

## REQUEST FOR QUOTE FOR PROFESSIONAL SERVICES – STANDARD FORMAT

<b>RFP</b>	<b>SUPPLY AND INSTALLATION OF AN AC GRID TIED COUPLED ROOFTOP SOLAR SYSTEM AT THE FIRST RAADSAAL &amp; WAGON MUSEUM</b>
<b>RFQ ZB</b>	
<b>ISSUE DATE</b>	<b>19 April 2023</b>
<b>CLOSING DATE</b>	<b>28 April 2023</b>
<b>CLOSING TIME</b>	<b>18H00</b>

### 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](http://www.nasmus.co.za)

### 2. Purpose and Background

The National Museum intends to appoint of a Service provider for the supply and installation of an AC Grid tied coupled rooftop Solar system at First Raadsaal & wagon Museum, which is based in the Free State Province.

The National Museum by inviting Requests to Proposal (RFP) intends to enter into a suitable once off contract for the required work, using stringent compliance criteria to ensure that contract entered into with a professional service provider who has the capability and capacity to provide the services.

Professional service provider will be expected to meet all the conditions of the various forms of contract that are utilized by the Employer (The National Museum).

### 3. Scope of Work (Terms of Reference)

## **Terms of Reference**

The National Museum intends to appoint a Service provider for the supply and installation of a rooftop solar system at The First Raadsaal and Wagon Museum which is situated in Bloemfontein, Free State Province.

The National Museum by inviting Requests to Quote (RFQ) intends to enter into a suitable once off contract for the required work, using stringent compliance criteria to ensure that contract entered into with a professional service provider who has the capability and capacity to provide the services.

**The Occupational Health and Safety Act 1993 (Act No 85 of 1993), the South African electrician's work must comply with SANS 10142-1 (Edition 2), which is the most recent legislation applicable to the electrical trade shall apply**

**This, along with the OHS Act's regulations such as the Electrical Installation Regulations, Electrical Machinery Regulations, and General Safety Regulations**

Professional service provider will be expected to meet all the conditions of the various forms of contract that are utilised by the Employer (The National Museum).

**Location of the works FIRST RAADSAAL & WAGON MUSEUM, 95 ST Georges Street, Bloemfontein**

## **ROOFTOP SOLAR SYSTEM**

### **Scope of Work:**

1. The supply and installation of a rooftop hybrid solar system.
2. Including rooftop **monocrystalline solar panels**, a smart **5KW inverter & lithium battery** to reduce the museum's grid dependency and provide power during loadshedding.
3. The system must be connected to the existing electrical installation of the museum and remain connected to the grid as backup for when the solar panels and battery cannot cover consumption. For example on cloudy & rainy days.
4. Automatic changeover between solar, batteries and grid is required.
5. Provide Earth and Lightning protection.
6. Provide Electric compliance certificate (COC)
7. Health & Safety File
8. A needs analysis to determine the size of the system required.

## **PV Modules**

PV Modules shall be tier 1 and shall provide the maximum power production per meter squared ( $m^2$ ).

The Contractor shall supply and install the PV modules to achieve the specified levels of performance for the required design life of 25 years under the prevailing site environmental conditions, which shall be determined by the Contractor.

Modules to be used shall be reliable modules with a proven track record in performance, operation and obtaining long-term debt (project finance). The Contractor shall ensure that PV modules are sourced from a **Tier 1 manufacturer**.

All modules supplied shall be of the same type and from a single manufacturer.

The quality of equipment supplied shall be generally controlled to meet the guidelines for the design included in the standards and codes listed.

All transportation, storage, handling and installation of the modules shall be in accordance with the specifications from the manufacturer to ensure that the module manufacturer's warranty is honored.

The module rated peak power shall be used to determine the peak power of the PV Plant. The peak power shall be the sum of the manufacturer's name plate data sheets for each individual module.

The Contractor shall be responsible to decide the module arrangements to minimize the losses due to mismatching.

Where the manufacturer's module flasher data show an IMPP deviation of more than 3%, PV modules shall be sorted into three groups to meet a set tolerance.

Only modules from the same set shall be used in in the same string. All records of the testing and grouping of Modules must be kept and presented to the Clients.

### **Surge and lightning protection**

The Contractor shall carry out a risk assessment for lightning and install adequate lightning protection systems.

The Contractor shall design the lightning protection system in accordance with the latest edition of the SANS/IEC standards.

The lightning protection system shall protect the plant, inverters, control and monitoring systems and any other electrical and mechanical equipment against damage caused by lightning strikes.

The proposals to the Client must provide for adequate design against lightning induced overvoltage risk.

Overvoltage protection shall be installed at DC side as well as AC side of the inverter and within the PV arrays.

In general, the design of the DC system must ensure that cables are kept in parallel and as short as possible, while cable loops are also avoided or restricted.

Protection against direct strikes (direct strike lightning protection) shall be installed and coupling because of strikes elsewhere in the grid (indirect strike lightning protection) shall be taken into consideration and designed out of the system.

Professional service provider will be expected to meet all the conditions of the various forms of contract that are utilized by the Employer (The National Museum).

#### 4. Mandatory Requirements

Mandatory Eligibility Criteria	Compliant (Indicate Yes or No)	What Proof is required to show compliance to Mandatory Eligibility Criteria	Reference proof supplied by reference the page number where the information is located in your submission
1. Fully Complete the compulsory covering FORM		Annexure 1	
2. PV module supplied must be Tier 1		Proof that the PV module supplied is a Tier 1.	
3. Inverter supplied must be of a known type similar/equivalent – or approved. The following minimum certifications need to apply: (IEC61727, IEC62109-1/2, NRS 097-2-1 2017, IEE1547, IEE1547.1, IEE1547.2)		Certificate of Compliance	
5. PV modules need to be fixed by means of anti-theft fixings		Data Sheet and Design Drawing	
6. Electrician must be registered with department of labour as a three-phase electrician (IE/MIE Number)		Registration proof to be supplied (i.e. Three (3) Phase Wireman's Licence). Expired licences won't be accepted.	
7. Contractor needs a CIDB rating of 2EP or better		Proof to be supplied (i.e. Valid CIDB registration to be supplied)	
8. Proof of ECSA Registered Professional Engineer or Technologist		Attach a valid ECSA certificate for the registered professional	
<b>NOTE: Bidders that do not comply with all the above criteria will not be evaluated further.</b>			

### **Required Deliverables:**

The quality of service delivered must be per the National Museum standards/requirements. **No payments** will be made if the works does not meet the National Museum standards. COVID 19 protocols to be observed by the appointed service provider during delivery and conducting of the works

**NB: YOU ARE EXPECTED TO PROVIDE YOUR OWN EQUIPMENT AND TRANSPORT UNLESS INCLUDED IN THE P&G's**

## **5. Compulsory requirements**

The bidder must attach the following documents to the quotation as follows;

- 5.1.1.** at least three (3) years' experience in provision of similar services supported by at least three (3) contactable reference letters. A bidder will score more points on technical assessment with more than the required number of years of experience as indicated above. Contactable written reference letter(s) must be attached to support the number of years' claimed by the bidder.
- 5.1.2.** a valid copy or copies of relevant professional registration with a professional body or professional bodies must be attached.
- 5.1.3.** Attached SBD forms 4 must be completed and signed and a completed and signed copy must be attached
- 5.1.4. a copy of a detailed CV(s) and qualification(s) of the technician or expert to be used on this project must also accompany the quote.
- 5.1.5. the bidder must be tax compliant and a tax pin issued by SARS must be attached.
- 5.1.6. the must be registered on CSD and CSD supplier report must be attached.
- 5.1.7. the bidder must be an active company registered in the Republic of South Africa and a copy of CIPC registration documents must be attached.
- 5.1.8. Compulsory registration with CIBD 1 GB PE or higher.

### **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.

#### **6 Price and Preference Points Evaluation**

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

#### **7 Bid Evaluation.**

All bidders will be subject to a three-stage technical evaluation process as follows;

- 5.1 Pre-screening, i.e. determination of compliance to compulsory requirements. The will be required to pass pre-screening to be eligible for further evaluation.
- 5.2 Technical assessment, measurement of capability. The bidder will be required to obtain a minimum of 60 points in order to be eligible for preferential procurement evaluation.
- 5.3 Preferential procurement calculation 80/20, whereby 80 is for price and 20 points for BBBEE points.

#### **8 Technical Assessment**

<b>FUNCTIONALITY CRITERIA</b>	<b>POINTS ALLOCATION</b>
Experience of firm – for similar scale projects or services required.	40

<b>Score points;</b>  1 = 1 year 2 = 2 years 3 =3 years 4 =4 years 5 =5 years plus	
Experience and Qualifications of one (1) Lead Technical – for similar scale Projects or services required.  <b>Score points;</b>  1 = 1 year 2 = 2 years 3 =3 years 4 =4 years 5 =5 years plus  Certificate, trade test, Diploma or higher = 5 No qualification = 1	40
<b>Reference letters</b> <b>Score points;</b>  1 = 1 reference letter 2 = 2 reference letters 3 = 3 reference letters 4 = 4 reference letters 5 – 5 plus reference letters	20
<b>Total points</b>	<b>100 points</b>

## 9 Price

The bidder must provide a cost inclusive quotation including VAT if applicable in the proposal. The financial offer must be provided in the table below; and a quote with compulsory documents must be forward to [scm@nasmus.co.za](mailto:scm@nasmus.co.za) by the due date for submission of a quote as provided

## 10 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





an agency of the  
Department of Sport, Arts and Culture

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Incorporating the satellites:	Insluitend die sateliete:
Oliewenhuis Art Museum	Oliewenhuis-kunsmuseum
Freshford House Museum	Freshford-huismuseum
First Raadsaal	Eerste Raadsaal
Wagon Museum	Wagenuismuseum
Florisbad Research Station	Florisbad-navorsingstasie

## 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 interest<sup>1</sup> 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.

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<sup>1</sup> 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.

Full Name	Identity Number	Name of institution	State

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 /

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 consortium<sup>2</sup> 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.

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<sup>2</sup> 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.

- 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.

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Signature

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Date

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Position

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Name of Bidder