-mail address.
 - 8.1.6 Certified ID copies of all Directors.
 - 8.1.7 Reference letters must be provided, as well as an indication of experience with similar projects.
 - 8.1.8 Companies that registered for VAT should include VAT on their costing.
 - 8.1.9 Any other details that may be relevant in respect of the tender evaluation criteria.

8.2 Technical Requirements

Bidders should submit a detailed proposal including:

- 8.2.1 Project Implementation Plan.
- 8.2.2 Detailed Cost Breakdown
- 8.2.3 Capacity and experience.
- 8.2.4 Number and level/ranks of team member/s to be involved in sculpturing.
- 8.2.5 CVs of all involved in sculpturing (including but not limited to qualifications, knowledge, experience, level of expertise, and/or current designation).

9. EVALUATION CRITERIA

All bids duly lodged will be evaluated by a panel first on functionality, then on price. For purposes of comparison and to ensure meaningful evaluation, bidders are requested to furnish detailed information in substantiation of compliance with each of the evaluation criteria mentioned below. The following evaluation criteria will be used to evaluate all bidders:

NO	CRITERIA	WEIGHT	TOTAL
9.1.	COMPANY'S TRACK RECORD List of similar projects successfully completed not older than 10 years (i.e., exhibition walls and, or granite wall production and installation). Tenderers have demonstrated experience in producing and installing memorial walls; and must submit a minimum of one written testimonials/referral letter for each project completed. The referral letter must be on the letter head of the client.		30
	9.1.1 Provided 3 or more References (30 Points)	30	
	9.1.2 Provided 2 References (20 points)	20	

	9.1.3 Provided 1 Reference (10points)	10	
	9.1.4 0 references (0 points)	0	
Referral letters to be attached for the number of projects completed: Completion Certificates showing Project Name, Client Name, Contact Numbers of the previous client, Client Signature, and Signature of the Consultant's representative			
9.2	PROFILES OF THE PROJECT TEAM		30
	CVs team member(s) indicating relevant qualifications and years' experience.	20 points.	
	Bidders to submit CV and qualifications of the team leader for the project		
	<u>Experience</u>		
	10 years or more experience=10 Points		
	7-9 years = 6 points		
	3-6 years = 3 Points		
	Below 3 = 0 points		
	<u>Relevant Qualifications</u>		
	Relevant qualifications=10 Points		
	Irrelevant or no qualification = 0 Points		

	9.1.3 Attach resumes of human resource displaying teamwork skills and expertise in crafting/sculpturing, capacity, and ability to produce/render required service.	10 points	
9.3	PROJECT EXECUTION PLAN Bidders should provide a detailed execution plan that shows the granite-cladded wall production stages and steps. Submit the pictures for referencing.		40
	9.3.1 Site model submitted	10	
	9.3.2 Clearly defined scope statement outlining the scope of work and how the project will be executed	10	
	9.3.2 Demonstration of production processes or phases.	10	
	9.3.3 Realistic project schedule for milestones	5	
	9.3.4 Cost breakdown per milestone provided.	5	

TABLE FOR EVALUATION 9.3.2-9.3.4					
Description	Poor	Fair	Good	Very Good	Excellent
Score	1	2	3	4	5
TOTAL					100 points

A minimum threshold of **70 points** for a bidder to proceed to the next evaluation phase

10. NOTE WELL:

- 10.1 The bidders will be required to send the site model artist impression.
- 10.2 The site model artist impression entries will be sent by post, courier, or hand-delivered to the Entity by bidders. All of which forms part of the bid to be submitted before the tender closing date and time.
- 10.4 Once the award has been made, the remaining entries can, upon request be returned to their respective owners. It must be stated that the winning entry site model remains the property of the Department of Sport, Arts and Culture.

11. LEGISLATIVE AND REGULATORY FRAMEWORK

This bid and all contracts emanating from this bid will be subject to the General Conditions of Contract issued in 2010 in accordance with of the Treasury Regulations 16A, published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999). The Special Conditions of Contract are supplementary to those of the General Conditions of Contract of 2010. Where, however, the Special Conditions of Contract are in conflict with the General Conditions of Contract, the Special Conditions of Contract takes precedence.

12. GENERAL CONDITIONS OF CONTRACT

- 12.1. The Entity may investigate possible fronting by any bidder, and any bidder found to be fronting will be disqualified and blacklisted.
- 12.2. The service provider may not recruit or shall not attempt to recruit an employee of the Entity or the Department of Sport, Arts and Culture for purposes of preparation of the bid or the duration of the execution of this contract or any part thereof.
- 12.3. All bidders are required to submit details of shareholdings status as follows: shareholder certificate with the names of directors and percentage of ownership, and ID copies.

13. CONTRACTUAL ARRANGEMENT

- 13.1. The service provider is required to enter into a Service Level Agreement with the Entity to perform all functions as set out in the project's Terms of Reference. The service provider should consider local beneficiation in executing these tasks.

14. TIME-FRAME

- 14.1. The duration will be five (5) weeks from the date of appointment. The service provider should attend a meeting at the DSAC/ RIM offices within a week of his/her appointment and should avail himself/herself for progress meetings as per the Department's request.

15. REPORTING

- 15.1. The appointed service provider may be expected to attend meetings as per the request of the Project Manager.

16. CONFIDENTIALITY

- 16.1. No information or documentation may be used for any other purpose other than providing for a tender proposal to RIM, and no copies of any document may be made, except with prior written approval from the Robben Island Museum.
- 16.2. The successful bidders and staff will be required to sign a non-disclosure agreement.

17. INTELLECTUAL PROPERTY AND OWNERSHIP

- 17.1. Ownership and copyright of all documentation developed during the period of the contract will be vested in Robben Island Museum.
- 17.2. All intellectual property rights relating to any work produced by the service provider in relation to the performance of this contract shall belong to RIM and may not be used for any other purpose by the service provider. The service provider shall give RIM all assistance in protecting such intellectual property rights. All material, in paper, electronic or any recorded format produced by the service provider in the performance of this contract shall remain the property of Robben Island Museum and must be handed over to RIM on termination of the contract.
- 17.3. The service provider undertakes not to infringe the intellectual property of third parties. Should any action or claim be instituted against RIM emanating from an infringement of intellectual property or an alleged infringement of intellectual property, the service provider hereby indemnify RIM against such claims or actions as well as all costs (including legal costs on an attorney and client scale).

18. FINANCIAL IMPLICATIONS

- 18.1. No service will be provided to RIM before an official order has been issued to the supplier or service provider.
- 18.3. Payments will be done within 30 days of receipt of an invoice with all required supporting documents as per the Service Level Agreement;
- 18.4. The service provider/s should provide a detailed cost breakdown the fixed tendered amount of the work to be undertaken.
- 18.5. The detailed cost breakdown will form part of the SLA.
- 18.6. The agreed tendered amount will not be adjusted.
- 18.7. Payments will be made by RIM after the service provider has submitted an invoice supported by all requisite documents.

19. CLIENT BASE

- 17.1. The Robben Island Museum reserves the right to contact references during the evaluation and adjudication process to obtain information.

20. COMMUNICATION

- 20.1. The Robben Island Museum may communicate with bidders for, among others, where bid clarity is sought, to obtain information or to extend the validity period.

21. PRESENTATION

- 21.1. The Robben Island Museum may request presentations and or interviews from short-listed bidders as part of the bid process.

22. SUPPLIER DUE DILIGENCE

- 22.1. The State reserves the right to conduct supplier due diligence before final award or at any time during the contract period. **Bidders must note that Robben Island Museum may conduct verification on the information submitted, and any misrepresentation will result in an automatic disqualification.**

23. CONFLICT OF INTEREST

- 23.1. The bidder or bidders group must submit a document (you may include it in your covering letter), stating whether any of its employees have any interest in Robben Island Museum or whether any of RIM's personnel have any interest in the bidders or affiliated business.

24. COMPULSORY HYBRID BRIEFING SESSION AND SITE VISIT

24.1. **A compulsory briefing session for all prospective bidders will be held as follows.**

Date: 15 August 2025

Time: 09H00 – 12H00

Address: Robben Island, Cape Town. Western Cape Province.

NB: All bidders who submit their bids without attending the compulsory hybrid briefing and site visit will be disqualified.

25. SUBMISSION OF BIDS DOCUMENTS

25.1. Bidders should deposit their documents into the tender box available on the ground floor reception area at the following address: Nelson Mandela Gateway Building, V & A Waterfront, Cape Town

Closing date: 19 August 2025 at 11h00

25.2. All bidders are required to correctly complete a compulsory bid register when submitting bid documents. The bid register is available at the above-mentioned address.

25.3. Please arrange the Standard Bidding Documents (SBDs) in your submission numerically and orderly.

25.4. Bid documents received after the closing date and time will not be considered.

25.5. Bidders are advised to ensure that bids are submitted allowing sufficient time for any unforeseen events that may delay the delivery of the bid and time to access the premises because of security arrangements when entering the department's main entrance.

25.6. **Bidders are requested to provide one original hard copy and one electronic copy (submitted in USB).**

26. COST OF BIDDING

- 26.1. The bidder shall bear all costs associated with the preparation and submission of its bid and Robben Island Museum will no case be held responsible or liable for these costs, regardless of the conduct or outcome of the tender process. The bidder will not be entitled to claim for travel and subsistence expenses. If such expenses are applicable, these charges must be included in the bid price.

27. PRICE OR FEES NEGOTIATION

- 27.1. Robben Island Museum may negotiate the price or fees with the preferred bidder/s during a competitive bidding process.

28. LATE BIDS

- 28.1. Bids are received at the address indicated above. Bids received after the closing date and time will not be accepted for consideration and will be returned unopened to the bidder. Bids documents should be submitted before 11:00 on the closing date of the tender.

29. BID AND TECHNICAL ENQUIRIES / CLARIFICATION OF TENDER DOCUMENTS

- 29.1. The Robben Island Museum will respond in email to any request for clarification of the tender documents that it receives **no later than 17 August 2025**. All enquiries related to the technical content of the Terms of Reference, as well as the bid enquires, may be directed **in writing** to the officials listed below:

For Bid Enquiries

For SCM Enquiries :

Mr Tlangelani Mabundza/Siyanda Papu: 012 413 4200/tlangelanim@robben-island.org.za/siyandap@robben-island.org.za

For Technical Enquiries:

Ms Ayanda Woji : Technical Enquiries 0214134200/0845083314
ayandaw@robben-island.org.za