



NELSON MANDELA MUSEUM

CONTRACT No. NMM 2024-09

FOR

**APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER: TO
RENDER FACILITIES MANAGEMENT FOR THE NELSON
MANDELA MUSEUM FOR A PERIOD OF THREE (3) YEARS.**

CLOSING DATE: 13 January 2025

CLOSING TIME: 12:00

PREPARED BY

NELSON MANDELA MUSEUM

Corner Owen Street and Nelson Mandela Drive

MTHATHA

5099

Should you want to deliver Bid documents, please note that the NMM opens at **08:00** and closes at **16:30**. Upon the submission of the Bid Documents, Service Providers are requested to sign the register at the security room

COMPULSORY BRIEFING SESSION: N/A

BID DOCUMENTS ARE AVAILABLE ON

- E-Tender portal (www.etenders.gov.za)

NB: Completed Bid Documents must be deposited at the following address

ADDRESS	CLOSING TIME	TIME
NELSON MANDELA MUSEUM Corner Owen Street and Nelson Mandela Drive MTHATHA 5099	13 January 2025	12H00

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1. ASSIGNMENT OBJECTIVE

The objective of the assignment is to appoint an experienced and fully qualified professional service provider to provide a comprehensive Facilities Management to the Nelson Mandela Museum four (4) sites in Bhunga Building (Mthatha), Qunu Youth and Heritage Centre (Qunu), OR Tambo Garden of Remembrance (Bizana) and Ngquza Hill Memorial Site (Flagstaff)

2. BACKGROUND

The Nelson Mandela Museum is a not-for-profit institution established by the government of South Africa as an agency of the National Department of Sport, Arts and Culture (DSAC). It was established as part of a portfolio of legacy projects that seek to transform the heritage landscape from our apartheid past. It was established in accordance with the prescripts of the Cultural Institutions Act, No. 119 of 1998. NMM is the schedule 3A public entity listed in the Public Finance Management Act (PFMA). The mandate of the NMM is to preserve and promote the legacy of Nelson Mandela. This mandate is executed through the museum's two main facilities, the Qunu Youth and Heritage Centre in Qunu and the Bhunga Building in Mthatha Central Business District (CBD). NMM has since signed the Implementation Protocol, which directs the museum to manage and monitor two additional link sites, the OR Tambo Garden of Remembrance and Ingquza Hill Memorial Site, as additional responsibilities due to the dedication and commitment to serving communities. The Nelson Mandela Museum houses a priceless and irreparable collection of Nelson Mandela, commonly known as "gifts the nation".

This unique collection comprises of wristwatches, medals, national orders, books, letters, sports kits, cufflinks, drums, paintings, portraits, postcards, greetings cards, t-shirts, flags, plaques, skin items, certificates, clothing items (e.g. academic gowns, trousers, caps, shirts), games, sculptures, awards jewelry, utensils, wall maps, maps, cassettes and LP's, photographs, pottery items, leather bags and ornaments, shoes, photo albums, gardening tools, a replica of Robben Island cell pens, baskets, artworks, musical instruments, furniture, feathers, blankets and rugs

The museum's vision statement is to be a leading African museum that inspires positive change globally through the legacy and values of Nelson Mandela. The mission statement is "To safeguard, defend, and advance the legacy of Nelson Mandela by focusing on heritage conservation, advocacy, fostering national unity, promoting social cohesion, and driving transformation". The core values are integrity, Inclusiveness, and respect.

The NMM seeks to establish a Facilities Management service provider to preserve the upkeep of the NMM's infrastructure facilities in optimum condition.

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3. SCOPE OF WORK

The proposal in response to the below scope of work must be in line with the Construction Industry Development Board (CIDB) prescripts.

The project scope entails the following technical and soft FM services:

- The condition assessment of all the infrastructure facilities of the museum to determine the state of the facilities and assess the maintenance requirements comprehensively;
- The development of bills of quantities for each facility based on the condition assessment to quantify any major repair work required and attach a financial estimate for implementation;
- The revision and development of individual maintenance plans, including both planned and unplanned maintenance, for each of the museum facilities. The maintenance plans must be based on the results of the condition assessment;
- The development of the lifecycle plans of each individual facility of the museum;
- The development of a single point of contact for reporting maintenance breakdown issues, dispatching maintenance responses, and tracking of the execution of maintenance orders in terms of completeness and quality;
- The development of the comprehensive FM service plan and its implementation over the full contract period; and
- Monthly reporting on FM services in terms of implementation and financial progress against the developed FM and maintenance plans.
- Upon assessment of equipment or an asset, the bidder will be required to replace minor parts of a component.
- In the event there is a need to replace an entire component or equipment, approval must be sought from the NMM in line with the Asset Management Policy/Supply Chain Management Policy.
- The appointed service provider is to comply with the below CIDB Regulations:

A client or employer who is an organ of the state and in relation to construction works contracts of which the value exceeds R30 000.00.

[Reg. 23 substituted by GN 842 of 18 August 2006.]

Every client or employer who is inviting calls for expression of interest or soliciting competitive tenders without first calling for expressions of interest in the construction industry must publish that invitation to tender on the Board's website and that solicitation must be in accordance with -

(a) if applicable, the Regulations in terms of the Public Finance Management Act: Framework For Supply Chain Management as published in Gazette 25767 of 5 December 2003; or

(b) if applicable, the Municipal Supply Chain Management Regulations, published by Government Notice 868 of 2005, in Gazette number 27636 of 30 May 2005; and

(c) the Standard for Uniformity in Construction Procurement, published by Board Notice 62 of 9 June 2004 in Gazette 26427 of 9 June 2004.

It will be the responsibility of the appointed service provider to ensure that the above regulations are adhered to and implemented

The project scope entails the following for Disaster Management Plan:

- Assess the latest Integrated Development Plan (IDP) of the NMM to indicate the current risk and vulnerability reduction strategies
- Undertake desktop/interviews with relevant role-players such as fire services the local and district municipality disaster management, emergency services, NMM departments and government departments directly involved in disaster response to assess operational planning within all departments on prevention, mitigation and response levels.
- Undertake a SWOT Analysis.

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- Facilitate a consultative session with the communities at Ward level to further identify the areas, communities or households at risk.
- Develop a risk map indicating the risk profile of the NMM.
- Provide recommendations on appropriate Risk Reduction measures that reduce the vulnerability of the NMM.
- Propose an outline for contingency plans and emergency procedures for all identified high priority risks.
- Preparedness planning for risks identified
- Incorporated the DMP into the IDP
- The role of the successful service provider will be to develop and submit a draft Disaster Management Plan for Museum:
 - a) Conducting research
 - Conduct desktop research
 - b) Report writing
 - Compile the Disaster Management report for the Museum
 - c) Stakeholder engagement
 - Facilitation and coordination of workshops and interviews
 - d) Project management
 - Ensure that the project is completed successfully and on scheduled time

3.1 WORK PLAN (PROJECT PLAN)

The bidder will be required to develop a work plan that addresses all the tasks listed below and assign timelines for conclusion of each task. These must be presented in the form of a quarterly work plan that will be reviewed by the facilities manager and approved by the CEO (or his delegated personnel). The various levels of probability be conducted concurrently and not necessarily sequentially and this must be reflected in the work plan.

3.2 FUNCTIONS TO BE PERFORMED

The following functions will be performed by the bidder throughout the duration of the appointment:

3.2.1 Update the Immovable Asset Register

The existing Asset Register shall be updated through a thorough audit of all the facilities the NMM makes use of in the provision of its approved programmes. The audit must strictly follow the existing User Asset Management Plan (UAMP) prescripts as required by the Government Immovable Asset Management Act (GIAMA). The information gathered during the audits must then be used to develop the NMM IAR with credible and verified information. The NMM IAR needs to be componentised to the required level as recommended in the Department of Provincial and Local Government (DPLG) Guideline for Infrastructure Asset Management in Local Government and be GRAP 17 and other applicable legislation compliant. At the conclusion of this task the fully developed IAR for the NMM shall be delivered in hard and soft copy for record purposes. The veracity of the information captured in the IAR shall be confirmed by the Facilities Management Unit of the NMM through various means prior to approving the

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developed IAR. This task will only be considered completed once approval of the updated IAR has been fully secured by the PSP.

It must be noted that approval of the IAR per facility should be sought by the PSP on an as and when required/completed basis. This will allow for the next tasks to commence, as the condition assessments on immovable assets can only be conducted on assets confirmed to be part of the approved IAR.

3.2.2 Conducting Condition Assessments (Full intrusive assessments)

In year 3, a Condition Assessments must be conducted on all immovable assets that the NMM makes use of, as captured in the approved IAR as developed by the appointed PSP. The PSP will be expected to produce the condition assessment reports in strict accordance with the prescripts of GIAMA and the applicable NMM UAMP templates. These templates will be made available to the appointed PSP with the information that needs to be updated.

Upon completion of the condition assessment, the PSP shall submit the following for approval:

- Individual immovable asset condition assessment reports in a pre-agreed format for all NMM facilities;
- Applicable updated UAMP templates reflecting the information from the condition assessment reports for each immovable asset at all NMM facilities; and
- Individual detailed Bills of Quantities with costing estimates for each immovable asset requiring refurbishment or renovations according to the condition assessment.
- Availability, condition, and location of existing drawings and documentation.
- Collection of all data base for each facility
- Site plan for each facility.
- Confirmation of the square foot data for each facility.

3.2.3 Developing Maintenance Plans

The development of the individual maintenance plans, including both planned and unplanned maintenance, for each of the NMM facilities must be based on the results of the condition assessment. The maintenance plan should support the development vision of the NMM facilities, the required level service of each facility and facilitate prudent technical and financial decision-making. The plan will also demonstrate to funding agents and other stakeholders the NMM's ability to effectively manage its existing and proposed new infrastructure. The plans must include the following:

- Infrastructure Facility Identification, Description, Location and User;
- Responsible Facility Manager and contact information;
- Identified maintenance needs and their estimated budget requirements according to the following different categories:
- Address critical repairs and life safety issues separately from repairs anticipated over the term of the analysis.
- Provide a statement of observations regarding the property's compliance with the Buildings – Part S of the National Buildings Regulations and
- Buildings Act (Facilities for Disabled persons)

Planned Maintenance

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Preventative/Routine Maintenance, which may include but not limited to; Fire Protection systems/Security Systems, servicing of air conditioners; routine maintenance of lifts and fire hydrants, regular checking of sewerage pipe leaks, replacement of old roofing, replacement of light bulbs, water pipes, leaking taps, landscaping maintenance and general cleaning;

- Major Scheduled Maintenance;
- Condition Based Maintenance;
- Backlog Maintenance;
- Statutory Maintenance; and
- Periodic Maintenance
- Day to Day Maintenance
- Emergency Maintenance;
- Minor Repairs; and
- Minor New Works.
- Major Facility Component breakdown so as to allocate the identified maintenance need appropriately;
- Maintenance budget requirement responsibility between DSAC and the NMM;
- Planned date of completion of the identified maintenance need; and
- Maintenance prioritisation according to agreed criteria.

Energy efficiency analysis of the energy usage of all equipment, and identification of equipment using the most energy and what equipment upgrades may be necessary, that may provide a reasonable return on investment.

3.2.4 Development of Life-Cycle Plans

The appointed service provider will be expected to develop facility specific life-cycle plans for the planned useful life of the facility or a minimum 30-year horizon. The life-cycle plans are to include the following:

- Planned facility component refurbishment programme;
- Planned facility component reconfiguration programme;
- Planned facility component renovation programme;
- Planned facility component upgrade programme;
- Planned facility component disposal programme; and
- The corresponding estimated costs for each of the above plans projected over the 30-year planning horizon.
- The cost estimating each report will include a capital needs analysis with an estimated cost for each system or component repair or replacement anticipated during the evaluation term.
- The cost estimate for capital deficiencies will be based on the estimate for maintenance and repairs, but may, at option, also include project management, construction, and design fees.

3.2.5 Development of a FM Service Plan and Implementation

The development of a comprehensive FM Service Plan by the appointed service provider will immediately follow the approval and acceptance by the NMM of all of the above-mentioned plans. This is to ensure that the FM Service Plan fully addresses all the requirements of each of the stipulated plans. The FM Service Plan will therefore serve to bring all the services that will be rendered by the service provider under one plan spanning the duration of the assignment. Besides incorporating the previously indicated plans, the FM Service Plan must address the how, when and by whom in terms of the following:

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- Sourcing of the maintenance issue inspections once a maintenance issue call has been logged;
- Establishing a relevant maintenance database of required maintenance service providers in conjunction with the NMM SCM;
- Issuing maintenance calls for quotation, evaluating and appointing service providers;
- Issuing works orders, tracking performance in execution, verifying the work done and assuring quality of service;
- Closing out maintenance issue calls and documenting the works done;
- Allocating all facilities management and/or maintenance work done to the correct infrastructure asset;
- Updating the asset register accordingly where necessary in terms of major maintenance work completed especially where the work affects the useful life of the asset or its replacement value;
- Managing the distribution of maintenance work responsibility between the NMM and DPW according to the maintenance plan of each facility and providing reports on such;
- Maintaining statistics on the maintenance trends in terms of frequency, costs, scale, etc, for reporting; and
- Providing monthly report on FM Services provided with corresponding financials and statistics.

3.2.6 Establishing the Facility Management Contact Centre

The appointed service provider will be expected to establish a dedicated Facilities Management Contact Centre to manage the following on behalf of the NMM:

- Provide one point of contact for all maintenance and facility management queries and information access;
- Receive all maintenance issue call loggings;
- Provide feedback to the caller on the status of their maintenance issue response; and
- Confirm the original caller's satisfaction upon completion of the maintenance issue response.

3.2.7 Information Management System

The appointed service provider will be expected to make use of an information management system in rendering the FM Service. The system should assist to run the entire service but mainly assist in the management and execution of the following:

- Capturing and maintenance of the NMM asset register;
- Capturing and maintenance of the condition assessment reports linked to each asset in the register;
- Capturing and administration of the maintenance plans and tracking the progress of their implementation;
- Capturing and administration of the life-cycle plans and tracking the progress of their implementation;
- Managing all the services of the contact centre electronically;
- Managing the implementation of the rest of the FM services electronically including providing updated reports timeously and in different configurations as may be required by NMM and other stakeholders.

Deliverables for the Disaster Management Plan will include the following:

- Inception report
- Monthly progress reports
- Indicative risk profile for all NMM sites

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- Disaster Management Plan for the Nelson Mandela Museum in electronic format
- Presentation of plan to the Council for approval

4. REQUIRED EXPERTISE, QUALIFICATIONS AND EXPERIENCE

A service provider bidding for this assignment should demonstrate the following:

- Professionally Registered Key Team Members with 5 to 10 built environment experience in the following disciplines:
 - Architect
 - Quantity Surveyor
 - Civil/Structural Engineer
 - Mechanical/Electrical Engineer
- Company experience on similar projects with contactable references;
- Good knowledge of the PFMA;
- Good knowledge of infrastructure planning and GIAMA;
- Understanding of public finance management and particularly of budgeting processes;
- Experience in infrastructure planning, budgeting, designing, managing and administration of projects and programmes, including human, technical and financial aspects of public sector projects;
- Facilities Management Information Management Systems;
- Good understanding of and the ability to implement programme management tools and practices; and
- Good communication, facilitation and leadership skills and the ability to influence people;
- Extensive experience in Disaster Management.
- Need to have a disaster management qualification and appropriate practical experience

Service providers must reflect the above in the form of a proposal to execute the assignment detailed in these ToR with a clear and articulate approach and methodology.

5. TIMEFRAMES

The appointed service provider will be expected to attend a detailed project briefing with the NMM delegated team soon after appointment. Following the briefing the service provider will be expected to produce a detailed work plan reflecting all the tasks necessary to complete the assignment and the corresponding timeframes. The assignment period of the envisaged service provider will be in line with the required period to complete the implementation of the project. The performance of the appointed service provider will be reviewed monthly, quarterly and annually based on the approved work plan of the service provider. Should performance be below the required standard according to the work plan, or should project funds not be available, the contract may be terminated through written notification. Adequate opportunity to improve performance will be provided to the service provider through written notices of poor performance.

The Service Provider is to submit a close-out report in the format provided by the NMM and all other developed documentation, 20 working days before the last day of the service.

On appointment, the Service Provider is to liaise with the NMM delegated team to agree on the date for submission of the project-plan.

The duration of the IDP is six months from the date of the appointment

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6. ACCOUNTABILITY

The service provider will be accountable to and under the direction of the CEO and appointed NMM team in the performance of the assignment duties.

7. PROJECT COST

Payment for the project will be partially time-based plus approved disbursements. A detailed pricing schedule inclusive of professional fees, disbursements and VAT must be provided by the service provider as a Pricing Schedule 1.

The total bid price will count towards the pricing score during the evaluation of the bids.

Table 1 reflects the schedule to be used for pricing for this project with estimated hours to be dedicated for each major deliverable. The schedule is made up of the hour-based fee section (section 1 to 4) and section 5 based on the percentage of the Facilities Management estimated budget.

It must be noted however that the hours shown in table below are a mere estimate for the purpose of fair evaluation of the bids and not a final indication of the hours the assignment will require. The actual hours required by the different disciplines to complete each deliverable of the assignment will be determined during the inception stage of the project and reflected in the work plan.

Table 1: Pricing Schedule

Ref	Deliverable	Professional	Hours	Rate	Total
1	Immovable Asset Register		100		
1.1		Architect	320		
1.2		Quantity Surveyor	310		
1.3		Civil/Structural Engineer	200		
1.4		Mechanical Engineer	350		
A	Sub-total per deliverable		1280		
2	Condition Assessment				
2.1		Architect	80		
2.2		Quantity Surveyor	60		
2.3		Civil/Structural Engineer	60		
2.4		Mechanical Engineer	60		

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B	Sub-total per deliverable		260		
3	Maintenance & Lifecycle Plans				
		Architect	40		
		Quantity Surveyor	40		
		Civil/Structural Engineer	40		
		Mechanical Engineer	40		
C	Sub-total per deliverable		160		
4	FM Service Plan & Contact Centre				
		Facilities Manager	2080		
		Facilities Management Administrator	6 240		
5	Development of a Disaster Management Plan		1 040		
D	Sub-total per deliverable		9 360		
Sub- Total (A+B+C+D)			11 060		
6	FM Service Plan Implementation		Estimate	Percentage	Total
		FM Budget	R 3 000 000		
7	% Management fee				
E	Sub-total per deliverable				
Sub- Total (A+B+C+D+E)					

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VAT (15%)					
Total (Copy to offer)					

NB: The pricing table above is for guidance purposes and to ensure consistency in pricing. Please note that the hours stated above are estimated; the actual hours worked might differ based on the budget availability. Similar to the budget quoted is estimated, the actual funds allocated might vary.

8. EVALUATION CRITERIA

The bid will be evaluated and adjudicated using the 80/20 system (80 for functionality and 20 for Specific Goals). Functionality will be scored at a maximum of 100 points whereby the bidder must obtain a minimum of 70 points to qualify for the financial evaluation according to the criteria captured in the table below:

Table 2: Evaluation Criteria

Description of Quality Criteria and Sub-criteria		Total
<p>1. Proposals Approach paper setting out the manner in which the bidder intends to satisfy the requirements established in the Scope of Work (not more than 20 pages). The approach paper should include the following:</p> <p>Approach Methodology on how the bidder would go about:</p> <ol style="list-style-type: none"> 1. Assign the project team (attach proposed team structure) 2. Updating Immovable Asset Register 3. Conducting Non-intrusive Condition Assessments 4. Reviewing Existing Maintenance Plans 5. Developing Life-Cycle Plans 6. Developing a Facilities Management Plan and Implementation 7. Establishing on-site Facility Management Contact Centre 8. Providing an Information Management System 9. Demonstrate how CIDB requirement will be applied in the implementation of the project 10. Project progress reporting 11. Developing and submission of the DMP <p>Scoring</p> <ul style="list-style-type: none"> • Excellent understanding of what is required – proposal, including approach methodology contains all of the required information • Good understanding of what is required in the terms of reference and proposed action plan 	<p>Excellent = 20</p> <p>Good = 15</p> <p>Satisfactory = 10</p> <p>Poor = 5</p> <p>Not acceptable = 0</p>	20

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<ul style="list-style-type: none"> • Satisfactory understanding of what is required in the terms of reference and proposed action plan • Poor understanding of what is required in the terms of reference and proposed action plan • Not acceptable understanding of what is required in the terms of reference and proposed action plan 		
<p>2. Professional team experience</p> <p>2.1 Qualification and experience of the Architect to be involved (2-page CV), copies of qualification and certificate of registration with a professional body (SACAP) must be submitted.</p> <ul style="list-style-type: none"> • Architects <p>For the professional team listed above the following criteria will apply:</p> <p>10 years or more experience with a Degree/B-Tech and professional registration = 10</p> <p>7 to 9 years' experience with a Degree/B-Tech and professional registration = 8</p> <p>5 to 6 years' experience with a Degree/B-Tech and professional registration = 6</p> <p>3 to 4 years' experience with a Degree/B-Tech and professional registration = 4</p> <p>1 to 2 years' experience with a Degree/B-Tech and professional registration = 2</p> <p>0 years' experience with a Degree/B-Tech and professional registration = 0</p> <p>Unregistered professionals and professionals with any qualifications less than what's stipulated will score 0</p>		60

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<p>2.2 Qualification and experience of the Quantity Surveyor to be involved (2-page CV), copies of qualification and certificate of registration with a professional body (ASAQS) must be submitted.</p> <ul style="list-style-type: none"> • Quantity Surveyor <p>For the professional team listed above the following criteria will apply:</p> <p>10 years or more experience with a Degree/B-Tech and professional registration = 10</p> <p>7 to 9 years' experience with a Degree/B-Tech and professional registration = 8</p> <p>5 to 6 years' experience with a Degree/B-Tech and professional registration = 6</p> <p>3 to 4 years' experience with a Degree/B-Tech and professional registration = 4</p> <p>1 to 2 years' experience with a Degree/B-Tech and professional registration = 2</p> <p>0 years' experience with a Degree/B-Tech and professional registration = 0 score</p> <p>Unregistered professionals and professionals with any qualifications less than what's stipulated will score 0</p>		
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<p>2.3 Qualification and experience of the Civil/Structural Engineer to be involved (2-page CV), copies of qualification and certificate of registration with a professional body (ECSA) must be submitted.</p> <ul style="list-style-type: none"> • Civil/Structural Engineer <p>For the professional team listed above the following criteria will apply:</p> <p>10 years or more experience with a Degree/B-Tech and professional registration = 10</p> <p>7 to 9 years' experience with a Degree/B-Tech and professional registration = 8</p> <p>5 to 6 years' experience with a Degree/B-Tech and professional registration = 6</p> <p>3 to 4 years' experience with a Degree/B-Tech and professional registration = 4</p> <p>1 to 2 years' experience with a Degree/B-Tech and professional registration = 2</p> <p>0 years' experience with a Degree/B-Tech and professional registration = 0 score</p> <p>Unregistered professionals and professionals with any qualifications less than what's stipulated will score 0</p>		
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<p>2.4 Qualification and experience of the Mechanical/Electrical Engineer to be involved (2-page CV), copies of qualification and certificate of registration with a professional body (ECSA) must be submitted.</p> <ul style="list-style-type: none"> • Mechanical/Electrical Engineer <p>For the professional team listed above the following criteria will apply:</p> <p>10 years or more experience with a Degree/B-Tech and professional registration = 10</p> <p>7 to 9 years' experience with a Degree/B-Tech and professional registration = 8</p> <p>5 to 6 years' experience with a Degree/B-Tech and professional registration = 6</p> <p>3 to 4 years' experience with a Degree/B-Tech and professional registration = 4</p> <p>1 to 2 years' experience with a Degree/B-Tech and professional registration = 2</p> <p>0 years' experience with a Degree/B-Tech and professional registration = 0 score</p> <p>Unregistered professionals and professionals with any qualifications less than what's stipulated will score 0</p>		
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<p>2.5 Qualification and experience of the Disaster Risk Management personnel to be involved (2-page CV), copies of qualification and certificate of registration with a professional body (DMISA) Disaster Management Institute of Southern Africa must be submitted.</p> <ul style="list-style-type: none"> Disaster Risk Management (Public administration / Development of disaster or fire management or strategic) <p>For the professional team listed above the following criteria will apply:</p> <p>5 years or more experience with a Degree/B-Tech and professional registration = 10</p> <p>4 years' experience with a Degree/B-Tech and professional registration = 8</p> <p>3 years' experience with a Degree/B-Tech and professional registration = 6</p> <p>2 years' experience with a Degree/B-Tech and professional registration = 4</p> <p>1 years' experience with a Degree/B-Tech and professional registration = 2</p> <p>0 years' experience with a Degree/B-Tech and professional registration = 0 score</p> <p>Unregistered professionals and professionals with any qualifications less than what's stipulated will score 0</p>		
<p>Facilities Management Administrator</p> <p>Qualification and experience of the Facilities Management Administrator to be involved (2-page CV), copies of qualification.</p> <p>5 years or more experience with a Diploma = 10</p> <p>4 years' experience with a Diploma = 8</p> <p>3 years' experience with a Diploma = 6</p> <p>2 years' experience with a Diploma = 4</p> <p>1 years' experience with a Diploma = 2</p> <p>0 years' experience with a Diploma = 0</p>		

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<p>Company Experience on similar projects</p> <p>Bidders to provide contactable reference letters for facilities management rendered in the past ten years. Reference letters are to be on the company's letterhead, contain an address and contact telephone number, signed by the referee, state the scope of work which should be a facilities management related and contain the duration of the contract.</p> <ul style="list-style-type: none"> • 5 or More Completed Similar Project = 20 • 3-4 Completed Similar Projects = 15 • 2 Completed Similar Projects = 10 • 1 Completed Similar Projects = 5 • 0 Completed Similar Project = 0 		20
		100

9. INSTRUCTIONS TO BIDDERS

9.1 General

Bidders must familiarize themselves with and comply with the mandatory requirements and ensure their availability for site visits and presentations, as may be required, on the appropriate dates.

9.2 Bidder Information

The required information on the bidder must be completed as stipulated in **paragraph 11 below. Failure to do so may result in disqualification.**

The successful bidder shall demonstrate to NMM that adequate pre-employment screening, including security screening was performed on the employees/subcontractors (staff).

9.2.1 The pre-employment screening shall as a minimum be:

9.2.1.1 Authenticate that staff are who they claim to be;

9.2.1.2 Confirm that staff have a right to work in the RSA;

9.2.1.3 Obtain written declaration from staff of any criminal record; and

9.2.1.4 Confirm that staff possesses the relevant qualifications to undertake the duties effectively and safety.

9.2.2 The successful bidder shall deploy competent staff, supervision and labour who are:

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9.2.2.1 Appropriately experienced and trained for the work they are to undertake.

9.2.3 NMM and its representatives may seek formal assurance to this effect (including a formal audit) at any time during the contract period.

9.3 Consortium

9.3.1 Bidders forming part of a Consortium must submit with their bid a copy of their Consortium agreement in a separate attachment. This must clearly indicate:

9.3.1.1 The form of agreement;

9.3.1.2 The respective roles and responsibilities of the members;

9.3.1.3 The identity of the lead company which will have overall responsibility;

9.4 Sub-contracting

9.4.1 Bidders must detail any work to be sub-contracted, the proposed sub-contractor(s) to be used,

9.4.2 NMM reserves the right to reject the use of any of the bidder's proposed subcontractors and any subcontractor proposed during the contract term.

9.4.3 Bidders are advised that NMM will not respond any direct approach from potential sub-contractors for details in respect of any particular item in this bid.

9.5 NMM Bidding rights

9.5.1 NMM reserves the right to:

9.5.1.1 extend the closing date;

9.5.1.2 verify any information contained in a proposal;

9.5.1.3 Request documentary proof regarding any bid issue;

9.5.1.4 Give preference to locally manufactured goods or locally sourced services;

9.5.1.5 Issue follow-up or supplementary questions during the response period or after receipt of tenders;

9.5.1.6 Make known to all bidders any questions submitted by a bidder including commercial and technical clarifications, together with answers given to any individual bidder, if it is considered to be relevant to the tender; and

9.5.1.7 Cancel or withdraw this request for tender as a whole or in part.

9.5.2 Evaluating Authorities' (BEC) of the evaluation process NMM may require bidders to arrange and/or participate in one or more of the following:

9.5.2.1 Interviews with, or written references from nominated references;

9.5.2.2 Reference site visits to the location(s) of nominated reference;

9.5.2.3 Interviews with bidder personnel who would be involved in the contract execution (day-to-day operations of the site);

9.5.3 Negotiations with the bidders.

9.5.4 Appoint one bidder or more than one bidder where necessary.

9.6 Bidding process

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9.6.1 Bidders are required to:

9.6.1.1 respond in the English language;

9.6.1.2 A cover letter on the bidder's company letterhead with clear reference to the bid of interest should accompany both the technical and pricing proposals;

9.6.1.3 All copies of the tender response must have signatures on the Declaration of Compliance to the NMM contact person;

9.6.1.4 Ensure that all document attachments are clearly marked and bound in a clear, logical and well-marked format with a table of contents ensuring ease of finding individual documents or sections; and

9.6.1.5 The original document must be signed in black ink by an authorized person, agent or representative and each and every page of the bidding documents shall contain the initials of the same signatory.

9.6.2 All costing information must be typed and signed by the bidder, no hand-written costing/pricing will be accepted.

9.7 Bid submission requirements

Bidders must submit their responses and all supporting documents in properly labelled and sealed envelopes

Bidders must submit one (1) pack of original proposals, marked "ORIGINAL" in a separate envelope and two (2) packs of copies, marked "COPY" in a second envelope. **Bidders must also submit an Electronic copy (USB)**

Financial or pricing details must ONLY be included in the pack marked "ORIGINAL". Bids must be submitted in sealed envelopes clearly labelled to reflect the bid number, name, submission date and closing time.

Bids must be bound, indexed and set out in a tabulated format. Unbound or loose papers will be rejected.

NB. Failure to submit 1 original pack with financial/pricing details and 2 packs of copies (without financial/pricing details), will result in your bid being disqualified.

10. RETURNABLE DOCUMENTS CHECKLIST

Please indicate that all mandatory documents are included in this bid by ticking the boxes in the checklist below. Responses received without all required documents will be considered invalid. Please also indicate where additional documents have been submitted to the main tender response.

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10.1 Mandatory Documents

		Yes	No
1	Completed SBD documents		
2	Valid Tax Pin issued by SARS		
3	If a consortium, Joint venture or Sub-contractor, valid tax Pin for each member		
4	CSD (Central Supplier Database) detailed report		
5	Registration with South African Facilities Management Association		

10.2 Mandatory Compliance Documents

		Yes	No
1	SBD 1 Invitation to Bid		
2	SBD 3.3 Pricing Schedule – Professional services		
3	SBD 4 Declaration of Interest		
4	SBD 6.1 Preference points claim form to PPR 2022		
5	SBD 7.2 Rendering of Services		
7	GCC (General conditions of contract) Obtainable from Treasury website)		

NB: bidders who fail to submit GCC will be disqualified.

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11. BIDDER INFORMATION

The following particulars must be furnished (failure to do so shall result in your bid being disqualified)

Indicate the type of Bidding structure by marking with an 'X':	
Individual bidder	
Joint venture	
Consortium	
Using Subcontractors	
Other	

If individual bidder, indicate the following:	
Name of bidder	
Registration number	
VAT registration number	
Contact person	
Telephone number	
Fax number	
E-mail address	
Physical address	
If Joint Venture or Consortium, indicate the following:	
Name of prime contractor	
Registration number	
VAT registration number	
Contact person	
Telephone number	
Fax number	
E-mail address	
Postal address	
Physical address	

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If using subcontractors, indicate the following:	
(Name of prime contractor to <i>be completed for each subcontractor</i>)	
Name of subcontractor registration number	
Registration number	
VAT registration number	
Contact person	
Telephone number	
Fax number	
Email address	
Postal address	
Physical address	

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12. Evaluation Criteria:

Tenderers are required to score a minimum of (70) points out of one hundred (100) points available to proceed to the next evaluation stage. Failure to obtain the prescribed points will automatically disqualify the bidder from proceeding to the next evaluation stage.

Briefing Session:

N/A

Obtaining of Tender Documents:

The tender for this bid will be available from the Nelson Mandela Museum and www.etenders.gov.za for prospective bidders to download starting from **2 December 2024**

Submission of Tender:

Completed RFQ in a sealed envelope endorsed with the name of bidder, bid number and description must be deposited in the designated tender box located at Nelson Mandela Museum, Bhunga Building, Corner Owen Street and Nelson Mandela Drive, Mthatha, not later than **12h00 on 13 January 2025**

- Faxed, e-mailed, unsigned or incomplete bids will not be accepted
- Posted bids must be made such that there is sufficient time for it to be placed in the Tender Box before closing time.
- It must be expressly understood that Nelson Mandela Museum disclaims any responsibility for seeing that bids sent by post or delivered in any other way to Nelson Mandela Museum are logged in the Tender Box.
- No late submissions will be accepted.

Enquiries:

No telephonic or any other form of communication with any other NMM member of staff, other than the named individual on the tender advert, relating to this request for the tender will be permitted. All enquiries regarding this tender must be in writing only, and must be directed to:

Bid Administration & service provider specifications:

- Ms M Mputa
- Email : mihlali@nelsonmandelamuseum.org.za

Technical Enquiries :

- Mr L Nongcaula
- Email : lihle@nelsonmandelamuseum.org.za

<i>The NMM reserves the right not to accept the lowest quotation in part or in whole or any proposal.</i>

PP



Chief Executive Officer

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T1.1 TENDER NOTICE AND INVITATION TO TENDER

SBD:1

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE NELSON MANDELA MUSEUM				
BID NUMBER:		CLOSING DATE:		CL OSING TIME:
DESCRIPTION	APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER: TO PROVIDE FACILITIES MANAGEMENT FOR THE NELSON MANDELA MUSEUM FOR A PERIOD OF THREE (3) YEARS.			
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)				
Nelson Mandela Museum				
Bhunga Building, Corner Owen Street and Nelson Mandela Drive				
Mthatha				
5099				
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ms M Mputa	CONTACT PERSON	Mr L Nongcaula	
TELEPHONE NUMBER	047	TELEPHONE NUMBER	047 501 9517	
FACSIMILE NUMBER	n/a	FACSIMILE NUMBER	n/a	
E-MAIL ADDRESS	mihlali@nelsonmandelamuseum.org.za	E-MAIL ADDRESS	lihle@nelsonmandelamuseum.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				

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SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS/ SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS/ SERVICES 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)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> 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.

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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 BID 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, 2017, 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:

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T 1.2 TENDEDR DATA

The tender conditions are the Standard Conditions of Tender as contained in Annexure F of the CIDB Standard for Uniformity for Construction Procurement, Board Notice 136 Government Gazette No 38960 of 10 July 2015 (see www.cidb.org.za) which are reproduced without amendment or alteration for the convenience of Tenderers and attached to this Tender Data.

The Standard Conditions of Tender make several references to the Tender Data which specifically applies to the tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the Standard Conditions of Tender. Each item of data given below shall be cross-referenced to the Clause in the Standard Conditions of Tender to which it mainly applies.

The additional conditions of Tender are:

Clause Number	Description
F.1	GENERAL
F.1.1	The Employer is the NELSON MANDELA MUSEUM
	APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER: TO PROVIDE FACILITIES MANAGEMENT FOR THE NELSON MANDELA MUSEUM FOR A PERIOD OF THREE (3) YEARS.
F.1.2	Tender documents
	<p>The tender documents issued by the Employer comprise of:</p> <p>The Tender</p> <p>Part T1 Tendering Procedures</p> <p>Part T1.1 Tender notice and invitation to tender</p> <p>Part T1.2 Tender Data</p> <p>Part T2 Returnable documents</p> <p>Part T2.1 List of Returnable documents</p> <p>Part T2.2 Returnable schedules</p> <p>The Contract</p> <p>Part C1 Agreements and contract data</p> <p>Part C1.1 Form of Offer and Acceptance</p>

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	<p>Part C1.2 Contract Data (Part 2: Data provided by the contractor)</p> <p>Part C2 Pricing data</p> <p>Part C2.1 Pricing Instructions</p> <p>Part C2.2 Pricing Schedule</p>
F1.3.3 (Interpretation)	<p>g) A tendered sum and or rate(s) may be regarded as being unduly low should it be considered to compromise the ability of a service provider to complete the contract i.e. it presents an unacceptable commercial risk to the Employer, or the Tenderer will have insufficient financial capability to perform the contract.</p>
F1.4	Communication and employer's agent
	<p>Delete the first sentence of the clause and replace with the following:</p> <p>Verbal or any other form of communication, from the Employer, its employees, agents or advisors during site visits/clarification meetings or at any other time prior to the award of the Contract, will not be regarded as binding on the Employer, unless communicated by the Employer be in writing to the tenderers. In addition, this communication shall only be to or from, the authorised person as stated below.</p> <p>Technical Enquiries:</p> <p>Name: Lihle Nongcaula</p> <p>Address: Nelson Mandela Museum</p> <p align="center">Corner Owen Street and Nelson Mandela Drive</p> <p align="center">Mthatha, 5099</p> <p>E-mail: lihle@nelsonmandelamuseum.org.za</p> <p>No telephonic or any other form of communication with any other Nelson Mandela Museum member of staff, other than the named individuals on the Tender Notice and Tender Data, relating to this tender will be permitted.</p>
F.2.7	Clarification meeting
F.2.10	Pricing the tender offer:
	<p>(a) <u>Value Added Tax</u></p> <p>The Valued Added Tax (VAT) rate shall be 15% or as otherwise provided for by Legislation.</p> <p>The successful Tenderer shall be required to produce a VAT invoice that shall only be prepared once measurements and valuations for work done in terms of the</p>

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	<p>contract offer has been agreed with the Employer's agent and a certificate of payment issued.</p> <p>Payment of VAT to non-VAT vendors shall be processed from the month in which the Tenderer's liability with the South African Revenue Services is effective.</p>
F.2.11	Alterations to document:
	A Tender offer shall not be considered if alterations have been made to the forms of tender data or contract data (unless such alterations have been duly authenticated by the Tenderer) or if any particulars required therein have not been completed in all respects.
F.2.12	Alternative tender offers:
F.2.12.1	No alternative Tender offer will be considered.
F.2.13	Submitting a Tender offer:
F.2.13.1	Submit one tender offer only, either as a single tendering entity or as a member of a joint venture to provide the whole of the works, services or supply identified in the contract data and described in the scope of works, unless stated otherwise in the tender data.
F.2.13.2	Return all returnable documents to the employer after completing them in their entirety in non-erasable black ink. Under no circumstances whatsoever may the tender forms be retyped or redrafted.
F.2.13.3	Tender offers shall be submitted as an original.
F.2.13.4	Sign the original and all copies of the tender offer where required in terms of the tender data. The employer will hold all authorized signatories liable on behalf of the tenderer. Signatories for tenderers proposing to contract as joint venture shall state which of the signatories is the lead partner, whom the employer shall hold liable for the purpose of the tender offer.

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F.2.13.5	<p>One original of the completed bid document shall be placed in a sealed envelope clearly marked: “NMM 2024-09: APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER: TO PROVIDE FACILITIES MANAGEMENT FOR THE NELSON MANDELA MUSEUM FOR A PERIOD OF THREE (3) YEARS.</p> <p>The Employer's address for delivery of tender offers and identification details are:</p> <p>Nelson Mandela Museum, Bhunga Building, Cnr Owen and Nelson Mandela Drive, Mthatha - at the reception desk</p> <p>The identification details are: “NMM 2024-09: APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER: TO PROVIDE FACILITIES MANAGEMENT FOR THE NELSON MANDELA MUSEUM FOR A PERIOD OF THREE (3) YEARS.</p>
F.2.13.9	Accept that tender offers submitted by facsimile or email will be rejected by the employer, unless stated otherwise in the tender data.
F.2.15	Closing Time:
F.2.15.1	<p>Ensure that the employer received the tender offer at the address specified in the tender data not later than the closing time stated in the tender data. Accept that proof of posting shall not be accepted as proof of delivery.</p> <p>The closing time for submission of tender offers is 12H00 at Nelson Mandela Museum, Cnr Owen and Nelson Mandela Drive, Mthatha, in the tender box at on 13 January 2025</p> <p>Telephonic, facsimile, electronic or e-mailed tenders will not be accepted.</p>
F.2.16	Tender Offer Validity
F.2.16.1	The Tender offer validity period is one hundred and twenty (120) calendar days from closing time for submission of tenders.
F.2.17	Clarification of Tender after submission
	Provide clarification of a tender offer in response to a request to do so from the employer during the evaluation of tender offers. This may include providing a breakdown of rates or prices and correction of arithmetical errors by the adjustment of certain rates or item prices (or both). No change in the competitive position of tenderers or substance of the tender offer is sought, offered, or permitted.
F.2.18	Provide other Material

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F.2.18.1	Provide, on request by the employer, any other material that has a bearing on the tender offer, the tenderer's commercial position (including notarized joint venture agreements), referencing arrangements, or samples of materials, considered necessary by the employer for the purpose of a full and fair risk assessment. Should the tenderer not provide the material, or a satisfactory reason as to why it cannot be provided, by the time for submission stated in the employer's request, the employer may regard the tender offer as non-responsive.
F.2.23	Certificates
	<p>The tenderer is required to submit with his tender the following:</p> <ul style="list-style-type: none"> ● Authority for Signatory (in Tender's letter Head) ● JV Agreement (if applicable) ● National Treasury - Central Supplier Database Registration ● Certified copy of business registration documents, as issued by CIPC ● Certified copy of Identity Document (All Company Director(s) of the Tendering Entity(ies)) ● SARS - Tax compliance PIN letter ● Tax Compliance Status (TCS) ● CSD Registration Report (Full Report not Summary) ● Similar Projects - Awards, or Completions Certificates and or Reference Letters ● Key Personnel CV's and certified copies of Certificates (qualification & professional registration)

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F.3	THE EMPLOYER'S UNDERTAKINGS
F.3.4	Opening of Tender submissions:
F.3.4.1	<p>Tenders will not be opened immediately after the closing. Opening Register shall be distributed to all the Contractors that made submission within 48 hours by email.</p> <p>Contractors are required to include contactable email address in the Contract of the Service Provider – Contract Data</p>
F.3.5	Evaluation of Tender Offers
F.3.5.1	<p>Only Responsive tenders will be evaluated in terms of Method 2: Functionality, Price and Preference.</p> <p>The responsive tender with the highest combined total points for financial offer and preferences, is the preferred tender.</p> <p>The responsive tender with the highest total points of $P_s + N_p$ as defined below, will be considered, but NMM reserves the right not to award the bidder with highest points:</p> <p>(a) P_s (Financial Offer)</p> <p>The points awarded for price in terms of the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2022 is calculated as follows:</p> <p>The contract shall be awarded in line with the NMM SCM Policy, which is based on the Preferential Procurement Policy Framework Act 5 of 2000, Preferential Procurement Regulations 2022 and Section 217 (1) and Section 217(2) of the Constitution of the Republic of South Africa,</p>
	<p>THE 80/20 PREFERENCE POINT SYSTEMS:</p> <p>A maximum 80 points is allocated for price on the following basis:</p> $P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$

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Where:

Ps = Points scored for comparative price of tender or offer under consideration.

Pt = Comparative price of tender or offer under consideration; and

Pmin = Comparative price of lowest acceptable tender or offer.

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.

Specific Goals

Category	Points	Sub-categories	Specific goals points	Verification documents
Local Supplier	5	OR Tambo	5	CIPC Registration Certificate and Proof of Address
		Eastern Cape	4	
		South African	3	
		Non-South African	0	
Women Owned	4	Black African Women	4	CIPC Certificate, Certified ID Copy, Share Certificate and BBBEE Certificate, CSD
		No-Black South African Women	2	

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	Youth Owned	4	Youth Owned (<35-year-old person)	4	CIPC Certificate, Certified ID Copy, Share Certificate and BBBEE Certificate, CSD
			Youth Owned (> 35-year-old person)	2	CIPC Certificate, Certified ID Copy, Share Certificate and BBBEE Certificate, CSD
	People living with disability	3	People living with Disability	3	CSD Full Report
	Small Micro, Medium Enterprise	4	SME – Owned by people with disability	4	BBBEE Certificate or Construction Sector compliant BBBEE Sworn Affidavit
			SME – Owned by black people	3	
			SME – Other	0	
	F.3.6	Scoring Financial offers:			
	The procedure for the evaluation of responsive tenders is contained in the Part T1.3 Evaluation and Scoring of Tender Offers on Empowerment Objectives and Price.				
F.3.7	Scoring quality (Functionality)				
	For Functionality scoring bidders must achieve a minimum threshold of 60% in order to be considered for next stage evaluation				
F.3.8	Decimal Places				
	Score price, preference and functionality, as relevant, to two decimal places.				
F.3.9	Acceptance of Tender Offer:				
	Tender offers will be accepted if: (a) the Tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector.				

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	<p>(b) The Tenderer submits a letter of intent from an approved insurer undertaking to provide the Construction Guarantee to the format included in Part T2.2 of the procurement document.</p> <p>(c) The Tenderer is registered with the Construction Industry Development Board in an appropriate contractor grading designation and has submitted proof of CIDB grading.</p> <p>(d) the Tenderer has not:</p> <p style="padding-left: 40px;">(i) abused the Employer's Supply Chain Management System; or</p> <p style="padding-left: 40px;">(ii) failed to perform on any previous contract and has been given a written notice to this effect.</p> <p>(e) The tender offer is signed by a person authorized to sign on behalf of the Tenderer.</p> <p>(f) The Tenderer has completed the Compulsory Enterprise Questionnaire and there are no conflicts of interest which may impact on the Tenderer's ability to perform the Contract in the best interests of the Employer or potentially compromise the tender process.</p>
	<p>(g) the Tenderer is registered and in good standing with the Compensation Fund or with a licensed compensation insurer.</p> <p>(h) the Employer is reasonably satisfied that the Tenderer has in terms of the Construction Regulations, 2014, issued in terms of the Occupational Health and Safety Act, 1993, the necessary competencies and resources to carry out the work safely.</p> <p>(i) The Tenderer has submitted certified copies of the directors, owners and shareholders identity documents with the tender offer.</p> <p>(j) The Tenderer or any of its principals, directors or managers are not employed in the service of the State. In the event that such principals are involved, official approval from the Executing Authority regarding carrying out remunerative work outside of the public service must be included in the tender submission.</p> <p>(k) Tenderer who submitted a tender as a Joint Venture has included an acceptable Joint Venture Agreement with his/her tender signed by all parties.</p> <p>(l) The Tenderer complies with the specifications and conditions applicable to the product and submitted all the required documentation as stipulated in part C3: Scope of Works.</p> <p>(m) The Tenderer or any of its principals is <u>not</u> listed on the register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector.</p>

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	<p>The Employer is satisfied that the tenderer or any of his principals have <u>not influenced</u> the tender offer and acceptance by the following criteria:</p> <ul style="list-style-type: none"> (a) having offered, promised or given a bribe or other gift or remuneration to any person in connection with the obtaining or execution of this Contract. (b) having acted in a fraudulent or corrupt manner in obtaining or executing this Contract. (c) having approached an officer or employee of the Employer or the Employer's Agent with the objective of influencing the award of a Contract in the tenderer's favour. (d) having entered into any agreement or arrangement, whether legally binding or not, with any other person, firm or company to refrain from tendering for this Contract or as to the amount of the tender to be submitted by either party. (e) having disclosed to any other person, firm or company other than the Employer, the exact or approximate amount of his proposed tender. (f) The Employer may, in addition to using any other legal remedies, repudiate the tender offer and acceptance and declare the Contract invalid should it have been concluded already.
F.3.10	Provide copies of the contracts
	<p>The employer will provide the successful tenderer with one (1) paper copy of the signed contract as soon as possible after completion and signing of the form of offer and acceptance.</p>

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T2.1: LIST OF RETURNABLE DOCUMENTS

The following documents are to be completed and returned as they constitute the tender. Whilst many of the returnable are required for the purpose of evaluating the tenders, some will form part of the subsequent contract, as they form the basis of the tender offer. For this reason, it is very important that tenderers return **all information requested**.

**1. RETURNABLE SCHEDULES REQUIRED FOR TENDER EVALUATION PURPOSES
(included hereafter for completion)**

Schedule : 1A	Authority for Signatory
Schedule : 1B	Letter of Good Standing with Workmen's Compensation Commissioner
Schedule : 1C	Joint Venture Disclosure Form
Schedule : 1D	Record of Addenda to Tender Documents
Schedule : 1E	Declaration of Interest (SBD4)
Schedule: 1 F	Preference Points Claim Form In Terms Of The Preferential Procurement Regulations 2022(SBD6.1)
Schedule : 1G	Declaration of Tenderer's Past Supply Chain Management Practices (SBD 8)
Schedule : 1 H	Certificate of Independent Tender Determination (SBD 9)
Schedule : 1 I	Compulsory Enterprise Questionnaire
Schedule : 1J	Particulars of Tenderer

2. OTHER DOCUMENTS REQUIRED FOR TENDER EVALUATION PURPOSES (to be attached with submission)

Schedule: 2A	Tax Clearance Requirements
Schedule: 2B	Specific Goals verification
Schedule: 2C	Proof of Locality
Schedule: 2D	Schedule of Tenderer's Experience
Schedule: 2E	Particulars of Commitment which the tenderer are presently engaged with
Schedule 2 F	Work Capacity
Schedule 2 G	Qualification and Experience of the proposed Site Supervision Team
Schedule 2 H	Curriculum Vitae of Personnel (All shown in Organogram)

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SCHEDULE 1A: AUTHORITY FOR SIGNATORY

Indicate the status of the tenderer by ticking the appropriate box (x) hereunder. The tenderer must complete the certificate set out below for the relevant category.

A Company	B Partnership	C Joint Venture	D Sole Proprietor	E Close Corporation

A. Certificate for Company

I, , chairperson of the board of directors of
 , hereby confirm that by resolution of the board
 (copy attached) taken on 20..., Mr/Ms
 acting in the capacity of , was authorized to sign all documents in
 connection with this tender and any contract resulting from it on behalf of the company.

As witnesses:

- Chairman :
- Date :

B. Certificate for Partnership

We, the undersigned, being the key partners in the business trading as
 hereby authorize Mr/Ms ,
 acting in the capacity of to sign all documents in connection
 with the tender for Contract and any contract resulting from it on
 our behalf.

NAME	ADDRESS	SIGNATURE	DATE

NOTE: This certificate is to be completed and signed by all of the key partners upon whom rests
 the direction of the affairs of the Partnership as a whole

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C. Certificate for Joint Venture

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorize Mr/Ms, authorized the signatory of the company, acting in the capacity of lead partner, to sign all documents in connection with the tender offer for contract and any contract resulting from it on our behalf.

This authorization is evidenced by the attached power of attorney signed by legally authorized signatories of all the partners to the Joint Venture.

NAME OF FIRM	ADDRESS	AUTHORISING SIGNATURE, NAME & CAPACITY

Note:

A Copy of the Joint Venture Agreement showing Clearly the percentage contribution of each partner to the joint venture shall be appended to the schedule.

D. Certificate for Sole Proprietor

I,hereby confirm that I am the sole owner of the business trading as
.....

As witnesses:

1. Signature : Sole owner :
2. Date :

E. Certificate for Close Corporation

We, the undersigned, being the key members in the business trading as
..... hereby authorize Mr/Ms

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acting in the capacity of, to sign all documents in connection with the tender for
Contract and any contract resulting from it on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

NOTE: This certificate is to be completed and signed by all of the key partners upon who rests the
direction of the affairs of the Partnership as a whole.

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SCHEDULE 1D: RECORD OF ADDENDA TO TENDER DOCUMENTS

We confirm that the following communications received from the Employer before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:

No.	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

(Attach additional pages if more space is required)

Signed

Date

Name

Position

Tenderer

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SCHEDULE 1E: DECLARATION OF INTEREST(SDB4)

1. No Bid will be accepted from persons in the service of the state¹.

2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to Bid. In view of possible allegations of favouritism, should the resulting Bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the Bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

3. **In order to give effect to the above, the following questionnaire must be completed and submitted with the Bid.**

3.1. Full Name of Bidder or his or her representative:

.....

3.2. Identity Number:

.....

3.3. Position occupied in the Company (director, trustee, shareholder²):

.....

3.4. Company Registration Number:

.....

3.5. Tax Reference Number:

.....

3.6. VAT Registration Number:

.....

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3.7. The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8. Are you presently in the service of the state? **YES / NO**

3.8.1. If yes, furnish particulars.
.....

¹PFMA Regulations: "in the service of the state" means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces.
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any state entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

² Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.9. Have you been in the service of the state for the past twelve months? **YES / NO**

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3.9.1 If yes, furnish particulars.....

3.10 Do you have any relationship (family, friend, other) with persons
in the service of the state and who may be involved with
the evaluation and or adjudication of this Bid?**YES / NO**

3.10.1 If yes, furnish particulars.....
.....

3.11 Are you, aware of any relationship (family, friend, other) between
any other Bidder and any persons in the service of the state who
may be involved with the evaluation and or adjudication of this Bid? **YES / NO**

3.11.1 If yes, furnish particulars

.....

3.12 Are any of the company's directors, trustees, managers,
principle shareholders or stakeholders in service of the state? **YES / NO**

3.12.1 If yes, furnish particulars.....

.....

3.13 Are any spouse, child or parent of the company's directors

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trustees, managers, principal shareholders or stakeholders

in service of the state?

YES / NO

3.13.1 If yes, furnish particulars.....

.....

3.14 Do you or any of the directors, trustees, managers,
principle shareholders, or stakeholders of this company
have any interest in any other related companies or
business whether or not they are Bid for this contract.

YES / NO

3.14.1 If yes, furnish particulars.....

.....

4. Full details of directors / trustees / members / shareholders.

Note: The full details disclosed hereunder must correlate to “**ownership information**” as per Central Supplier Database (CSD).

Full Name	Identity Number	State Employee Number

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--	--	--

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder

In the presence of:

1.

2.

CERTIFICATION OF CORRECTNESS

I, THE UNDERSIGNED (NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.

I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE

Signature.....

Date.....

.....

.....

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Position

Name of Bidder

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SCHEDULE 1H: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 (SBD 6.1)
--

This preference form must form part of all the 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**
(delete whichever is not applicable for this tender).
- a) The applicable preference point system for this tender is the 90/10 preference point system.
 - b) The applicable preference point system for this tender is the 80/20 preference point system.
 - c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.
- 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.

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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).

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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:

80/20 or **90/10**

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \text{ or } P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

P_{min} = 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:

80/20 or **90/10**

$$P_S = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \text{ or } P_S = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of tender under consideration

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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	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Local Supplier		5		

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Women Owned		4		
Youth Owned		4		
People living with disability		3		
Small Micro, Medium Enterprise		4		

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

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☐ 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:

.....
.....

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SBD 7.2

CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

7. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .
8. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (iv) Bidding documents, viz
 - Invitation to bid;
 - Proof of tax compliance status;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations;
 - Bidder's Disclosure form;
 - Special Conditions of Contract;
 - (v) General Conditions of Contract; and
 - (vi) Other (specify)
9. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding 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.
10. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
11. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

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12. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

.....

...

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

4. I..... in my capacity
as.....
accept your bid under reference numberdated..... for the
rendering of services indicated hereunder and/or further specified in the annexure(s).
5. An official order indicating service delivery instructions is forthcoming.
6. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

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DESCRIPTI ON OF SERVICE	PRICE (AL L APPLICABLE TAXES INCLUDED)	COMPLETION DATE	TOTAL PREFERENC E POINTS CLAIMED	POINTS CLAIMED FOR EACH SPECIFIC GOAL

4. I confirm that I am duly authorised to sign this contract.

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

<p align="center">WITNESSES</p> <p align="center">1</p> <p align="center">.....</p> <p align="center">...</p>

**APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER: TO PROVIDE FACILITIES MANAGEMENT FOR THE
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