



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

RFP 03/2024
18 October 2024

REQUEST FOR PROPOSAL: REFURBISHMENT OF ARTIST FLAT

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

WHAG invites proposals for the refurbishment of the William Humphreys Art Gallery's artist flat in full compliance with the Public Finance Management Act (PFMA) Act 1 of 1999 and related regulations.

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

Mandatory briefing session shall be held under the following details:

Date: 01 November 2024
Time: 11:00am
Venue: William Humphreys Art Gallery's Auditorium
1 Cullinan Crescent
Civic Centre
Kimberley

Closing date for submission of proposals is 15 November 2024. Submit written quotations through via email to:

Tumelo Semosa
tumelo@whag.co.za

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

TERMS OF REFERENCE FOR THE REFURBISHMENT OF ARTIST FLAT

Introduction:

The William Humphreys Art Gallery is seeking proposals from experienced and qualified contractors for the refurbishment of its Artist Flat.

Scope of Work:

1. The scope of work for this project includes, but is not limited to:
 - Providing of workshop area with workstations, screen printing workstation, wash troughs, Air Conditioning, Ventilation Extraction, Electrical Power Points with upgraded lighting fixtures.
 - Revitalised Kitchen
 - Revitalised Bathroom facilities
 - Chemical Storeroom
 - Revitalised Sleeping Quarters
 - Disabled access ramp with custom adapted entrance at workshop entrance
2. Procurement and installation of necessary furniture, fixtures, and equipment.
3. Project management and supervision of the works, including the coordination of all sub-contractors and suppliers.
4. Commissioning of the works and handover of the completed areas to the William Humphreys Art Gallery.

Compulsory Requirements

The following compulsory requirements must be provided:

1. Site Visit and Briefing:

It is mandatory for all interested parties to attend a compulsory site visit and briefing, which will be held at the William Humphreys Art Gallery on 01 November 2024 at 11:00am. This will provide an opportunity to view the flat and to ask any questions about the project.

2. Reference Letters:

The bidder must provide at least three (3) contactable reference letters in the refurbishment of similar projects. Reference letters must be on referring client's letterhead, signed, and dated. The reference letters must have contact details of the referring client.

3. CV and Qualifications:

The team leader must be in possession of a relevant qualification and CV with a minimum of three (3) years' experience in refurbishment of similar projects. CV and copy of qualifications must be submitted. The service provider should make clear the relevant skills, experience, and capacity of each member of the team. The team must have adequate experience in design and refurbishment of similar projects.

4. Project Plan and Methodology:

The bidder must provide a project plan and methodology clearly articulating the stages of the required services and period of delivery. The service provider must explain their understanding of the objectives of this exercise, approach, and the methodology for carrying out this exercise. The main activities of the exercise, their content and duration, phasing and interrelations,

milestones, and delivery dates of the reports. The proposed work plan should be consistent with the approach and methodology. The project plan should include the following:

- a) Proposed project management and supervision arrangements.
- b) Proposed timeline for completion of the works.
- c) Detailed design and technical proposal, which should include drawings, specifications, and total cost of the works, including a detailed breakdown of all costs.
- d) Proposed health and safety arrangements, including the provision of a detailed health and safety plan.
- e) Proposed environmental management arrangements, including the provision of a detailed environmental management plan.

5. Company Profile:

The bidder must provide a company profile indicating that the bidder has a minimum of three (3) years' experience in the refurbishment of similar projects.

Failure to provide the above-mentioned compulsory requirements will lead to proposals being disqualified and will not be evaluated further on Functionality and Preferential Evaluation.

Submission Requirements:

Proposals must be submitted in accordance with the following requirements:

1. Proposals must be submitted in hard copy and/or electronic format, to the addresses specified below:

William Humphreys Art Gallery

1 Cullinan Crescent

Civic Centre

Kimberley

8301

Attention: Tumelo Semosa

tumelo@whag.co.za

2. Proposals must be accompanied by a cover letter, which should provide a brief overview of the proposed solution and the contractor's experience and qualifications.

EVALUATION CRITERIA

Functionality Evaluation

Proposals will be evaluated based on the following criteria:

1. Experience and qualifications of the contractor and its key personnel.
2. Relevant experience in the refurbishment of similar projects.
3. Quality of the proposed plan, including the selection of materials, finishes, and furniture.

The functionality criteria and weightings that will be utilized to test the capability of service providers is set as follows:

CRITERION	DESCRIPTION	SCORE										
Contractor Experience	<p>The bidder must provide at least three (3) contactable reference letters in the refurbishment of similar projects. Reference letters must be on referring client’s letterhead, signed, and dated. The reference letters must have contact details of the referring client.</p> <p>The bidder must provide a company profile indicating that the bidder has a minimum of three (3) years’ experience in the refurbishment of similar projects.</p>	40										
Team Leader Experience	<p>The team leader must be in possession of a relevant qualification and CV with a minimum of three (3) years’ experience in the refurbishment of similar projects. CV and copy of qualifications must be submitted.</p>	20										
Team Experience	<p>The service provider should make clear the relevant skills, experience, and capacity of each member of the team. The team must have adequate experience in refurbishment of similar projects.</p> <p>Scoring criteria:</p> <table><thead><tr><th>Experience</th><th>Score</th></tr></thead><tbody><tr><td>No experience indicated or no CV’s attached</td><td>0</td></tr><tr><td>1 – 2 years’ experience</td><td>5</td></tr><tr><td>3 - 4 years’ experience</td><td>10</td></tr><tr><td>5 and above years’ experience</td><td>15</td></tr></tbody></table>	Experience	Score	No experience indicated or no CV’s attached	0	1 – 2 years’ experience	5	3 - 4 years’ experience	10	5 and above years’ experience	15	15
Experience	Score											
No experience indicated or no CV’s attached	0											
1 – 2 years’ experience	5											
3 - 4 years’ experience	10											
5 and above years’ experience	15											
Project Plan Quality	<p>The bidder must provide a project plan and methodology clearly articulating the stages of the required services and period of delivery. The service provider must explain their understanding of the objectives of this exercise, approach, and the methodology for carrying out this exercise. The main activities of the exercise, their content and duration, phasing and interrelations, milestones, and delivery dates of the reports. The proposed work plan should be consistent with the approach and methodology. The project plan should include the following:</p>	25										

	<p>a) Proposed project management and supervision arrangements.</p> <p>b) Proposed timeline for completion of the works.</p> <p>c) Detailed design and technical proposal, which should include drawings, specifications, and total cost of the works, including a detailed breakdown of all costs.</p> <p>d) Proposed health and safety arrangements, including the provision of a detailed health and safety plan.</p> <p>e) Proposed environmental management arrangements, including the provision of a detailed environmental management plan.</p> <p>Failure to attach a project plan will lead to disqualification of proposal.</p>											
	<p>Scoring criteria:</p> <table><tr><td>Quality</td><td>Score</td></tr><tr><td>Poor Project Plan</td><td>5</td></tr><tr><td>Fair Project Plan</td><td>10</td></tr><tr><td>Good Project Plan</td><td>20</td></tr><tr><td>Excellent Project Plan</td><td>25</td></tr></table>	Quality	Score	Poor Project Plan	5	Fair Project Plan	10	Good Project Plan	20	Excellent Project Plan	25	
Quality	Score											
Poor Project Plan	5											
Fair Project Plan	10											
Good Project Plan	20											
Excellent Project Plan	25											
TOTAL:		100										

All Bidders who score less than 75 points on functionality evaluation will not be considered for further evaluation on Price and Preferential Points.

Preferential Evaluation

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

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

Preferential Points will be awarded as per below scoring:

CRITERION	POINTS	PROOF OF CLAIM
B-BBEE Status	4	Valid B-BBEE verification certificate or an affidavit confirming micro enterprise status
Businesses Based in the Northern Cape	4	Proof of Business Address not older than three months
Ownership by Youth	4	WHAG SBD 4 Form, Company Registration Documents, and Identity Documents of Shareholders
Ownership by Women	4	WHAG SBD 4 Form, Company Registration Documents, and Identity Documents of Shareholders
Ownership by People with Disabilities	4	WHAG SBD 4 Form, Company Registration Documents, and Identity Documents of Shareholders

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

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

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

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

MANDATORY INFORMATION TO BE SUBMITTED

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

- a. WHAG 07EC: Form of Offer and Acceptance
- b. WHAG SBD 4 Form – Bidder's Disclosure
- c. Bill of Quantities

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

WHAG 07EC: FORM OF OFFER AND ACCEPTANCE

OFFER

The Employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the procurement of:

WILLIAM HUMPHREYS ART GALLERY - REFURBISHMENT OF ARTIST FLAT

The Tenderer, identified in the offer signature block, has examined the documents listed in the tender data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of tender.

By the representative of the Tenderer, deemed to be duly authorized, signing this part of this form of offer and acceptance, the Tenderer offers to perform all of the obligations and liabilities of the Contractor under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS:

Rand (in words):	
Rand in figures:	R

VAT IS TO BE INCLUDED EVEN IF THE TENDERER IS A NON-VAT VENDOR

<p>Company or Close Corporation:</p> <p>.....</p> <p>.....</p> <p>And: Whose Registration Number is:</p> <p>.....</p> <p>And: Whose Income Tax Reference Number is:</p> <p>.....</p>	<p>OR</p>	<p>Natural Person or Partnership:</p> <p>.....</p> <p>.....</p> <p>Whose Identity Number(s) is/are:</p> <p>.....</p> <p>.....</p> <p>Whose Income Tax Reference Number is/are:</p> <p>.....</p>
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AND WHO IS (if applicable):

<p>Trading under the name and style of:</p> <p>.....</p>
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AND WHO IS:

<p>Represented herein, and who is duly authorised to do so, by:</p> <p>Mr/Mrs/Ms:</p> <p>.....</p> <p>In his/her capacity as:</p> <p>.....</p>	<p>Note:</p> <p>A Resolution / Power of Attorney, signed by all the Directors / Members / Partners of the Legal Entity must accompany this Offer, authorising the Representative to make this offer.</p>
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This offer may be accepted by the Employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the Tenderer before the end of the period of validity stated in the tender data, whereupon the Tenderer becomes the party named as the Contractor in the conditions of contract identified in the contract data.

THIS OFFER IS MADE BY THE FOLLOWING LEGAL ENTITY: (cross out block which is not applicable)

SIGNED FOR THE TENDERER:

Name of representative	Signature	Date

WITNESSED BY:

Name of witness	Signature	Date

This Offer is in respect of: (Please indicate with an “X” in the appropriate block)

The official documents ☐

The official alternative ☐

Own alternative (only if documentation makes provision therefore) .. ☐

(N.B.: Separate Offer and Acceptance forms are to be completed for the main and for each alternative offer)

SECURITY OFFERED:

- (a) the Tenderer accepts that in respect of contracts from R 500 000 and up to R 1 million, a surety of 2% of the contact value (excluding VAT) will be applicable and will be deducted by the Employer in terms of the applicable conditions of contract
- (b) in respect of contracts above R 500 000, the Tenderer offers to provide security as indicated below:
- | | |
|--|--|
| (1) cash deposit of 10 % of the Contract Sum (excluding VAT) | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| (2) variable construction guarantee of 10 % of the Contract Sum (excluding VAT) (DPW 10.3) | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| (3) payment reduction of 10% of the value certified in the payment certificate (excluding VAT) | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| (4) cash deposit of 5% of the contract sum (excluding. VAT) and a payment reduction of 5% of the value certified in the payment certificate (excluding. VAT) | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| (5) fixed construction guarantee of 5% of the contract sum (excluding VAT) and a payment reduction of 5% of the value certified in the payment certificate (excluding VAT) | Yes <input type="checkbox"/> No <input type="checkbox"/> |

NB. Guarantees submitted must be issued by either an insurance company duly registered in terms of the Short-Term Insurance Act, 1998 (Act 35 of 1998) or by a bank duly registered in terms of the Banks Act, 1990 (Act 94 of 1990) on the pro-forma referred to above. No alterations or amendments of the wording of the pro-forma will be accepted.

The Tenderer elects as its *domicilium citandi et executandi* in the Republic of South Africa, where any and all legal notices may be served, as (physical address):

.....
.....

Other Contact Details of the Tenderer are:

Telephone No.:	Cellular Phone No.:
Fax No.:	Other contact No.:
Postal address:	
Main or Principal Place of Business: E-mail Address:	
Registered Place of Business:	
Banker Branch	
Registration No of Tenderer at Department of Labour	
CIDB Registration Number: (Attached copy of certificate)	
CSD Number:..... SARS Pin.....	

ACCEPTANCE

By signing this part of this form of offer and acceptance, the Employer identified below accepts the Tenderer's offer. In consideration thereof, the Employer shall pay the Contractor the amount due in accordance with the conditions of contract identified in the contract data. Acceptance of the Tenderer's offer shall form an agreement between the Employer and the Tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract, are contained in:

Part 1 Agreement and contract data, (which includes this agreement)

Part 2 Pricing data

Part 3 Scope of work

Part 4 Site information

and drawings and documents or parts thereof, which may be incorporated by reference into Parts 1 to 4 above.

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the tender schedules as well as any changes to the terms of the offer agreed by the Tenderer and the Employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this agreement. No amendments to or deviations from said documents are valid unless contained in this schedule.

The Tenderer shall within one week after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the Employer's agent (whose details are given in the contract data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the contract data. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect, if delivered by hand on the day of delivery, or if delivered by courier within two working days after submission by the Employer to the courier services for a door-to-door delivery to the Tenderer, provided that the Employer notifies the Tenderer of the tracking number within 24 hours of such submission, or if delivered by telefax, one working day after transmission, or if delivered by email, one working day after transmission.

For the Employer:

Name of signatory	Signature	Date

Name of Organisation:	WILLIAM HUMPHREYS ART GALLERY
Address of Organisation:	William Humphreys Art Gallery 1 Cullinan Crescent, Civic Centre Kimberley, 8301

Witnessed By:

Name of witness	Signature	Date

BIDDER’S DISCLOSURE

1. Purpose of the form

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder’s declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**
- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in the table below.

Full Name	Identity Number	Name of State institution

- 2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the William Humphreys Art Gallery? **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**

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

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 consortium² will not be construed as collusive bidding.
- 4.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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.

- 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 William Humphreys Art Gallery in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 4.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2, 3 and 4 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

Signature

Date

Position

Name of Bidder