

RFQ	REQUEST FOR IRRIGATION CONSULTANT/SPECIALIST SERVICES FOR INSPECTION AND FAULT-FINDING OF THE CURRENT IRRIGATION SYSTEM
RFQ No.	RFQ MM
ISSUE DATE	03 July 2023
CLOSING DATE	12 July 2023 @ 18h00

REQUEST FOR QUOTE FOR IRRIGATION CONSULTANT/SPECIALIST SERVICES FOR INSPECTION AND FAULT FINDING OF THE CURRENT IRRIGATION SYSTEM

1. Background to the National Museum

The National Museum - a natural history, cultural history and art museum was established in 1877 and is a declared cultural institution, which resorts under the Department of Arts and Culture and is governed by a council. The mission of the National Museum is to provide heritage resources and an enjoyable experience to all people through quality research, conservation, education and exhibitions. More information about the organisation can be found at www.nasmus.co.za

2. Purpose

The National Museum would like to source a quote for rate per hour from an experienced and qualified service provider to access the current Irrigation system at Oliewenhuis Art Museum, and provide a detailed fault-finding report subsequent to the inspection and testing to ensure that we have a fully functional Irrigation system.

3. Scope of Service

3.1. Technical specifications

- 3.1.1. Inspection and Testing of current Irrigation system to identify the faulty-findings
- 3.1.2. Draft a detailed report of the status quo of the existing Irrigation system, with recommendations for improvements or enhancement to the system.
- 3.1.3. Prepare an action plan with comprehensive specifications for sourcing a qualified plumber and electrical (or related qualifications to Irrigation system) service providers to implement the proposed action plan.
- 3.1.4. Manage the work of the above-mentioned service provider appointed to implement the project or action plan.
- 3.1.5. Commissioning of the project to the National Museum upon completion of the project.

4. Compulsory requirements

- 4.1. Minimum 3 years' experience in Irrigation system consulting and/or installations.
- 4.2. The service provider company must be registered in South Africa.
- 4.3. Please attach 3 contactable written reference letters for Irrigation system (plumbing and electrical work is also optional related to Irrigation system) consulting and/or installations.

- 4.4. The service provider must be registered and in good standing with a relevant reputable professional body for plumbing, irrigation and/or landscaping, and copy or copies of proof of registration must be attached.
- 4.5. The Lead Technician to be assigned to this project must have at least a minimum of 3 years experience in Irrigation system consulting or/and installations. Copies of relevant qualification(s), must be attached together with detailed CV(s).
- 4.6. completed, signed and witnessed SBD forms 4 must be attached.
- 4.7. the bidder must be tax compliant and a tax pin issued by SARS must be attached.
- 4.8. a valid copy of BBBEE certificate or completed and signed BBBEE declaration may be attached to score points for evaluation of the bid. This is not compulsory
- 4.9. the must be actively registered on CSD and CSD supplier report must be attached.
- 4.10. the bidder must be an active company registered in the Republic of South Africa and a copy of CIPC registration documents must be attached.
- 4.11. A fully completed and signed quotation on a company letterhead indicating rate per hour. The actual hours based on the rate per hour will be agreed with the appointed service provider.

Matters for noting

1. Non-compliance to the above compulsory requirements will lead to a disqualification of the bidder, except for non-tax compliant with tax matter which is subject to grace period of at least 7 days that will be provided to a preferred service provider should that service provider is not compliant following bid evaluation.
2. Failure by this preferred service provider to rectify its tax matters to a compliant status within the grace period provided will lead to an automatic disqualification.
3. Validity period for bids or formal written quotations submitted shall be valid for a minimum period of thirty (30) days. The formal written price quotations received from the service provider/supplier will be regarded as valid for 30 days despite expiry date less than 30 days indicated on a quote.

5 Price and Preference Points Evaluation

	Preference Points Criteria	Points Allocation
1	Price	80
2	Broad – Based Black Economic Empowerment (BBBEE)	20
	Total Points	100

6 Bid Evaluation.

All bidders will be subject to a three stage evaluation process, i.e.

- 6.6 Pre-screening, i.e. determination of compliance to compulsory requirements. The will be required to pass pre-screening to be eligible for further evaluation.
- 6.7 Technical assessment, measurement of capability. The bidder will be required to obtain a minimum of 70 points in order to be eligible for preferential procurement evaluation.
- 6.8 Preferential procurement calculation 80/20, whereby 80 is for price and 20 points for BBBEE points.

7 Technical Assessment

FUNCTIONALITY CRITERIA	POINTS ALLOCATION
Experience of firm on Similar Projects – Similar scale projects in provision of Irrigation consulting and/or installation services. Score points; 1 =1 2 =2 3 =3 4 =4 5 = 5 plus	40
Technical capacity of Irrigation consultant and/or Installer Score points; 1 =1 2 =2 3 =3 4 =4 5 = 5 plus	40

Reference letters Score points; 1 = 1 reference letter 2 = 2 reference letters 3 = 3 reference letters 4 = 4 reference letters 5 – 5 plus reference letters	20
Total points	100 points

8 Price

The service provider must cost of labour of rate per hour including VAT

Area of service	Rate per hour (Inc. VAT)	
8.6.1 Inspection and testing of current Irrigation system to identify Fault-finding 8.6.2 Draft a detailed report of the status quo of the existing Irrigation system, with recommendations for improvements or enhancement to the system. 8.6.3 Prepare an action plan with comprehensive specifications for sourcing a qualified plumber and electrician /Irrigation installer to implement the proposed action plan. 8.6.4 Manage the work of the Irrigation Installer appointed to implement the project or action plan.	R.....	Actual hours to be allocated on the project will be agreed upon with the appointed service provider by Museum.

8.6.5	Commissioning of the project to the National Museum upon completion of the project.		
-------	---	--	--

9 **BBBEE Assessment**

Preferential procurement calculation 80/20, whereby 80 is for price and 20 points for BBBEE points.

1	20
2	18
3	16
4	14
5	12
6	10
7	8
8	6
Non – contributor	0

NB: The Museum reserves the right to determine whether a technical evaluation or assessment of bids should be applied or not depending on the lowest price obtained from this request for a quote (RFQ) but all compulsory requirements of submission of information stated above must be adhered to by the bidder.

This important notice is in line with the Museum's approved Supply Chain Policy which is aligned to Public Finance Management Act

RFQ	REQUEST FOR IRRIGATION CONSULTANT/SPECIALIST SERVICES FOR INSPECTION AND FAULT-FINDING OF THE CURRENT IRRIGATION SYSTEM
RFQ No.	RFQ MM
ISSUE DATE	03 July 2023
CLOSING DATE	12 July 2023 @ 18h00

REQUEST FOR QUOTE FOR IRRIGATION CONSULTANT/SPECIALIST SERVICES FOR INSPECTION AND FAULT FINDING OF THE CURRENT IRRIGATION SYSTEM

1. Background to the National Museum

The National Museum - a natural history, cultural history and art museum was established in 1877 and is a declared cultural institution, which resorts under the Department of Arts and Culture and is governed by a council. The mission of the National Museum is to provide heritage resources and an enjoyable experience to all people through quality research, conservation, education and exhibitions. More information about the organisation can be found at www.nasmus.co.za

2. Purpose

The National Museum would like to source a quote for rate per hour from an experienced and qualified service provider to access the current Irrigation system at Oliewenhuis Art Museum, and provide a detailed fault-finding report subsequent to the inspection and testing to ensure that we have a fully functional Irrigation system.

3. Scope of Service

3.1. Technical specifications

- 3.1.1. Inspection and Testing of current Irrigation system to identify the faulty-findings
- 3.1.2. Draft a detailed report of the status quo of the existing Irrigation system, with recommendations for improvements or enhancement to the system.
- 3.1.3. Prepare an action plan with comprehensive specifications for sourcing a qualified plumber and electrical (or related qualifications to Irrigation system) service providers to implement the proposed action plan.
- 3.1.4. Manage the work of the above-mentioned service provider appointed to implement the project or action plan.
- 3.1.5. Commissioning of the project to the National Museum upon completion of the project.

4. Compulsory requirements

- 4.1. Minimum 3 years' experience in Irrigation system consulting and/or installations.
- 4.2. The service provider company must be registered in South Africa.
- 4.3. Please attach 3 contactable written reference letters for Irrigation system (plumbing and electrical work is also optional related to Irrigation system) consulting and/or installations.

- 4.4. The service provider must be registered and in good standing with a relevant reputable professional body for plumbing, irrigation and/or landscaping, and copy or copies of proof of registration must be attached.
- 4.5. The Lead Technician to be assigned to this project must have at least a minimum of 3 years experience in Irrigation system consulting or/and installations. Copies of relevant qualification(s), must be attached together with detailed CV(s).
- 4.6. completed, signed and witnessed SBD forms 4 must be attached.
- 4.7. the bidder must be tax compliant and a tax pin issued by SARS must be attached.
- 4.8. a valid copy of BBBEE certificate or completed and signed BBBEE declaration may be attached to score points for evaluation of the bid. This is not compulsory
- 4.9. the must be actively registered on CSD and CSD supplier report must be attached.
- 4.10. the bidder must be an active company registered in the Republic of South Africa and a copy of CIPC registration documents must be attached.
- 4.11. A fully completed and signed quotation on a company letterhead indicating rate per hour. The actual hours based on the rate per hour will be agreed with the appointed service provider.

Matters for noting

1. Non-compliance to the above compulsory requirements will lead to a disqualification of the bidder, except for non-tax compliant with tax matter which is subject to grace period of at least 7 days that will be provided to a preferred service provider should that service provider is not compliant following bid evaluation.
2. Failure by this preferred service provider to rectify its tax matters to a compliant status within the grace period provided will lead to an automatic disqualification.
3. Validity period for bids or formal written quotations submitted shall be valid for a minimum period of thirty (30) days. The formal written price quotations received from the service provider/supplier will be regarded as valid for 30 days despite expiry date less than 30 days indicated on a quote.

5 Price and Preference Points Evaluation

	Preference Points Criteria	Points Allocation
1	Price	80
2	Broad – Based Black Economic Empowerment (BBBEE)	20
	Total Points	100

6 Bid Evaluation.

All bidders will be subject to a three stage evaluation process, i.e.

- 6.6 Pre-screening, i.e. determination of compliance to compulsory requirements. The will be required to pass pre-screening to be eligible for further evaluation.
- 6.7 Technical assessment, measurement of capability. The bidder will be required to obtain a minimum of 70 points in order to be eligible for preferential procurement evaluation.
- 6.8 Preferential procurement calculation 80/20, whereby 80 is for price and 20 points for BBBEE points.

7 Technical Assessment

FUNCTIONALITY CRITERIA	POINTS ALLOCATION
Experience of firm on Similar Projects – Similar scale projects in provision of Irrigation consulting and/or installation services. Score points; 1 =1 2 =2 3 =3 4 =4 5 = 5 plus	40
Technical capacity of Irrigation consultant and/or Installer Score points; 1 =1 2 =2 3 =3 4 =4 5 = 5 plus	40

Reference letters Score points; 1 = 1 reference letter 2 = 2 reference letters 3 = 3 reference letters 4 = 4 reference letters 5 = 5 plus reference letters	20
Total points	100 points

8 Price

The service provider must cost of labour of rate per hour including VAT

Area of service	Rate per hour (Inc. VAT)	
8.6.1 Inspection and testing of current Irrigation system to identify Fault-finding 8.6.2 Draft a detailed report of the status quo of the existing Irrigation system, with recommendations for improvements or enhancement to the system. 8.6.3 Prepare an action plan with comprehensive specifications for sourcing a qualified plumber and electrician /Irrigation installer to implement the proposed action plan. 8.6.4 Manage the work of the Irrigation Installer appointed to implement the project or action plan.	R.....	Actual hours to be allocated on the project will be agreed upon with the appointed service provider by Museum.

8.6.5	Commissioning of the project to the National Museum upon completion of the project.		
-------	---	--	--

9 **BBBEE Assessment**

Preferential procurement calculation 80/20, whereby 80 is for price and 20 points for BBBEE points.

1	20
2	18
3	16
4	14
5	12
6	10
7	8
8	6
Non – contributor	0

NB: The Museum reserves the right to determine whether a technical evaluation or assessment of bids should be applied or not depending on the lowest price obtained from this request for a quote (RFQ) but all compulsory requirements of submission of information stated above must be adhered to by the bidder.

This important notice is in line with the Museum's approved Supply Chain Policy which is aligned to Public Finance Management Act

NASMUS SBD4

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 the table below.

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.

NASMUS

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the **National Museum, Bloemfontein**? **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 or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

3 Declaration of shareholding

3.1 Are any of the bidder's directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise, designated as youth, women, and/or people with disabilities? **YES/NO**

3.1.1 If so, furnish particulars of the names, individual identity numbers, sex, shareholding and, if applicable, disability of sole proprietor/ directors /

NASMUS

trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in the table below.

Full Name	Identity Number	Sex	Disability	Shareholding %

4 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:

- 4.1 I have read and I understand the contents of this disclosure;
- 4.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 4.3 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.
- 4.4 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.

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.

NASMUS

- 4.5 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.
- 4.6 There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the **National Museum, Bloemfontein** 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.
- 4.7 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, 3 and 4 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