

**TERMS OF REFERENCE**

**APPOINTMENT OF A SERVICE PROVIDER FOR CONTRUCTION OF THE MAIN ENTRANCE**

**BID/MAIN ENTRANCE/CAPEX/2/2022**

1. **INTRODUCTION**

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

1. **PURPOSE**

The purpose of the terms of reference is to appoint a suitable service provider for construction of the main entrance at PACOFS.

1. **OBJECTIVE**

PACOFS requires bids from accredited service providers who are suitably qualified and experienced for construction of the main entrance at PACOFS.

# PRE-QUALIFICATION CRITERIA

**NB!! A tender that fails to meet the below-mentioned pre-qualifying criterion is an unacceptable tender and will be disqualified.**

* 3GB or higher CIDB grading
1. **SCOPE OF WORK**
	1. The provision and completion of the main entrance at PACOFS **as per attached technical drawings in Annexure A1 and Annexure A2.**
	2. Service providers are required to provide pricing per the **attached Bill of Quantities in Annexure B. Failure which may result in disqualification.**
	3. Subsequent repairs must carry a warranty.
	4. The service provider will be required to repair any defects within the warranty period at their own costs.
2. **BIDDING IMPLICATIONS**

**6.1 Bidding documents**

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

  **6.2 Contractual implications**

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

1. **QUALITY COMMITMENT**

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

1. **SAFETY REQUIREMENTS**

 Appearance and conduct: -

1. All works must adhere to the occupational health and safety act and consequently ensuring at all times that protective clothing is worn.
2. At any given moment a qualified technician must be on site overseeing work to be done.
3. Where electrical work (new circuit) has been drawn in, a certificate of compliance must accompany the invoice before payment will be issued.
4. Public liability with regards to the project will remain the responsibility of the service provider.
5. **LIABILITY**

The successful bidder will be held liable for work not done in terms of the specifications. The contractor shall take full risk of damage to or destruction of the works by whatever cause during construction of the works.

 **9.1 SECURITY**

The successful bidder will be required to provide the entity with performance guarantee and payment guarantee in case of cessions.

**10. JOINT VENTURES, CONSORTIUMS AND TRUSTS**

A trust, consortium or joint venture, will qualify for points for their BBBEE status level as a legal entity, provided that the entity submits their BBBEE status level Certificate.

Bidders must submit proof of existence of joint venture and or consortium arrangements. PACOFS will accept signed agreements as acceptable proof of existence of joint venture and or consortium arrangement.

The joint venture and or consortium agreements must clearly set out the roles and responsibilities of members of the joint venture and or consortium party. The agreement must clearly provide for resolution process in case of dispute between members of joint venture and/or consortium.

# 11.EVALUATION CRITERIA

#  11.1 The bid will be evaluated on the 80/20 system.

The 20 points will be awarded to a bidder attaining the B-BBEE status level of contribution in accordance with the table below:

|  |  |
| --- | --- |
| **B-BBEE Status level of Contributor** | **Number of points (80/20 system)** |
| 1 | 20 |
| 2 | 18 |
| 3 | 14 |
| 4 | 12 |
| 5 | 8 |
| 6 | 6 |
| 7 | 4 |
| 8 | 2 |
| Non-compliant contributor | 0 |
|  |  |

# 12. Mandatory Requirements

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

12.1 Invitation to bid (Please fill in supplier number - i.e. MAAA number) SBD 1;

12.2 Pricing schedule SBD 3.3;

12.3 Bidders Declaration SBD 4;

12.4 Preference points claim form SBD 6.1;

12.5 Recent Central Supplier Database (CSD) or MAAA number should be supplied;

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

12.6 Valid B-BBEE certificate that is SANAS accredited or Sworn Affidavit for B-BBEE Exempted Micro Enterprises. **Failure to submit will result in zero points awarded. Non-submission will therefore not result in a disqualification.**

12.7 Letter of Good Standing from the Department of Employment and Labour.

12.8 Joint venture agreement, if applicable.

12.9 Provide proof of CIBD grading.

12.10 Provide health and safety plan for the project.

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

**13. FUNCTIONALITY**

| **CRITERION** | **POINTS** |
| --- | --- |
| **B1: EXPERIENCE AND COMPETENCY IN COMPLETION OF SIMILAR PROJECTS**Tenderers are required to demonstrate relevant experience and competency in completion of similar projects. Relevant projects must be of similar scope, nature, size and completed within the last five (5) years.**Successful completion of similar projects in the last five (5) years. Attach completion certificates with appointment letters.** The appointment letter(s) should be on the letterhead of the serviced client and should reflect at least name of the client, full description of the service rendered, contact person, and contact details. The letters must be authorized. * **10 points for each valid appointment letter and the related completion certificate.**

**No score will be awarded if completion certificates and appointment letter are not attached or if appointment letter is provided without a completion certificate or vice versa.** | **40** |
| **B2: EXPERIENCE OF SITE AGENT** This Sub Criteria covers the general average qualifications and experience of the proposed Site Agent (total duration of professional activity at Site Agent level). The candidate must have a minimum of **NQF level 7 in built environment**. Copies of certified qualifications should be provided.* **5 points for the relevant qualification.**

**No points for qualifications not relevant to built environment and not****a minimum of NQF level 7.****At least 5 years’ experience as a Site Agent.** Tenderers are required to submit curriculum vitae for the key personnel proposed to be employed on the project. These curriculum vitae are to include specific details of these individuals including past experience and competence in delivering key similar relevant building project. * 5 years of experience **3 points**
* More than 5 years of experience **5 points**
 | **10** |
| **B3: EXPERIENCE OF FOREMAN** This Sub Criteria covers the general average qualifications and experience of the proposed Foreman (total duration of professional activity at Foreman level). The candidate must have a minimum of **NQF level 6 in built environment**. Copies of certified qualifications should be provided.* **5 points** for the relevant qualification.

**No points for qualifications not relevant to built environment and not****a minimum of NQF level 6.****At least 3 years’ experience as a Foreman.** Tenderers are required to submit curriculum vitae for the Foreman proposed to be employed on the project. These curriculum vitae are to include specific details of these individuals including past experience and competence in delivering key similar relevant building project. * 3 years of experience = **3 points**
* More than 3 years of experience = **5 points**
 | **10** |
| **B4: METHODOLOGY AND PROJECT UNDERSTANDING** All bidders are required to submit detailed methodology covering the project objectives, scope of work and deliverables and shows detailed explanation of how supervision of the works will be carried out, indicating tools and resources to be used for the entire project life cycle. Relevance and suitability of tools and processes to ensure quality control and assurance in all phases of the project.Detailed Comprehensive Methodology that demonstrate Project Understanding which comprises of the following Five (5) components: (1) Project objectives. (2) Scope of work and deliverables. (3) Shows detailed explanation of how supervision of the works will be carried out.(4) Indicating tools and resources to be used for the entire project life cycle.(5) Relevance and suitability of tools and processes to ensure quality control and assurance in all phases of the project.* Tenderer has submitted a detailed Method Statement Inclusive of all 5 components = **5 points**
* Tenderer has submitted a detailed Method Statement Inclusive of 4 components = **4 points**
* Tenderer has submitted the Method Statement Inclusive of 3 components = **3 points**
* Tenderer has submitted the detailed Method Statement Inclusive of 2 components = **2 points**
* Tenderer has submitted a Method Statement Inclusive of 1 components = **1 points**
* No submission = **0 points**

**Evaluator must be able to identify the 5 components which are guide of understanding the project** | **5** |
| **B5: WORK PLAN** **Detailed Programme of works and Project associated cash flow**Note: For programme and cash flow: Five (5) components must be stated in writing/or be visible on a programme and cash flow spreadsheet as follows;(1) Milestones, (2) Critical Path (3) Resource allocation(4) Task dependency map(5) Monthly project cash flow, (cash flow must be in-line with the project cost and programme of works).**The bidder must clearly write/ show all these 5 components on their submission. (The bidder should not only rely on Microsoft visual illustration).*** Tenderer has submitted a work plan Inclusive of all 5 components = **5 points**
* Tenderer has submitted a work plan Inclusive of all 4 components = **4 points**
* Tenderer has submitted a work plan Inclusive of all 3 components = **3 points**
* Tenderer has submitted a work plan Inclusive of 2 components = **2 points**
* Tenderer has submitted a work plan Inclusive of 1 components = **1 points**
* Tenderer did not submit the work plan and the cash flow = **0 points**
 | **5** |
| **B6: COMPANY RESOURCES**NB: Proof of ownership, the firms leased agreement must be attached.Failure to attach proof will result in the firm forfeiting points. **NOTE: leased plant will obtain half points**

|  |  |
| --- | --- |
| **Points** | **Required Plant** |
| **6** | 1 x TLB (Tractor Loader Backhoe) or Excavator (or one of each) |
| **6** | 1 x LDV (Light duty vehicle) |
| **6** | 1 x Tipper/ Dumper trucks |
| **6** | 1 x Handheld Compactor  |
| **6** | 1 x Water Cart: Mounted or towed |

 | **30** |
| **TOTAL** | **Bidder must score a minimum of 70 points to be considered for further evaluation.** | **100** |

Bidders who score less than **70** out of possible 100 points for functionality will be disqualified and will not be evaluated further. The bids that would have scored **70** or more for functionality will be further evaluated on the 80/20 points system where 80 points are for Pricing, and 20 points are for preferential procurement requirements.

**14. TAX COMPLIANCE**

No bid shall be awarded to the bidder who is non tax compliant. PACOFS reserves the right to withdraw an award made, or cancel the contract concluded with a successful bidder in the event that it is established that such was in fact non tax compliant at the time of the award, or has submitted a fraudulent tax clearance certificate or whose verification against the Central Supplier Database (CSD) proves non tax compliant. PACOFS further reserves the right cancel a contract with a successful bidder in the event that such bidder does not remain tax compliant for the full term of the contract.

**15. TENDER DEFAULTERS AND RESTRICTED SUPPLIERS**

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

**16. SITE VIEW**

Before submitting bids, the bidder(s) shall visit the site and satisfy themselves as to the nature and extent of the work to be done and the value of the materials contained in the Bill of Quantities. No claims for variations of the contract sum in respect of the nature and extent of the work or of inferior material will be entertained.

**Please note that proposals will only be accepted from only service providers that have attended the site compulsory briefing.**

# 17. OUT CLAUSE

PACOFS reserves the right not to appoint any service provider.

# 18. VALIDITY PERIOD

Bids must be valid for a period of 90 days. PACOFS reserves the right to extend the validity period should need arise.

 **19. SUBMISSION**

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

 **20. ENQUIRIES**

* 1. For Supply Chain Management information please contact **Ms Nomza**

 **Topo,** Acting SCM Manager on 051 - 4477771 ext. 2234 or via e-mail at

nomza@pacofs.co.za.

* 1. For all technical enquiries please contact **Mr Mzwakhe Mabaso** on 051 -

 4477771 ext. 2228 or via e-mail at smfacilities@pacofs.co.za.

**CLOSING DATE FOR BIDS:**

**THURSDAY, 08 December 2022**

**11H00**

**Please note: No late submissions will be considered**

**COMPULSORY SITE MEETING**

**WEDNESDAY 23 November 2022**

**12H00**