



1 Cullinan Crescent • Civic Centre • Kimberley • 8301 • enquiries@whag.co.za • 053 8311724/5 • www.whag.co.za

25 March 2024

REQUEST FOR PROPOSAL (WHAG-RFP - 1/2024)

APPOINTMENT OF SERVICE PROVIDER TO DESIGN, SUPPLY AND INSTALL ENERGY EFFICIENT IRRIGATION SYSTEM

SECTION A – TECHNICAL INFORMATION

1. INTRODUCTION

The William Humphreys Art Gallery (WHAG) intends to invite proposals for the design, supply and install energy efficient irrigation system at the William Humphreys Art Gallery in Kimberley (Northern Cape Province).

2. THE OBJECTIVE OF THE FUNCTION

2.1. Background

The William Humphreys Art Gallery (WHAG) based in Northern Cape is a schedule 3 public entity (not for profit) and public benefit organisation supported by the National Department of Sport, Arts and Culture (DSAC). The William Humphreys Art Gallery provides for the aesthetic and cultural needs of the local community it serves as well as to the people of South Africa and the African continent.

WHAG was established to collect & conserve excellent South African works of art representative of all the diverse population groups and provinces of the country.

2.2. Purpose

The Gallery's current irrigation system is old and dysfunctional, running from the municipal water line. The Gallery requires energy efficient irrigation system. A specific requirement is for a simple and cost-effective method for irrigating system in full compliance with the Public Finance Management Act (PFMA) Act 1 of 1999 and related regulations.

For enquiries, bid specifications and mandatory documents to be completed contact Tumelo Semoza at 053 831 1724.

Closing date for proposals is 19 April 2024 at 16h00. Submit written proposal via email to tumelo@whag.co.za

The William Humphrey Art Gallery reserves the right to not make any appointment in this regard.

2.3. Deliverables

The Contractor must work in close collaboration with the WAHG delegated official to ensure that complementary activities are effectively executed and that the work is completed within the budget and time schedule.

The Contractor must provide:

- 2.3.1. A design of energy efficient irrigation system.
- 2.3.2. Supply and install a fully functional energy efficient irrigation system on site.
- 2.3.3. Train the users of the system.
- 2.3.4. Supply the necessary maintenance documents, guarantee, and warranty information.

3. OBLIGATIONS OF WHAG

WHAG will provide the following:

- 3.1. Un-inhibited access to the site.
- 3.2. Supply of relevant information required by the Contractor.
- 3.3. Details of WHAG and on-site contact persons for communication purposes with the Contractor.

4. MANDATORY REQUIREMENTS

William Humphreys Art Gallery (WHAG) intends to appoint a service provider that would comply with the following experience.

Project Schedule:

All Respondents to this RFP must provide a project schedule containing a list of key milestones and firm completion dates.

The project schedule should at least contain the following milestones:

- 4.1. Company profile. A brief description of the Respondent's organisation and an outline of recent experience on assignments of a similar nature.
- 4.2. Proposal with brief description of the Respondent's technical expertise on assignments of a similar nature.
- 4.3. Proposal with brief description of the methodology and work plan for performing the assignment, based on experience and/or research undertaken by the Respondent.
- 4.4. Minimum of three (3) contactable reference letters with recent experience on assignments of a similar nature, letters must not be older than five (5) years.
- 4.5. Commencement of irrigation system design.
- 4.6. Completion of irrigation system design.
- 4.7. Submission of bill of quantities, including prices.
- 4.8. Supply and delivery of irrigation equipment and materials.
- 4.9. Completion of irrigation system installation.
- 4.10. Completion of irrigation system commissioning.
- 4.11. Completion of user training.

- 4.12. Delivery of maintenance manual. The Respondent's must outline the after sales service and support that will be provided.
- 4.13. Any other information felt to be relevant to the final decision to be made by the Project team.
- 4.14. Project sign-off by WHAG.

5. PAYMENT TERMS AND CONDITIONS

- 5.1. Prices are to be quoted on a VAT exclusive basis.
- 5.2. All prices quoted are to be firm, and valid for a minimum of 90 days.
- 5.3. The WHAG shall not be obliged to accept proposals with the lowest quoted price.
- 5.4. No pre-payment/deposit shall be paid to the contractor prior services being rendered.
- 5.5. The schedule of payment required by the contractor must be indicated in the proposal.

6. FUNCTIONAL EVALUATION CRITERIA

The evaluation of the functional / technical detail of the proposal will be based on the following criteria:

Criteria	Weight	0	5	10
Experience and expertise in the design, supply, and installation of energy efficient irrigation systems	35%	No experience	Designed, supplied, and installed at least 5 energy efficient systems	Designed, supplied, and installed at least 10 energy efficient systems
Technical design & operational specification of the irrigation system in terms of functionality/efficiency and operations/maintenance costs	35%	No expertise	Demonstrate efficient technical design to operational specification – at least 5 functional / efficient systems	Demonstrate highly efficient technical expertise – to operational specification – at least 10 functional / efficient systems
After sales service and support for energy efficient irrigation systems	30%	Poor after sales service	Medium level of after sales service	Good after sales service
TOTAL	100%			

Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of 70% and less than 50% on any of the individual criteria will be eliminated from further evaluation.

Refer to **Annexure A** for the scoring sheet that will be used to evaluate functionality.

7. ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- 7.1. Submission received after the deadline.
- 7.2. Proposals submitted at incorrect email address.
- 7.3. Proposals that are out of scope or specifications presented in this document.
- 7.4. Non-attendance of the compulsory briefing session / site inspection.
- 7.5. Failure to submit a completed SBD 4 Declaration by Tenderer.
- 7.6. Failure to submit COIDA.
- 7.7. Non-submission of CIDB certificate of 1SH or higher.
- 7.8. Failure to provide minimum of three (3) contactable reference letters with recent experience on assignments of a similar nature, letters must not be older than five (5) years.

SECTION B – TERMS AND CONDITIONS

8. VENUE FOR PROPOSAL SUBMISSION

All proposals must be submitted at: tumelo@whag.co.za

- 8.1. all bids must be clearly marked with the bidder's name, and the contents of the email.
- 8.2. Emails may be sent in parts if exceeding 30MB per document.

9. TENDER PROGRAMME

The tender program, as currently envisaged, incorporates the following key dates:

- 9.1. issue of tender documents: 25 March 2024
- 9.2. Compulsory Site Inspection: 10 April 2024 @10H00 (**The design for the old existing irrigation system is not available**).
- 9.3. Closing / submission Date: 19 April 2024
- 9.4. Estimated contract duration (in months/years) 3-6 months.

10. SUBMISSION OF PROPOSALS

All proposals are to be clearly marked with the RFP. Proposals must consist of two parts, each of which must be separately submitted:

- 10.1. **PART 1:** Technical Proposal: WHAG RFP No: 1-2024
- 10.2. **PART 2:** Pricing Proposal, B-BBEE and other Mandatory Documentation: WHAG RFP No: 1-2024

Proposals submitted by companies must be signed by a person or persons duly authorised. The WHAG will award the contract to qualified tenderer(s)' whose proposal is determined to be the most advantageous to the WHAG, taking into consideration the technical (functional) solution, price and B-BBEE.

11. DEADLINE FOR SUBMISSION

Proposals shall be submitted at the email address mentioned above no later than the closing date of **Friday, 19 April 2024** during WHAG's business hours. The WHAG business hours are between 08h00 and 16h30.

Where a proposal is not received by the by the due date and stipulated email address, it will be regarded as a late tender. Late tenders will not be considered.

12. AWARDING OF TENDERS

Awarding of tenders will be published on the National Treasury e-tender portal. No regret letters will be sent out.

13. EVALUATION PROCESS

Evaluation of proposals

All proposals will be evaluated by an evaluation team for functionality, price and B-BBEE. Based on the results of the evaluation process and upon successful negotiations, WHAG will approve the awarding of the contract to successful tenderers.

A two-phase evaluation process will be followed.

13.1. The first phase includes evaluation of **elimination** and **functionality criteria**.

13.2. The second phase includes the evaluation of **price** and **B-BBEE** status.

Pricing Proposals will only be considered after functionality phase has been adjudicated and accepted. Only proposals that achieved the specified minimum qualification scores for functionality will be evaluated further using the preference points system.

14. EVALUATION CRITERIA

Pricing and Preferential Evaluation

The following 80/20 criteria will be used for the evaluation of the proposals:

- a. **Pricing** 80 points
- b. **Preferential Points** 20 points

Preferential Points will be awarded as per below scoring:

CRITERION	POINTS	PROOF OF CLAIM
B-BBEE Status	4	Valid B-BBEE verification certificate or an affidavit confirming micro enterprise status.
Businesses Based in the Northern Cape	4	Proof of Business Address
Ownership by Youth	4	WHAG SBD 4 Form, Company Registration Documents, and Identity Documents of Shareholders
Ownership by Women	4	WHAG SBD 4 Form, Company Registration Documents, and Identity Documents of Shareholders
Ownership by People with Disabilities	4	WHAG SBD 4 Form, Company Registration Documents, and Identity Documents of Shareholders

B-BBEE Status Points will be awarded as per below:

B-BBEE STATUS	POINTS
Level 1	4
Level 2	3
Level 3	2
Level 4 and below	1
Non-compliant	0

Ownership Points for Youth, Women, and People with Disabilities will be awarded as per below:

OWNERSHIP	POINTS
Above 50%	4
Above 40%	3
Above 25%	2
Above 10%	1

15. PRICING PROPOSAL

Pricing proposal must be cross-referenced to the sections in the Technical Proposal. Any options offered must be clearly labelled. Separate pricing must be provided for each option offered to ensure that pricing comparisons are clear and unambiguous.

Price needs to be provided in South African Rand (excl. VAT), with details on price elements that are subject to escalation and exchange rate fluctuations clearly indicated.

Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable.

Only firm prices* will be accepted during the tender validity period.

Non-firm prices** (including prices subject to rates of exchange variations) will not be considered.

*Firm price is the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax which, in terms of a law or regulation is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;

**Non-firm price is all prices other than "firm" prices.

Payment will be according to the WHAG Payment Terms and Conditions.

16. VALIDITY PERIOD OF PROPOSAL

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

17. APPOINTMENT OF SERVICE PROVIDER

The contract will be awarded to the tenderer who scores the highest total number of points during the evaluation process, except where the law permits otherwise.

Appointment as a successful service provider shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such agreement WHAG reserves the right to appoint an alternative supplier.

Awarding of contracts will be announced on the National Treasury website and no regret letters will be sent to unsuccessful bidders.

18. ENQUIRIES AND CONTACT WITH THE WHAG

Any enquiry regarding this RFP shall be submitted in writing to WHAG at tumelo@whag.co.za with ***“WHAG RFP No 1-2024 – Design, supply and install energy efficient irrigation system at the Kimberley (Northern Cape Province).”***

Any other contact with WHAG personnel involved in this tender is not permitted during the RFP process other than as required through existing service arrangements or as requested by the WHAG as part of the RFP process.

19. MEDIUM OF COMMUNICATION

All documentation submitted in response to this RFP must be in English.

20. COST OF PROPOSAL

Tenderers are expected to fully acquaint themselves with the conditions, requirements and specifications of this RFP before submitting proposals. Each tenderer assumes all risks for resource commitment and expenses, direct or indirect, of proposal preparation and participation throughout the RFP process. The WHAG is not responsible directly or indirectly for any costs incurred by tenderers.

21. CORRECTNESS OF RESPONSES

The tenderer must confirm satisfaction regarding the correctness and validity of their proposal and that all prices and rates quoted cover all the work/items specified in the RFP. The prices and rates quoted must cover all obligations under any resulting contract.

The tenderer accepts that any mistakes regarding prices and calculations will be at their own risk.

22. VERIFICATION OF DOCUMENTS

Tenderers should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by the WHAG in regard to anything arising from the fact that pages are missing or duplicated.

Pricing schedule and B-BBEE credentials should be submitted with the proposal, but as a separate document and no such information should be available in the technical proposal.

23. SUB-CONTRACTING

A tenderer will not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer intends sub-contracting more than **25%** of the value of the contract to any other enterprise that does not qualify for at least the points that such a tenderer qualifies for, unless the intended sub-contractor is an exempted micro enterprise that has the capability and ability to execute the sub-contract.

A tenderer awarded a contract may not sub-contract more than **25%** of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an exempted micro enterprise that has the capability and ability to execute the sub-contract.

24. ENGAGEMENT OF CONSULTANTS

The consultants will only be remunerated at the rates:
Determined in the "Guideline for fees", issued by the South African Institute of Chartered Accountants (SAICA); or

Set out in the "Guide on Hourly Fee Rates for Consultants", by the Department of Public Service and Administration (DPSA); or

Prescribed by the body - regulating the profession of the consultant.

25. TRAVEL EXPENSES

All travel expenses for the WHAG's account, be it directly via the WHAG's travel agent or indirectly via re-imbursements, must be in line with the WHAG's travel policy. The following will apply:

Only economy class tickets will be used.

A maximum of R1400 per night for accommodation, dinner, breakfast and parking will be allowed.

No car rentals of more than a Group B will be accommodated.

26. ADDITIONAL TERMS AND CONDITIONS

A tenderer shall not assume that information and/or documents supplied to WHAG, any time prior to this request, are still available to WHAG, and shall consequently not make any reference to such information document in its response to this request.

Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.

In case of proposal from a joint venture, the following must be submitted together with the proposal:

- 26.1. Joint venture Agreement including split of work signed by both parties.
- 26.2. The original or certified copy of the B-BBEE certificate of the joint venture.
- 26.3. The Tax Clearance Certificate of each joint venture member.
- 26.4. Proof of ownership/shareholder certificates/copies; and
- 26.5. Company registration certificates.

An omission to disclose material information, a factual inaccuracy, and/or a misrepresentation of fact may result in the disqualification of a tender, or cancellation of any subsequent contract.

Failure to comply with any of the terms and conditions as set out in this document will invalidate the Proposal.

27. WHAG RESERVES THE RIGHT TO

- 27.1. Extend the closing date.
- 27.2. Verify any information contained in a proposal.
- 27.3. Request documentary proof regarding any tendering issue.

- 27.4. Give preference to locally manufactured goods.
- 27.5. Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal).
- 27.6. Award this RFP as a whole or in part.
- 27.7. Cancel or withdraw this RFP as a whole or in part.

28. DISCLAIMER

This RFP is a request for proposals only and not an offer document. Answers to this RFP must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of its proposal, tenderers shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFP. The WHAG makes no representation, warranty, assurance, guarantee or endorsements to tenderer concerning the RFP, whether with regard to its accuracy, completeness or otherwise and the WHAG shall have no liability towards the tenderer or any other party in connection therewith.

29. LOCATION AND ACCESS

The site is located at the **1 Cullinan Crescent, Civic Centre, Kimberley, Sol Plaatje Municipality, Northern Cape.**

Please contact the project leader for confirmation of the site. The project leader for this project is:

Mr. Tumelo. Semosa, contact the WHAG at 053 831 1724/5 for more information.



30. DECLARATION BY TENDERER

Only tenderers who completed the declaration below will be considered for evaluation.

RFP No:

I hereby undertake to render services described in the attached tendering documents to WHAG in accordance with the requirements and task directives / proposal specifications stipulated in RFP No..... at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the WHAG during the validity period indicated and calculated from the closing date of the proposal.

I confirm that I am satisfied with regards to the correctness and validity of my proposal; that the price(s) and rate(s) quoted cover all the services specified in the proposal documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this proposal as the principal liable for the due fulfilment of this proposal.

I declare that I have no participation in any collusive practices with any tenderer or any other person regarding this or any other proposal.

I accept that the WHAG may take appropriate actions, deemed necessary, should there be a conflict of interest or if this declaration proves to be false.

I confirm that I am duly authorised to sign this proposal.

NAME (PRINT)

WITNESSES

1

2

DATE.....
CAPACITY
SIGNATURE
NAME OF FIRM

31. ANNEXURE A

Functional factors	Weight	Supplier 1	Supplier 2	Supplier 3	Supplier 4	Supplier 5
Experience and expertise	35%					
· Design						
· Supply						
· Installation						
Technical	35%					
· Design / operational specification						
· Functionality / Efficiency						
· Operational / Maintenance intensity						
After sales service and support	30%					
TOTAL	100%					

32. MANDATORY INFORMATION TO BE SUBMITTED

The written proposals should be accompanied by the following minimum documentation:

- a) Central Supplier Database (CSD) Registration number.
- b) WHAG SBD 4 Form – Bidder’s Disclosure.
- c) Proof of tax compliance status. Supply tax pin.
- d) Valid BBBEEE certificate.

*All current and potential creditors/contractors/consultants and other suppliers of goods and services to William Humphreys Art Gallery are required to **self-register** on the government 1Central Supplier Database. Please visit the CSD website www.csd.gov.za.*