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**18 March 2024**

### **REQUEST FOR PROPOSAL: Mobile Art Gallery Truck Conversion**

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 (DSAC). 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.

William Humphreys Art Gallery request proposals for conversion of a truck into a mobile museum 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 Mpho Matsitle at 053 831 1724.

Closing date for proposals is 27 March 2024 at 13:00. Submit written proposals via email to [mpho@whag.co.za](mailto:mpho@whag.co.za).

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

# **TERMS OF REFERENCE FOR MOBILE ART GALLERY TRUCK CONVERSION**

## **INTRODUCTION**

The William Humphreys Art Gallery is seeking proposals from qualified suppliers for the conversion of a truck into a mobile art gallery. The mobile gallery will be used to showcase and transport artworks to various locations. We invite interested suppliers to submit their proposals in accordance with the specifications outlined below.

## **SCOPE OF WORK**

Truck Specifications:

1. Model: Tata Ultra 1014
2. Box Dimensions: 4900mm x 2300mm x 2250mm

The scope of work includes the following:

### **1. Design and Construction:**

<b>Item</b>	<b>Description</b>	<b>Dimensions / Qty</b>
Wall Panel (Left)	Wall panels for artwork display made of quality lightweight 20mm thick chipboard, covered with light-coloured commercial carpet.	4480mm x 1640mm
Wall Panel (Right)		4480mm x 1640mm
Wall Panel (Middle)		1990mm x 1640mm
Ceiling	Lightweight board for ceiling.	4900mm x 2190mm
Flooring	Water based rubberized coating.	4900mm x 2190mm
Lighting (Left Track)	Adjustable LED Neutral White Track Spotlights (including track).	4000mm, 8 Lamps
Lighting (Right Track)		4000mm, 8 Lamps
Lighting (Middle Track)		1500mm, 2 Lamps
Climate Control	9 000 BTU Integrated Air Conditioning Unit, including an air filtration system and humidifier.	1

### **2. Climate Control Requirements:**

- Cooling Capacity:** At least 9 000 BTU (British Thermal Units)
- Noise Level:** Low noise operation to ensure minimal disturbance.
- Power Supply:** The air conditioning unit must be connectable to a household power supply, allowing it to operate even when the vehicle engine is switched off.
- Energy Efficiency:** The air conditioning unit should be energy-efficient to minimize power consumption, especially when running on household power supply for extended periods.

- e. **Compact Design:** A compact design is preferred to minimize space requirements within the truck.
- f. **Durability:** The unit should be durable and capable of withstanding the rigors of transportation and varying environmental conditions.
- g. **Temperature Control:** The unit should feature adjustable temperature settings and reliable temperature control to maintain desired cooling levels.
- h. **Warranty:** A manufacturer's warranty covering parts and labour for a period of two years.
- i. **Compliance:** Compliance with relevant safety standards and regulations for air conditioning units.
- j. **Certification:** Sign and issue Certificate of Conformity after installation.

### 3. Electrical Systems Requirements:

- a. **Installation of electrical wiring and outlets:** Ensure proper installation of electrical wiring and outlets to support lighting and climate control systems, facilitating the seamless operation of these components.
- b. **Integration of power management systems:** Incorporate power management systems to efficiently regulate power distribution and consumption, including the integration of backup power sources to ensure continuous operation of critical systems.
- c. **Provision of electrical safety features:** Implement electrical safety features such as surge protection, ground fault circuit interrupters (GFCIs), and insulation monitoring to mitigate electrical hazards and ensure user safety.
- d. **Compliance with relevant regulations:** Ensure that all electrical components and installations comply with relevant safety regulations, codes, and standards governing vehicle electrical systems, including those related to insulation, grounding, and wiring practices.
- e. **Non-Intrusive Installation:** Ensure that the installation of electrical components does not compromise the structural integrity or performance of the truck, maintaining optimal functionality while minimizing interference.
- f. **Proper Wiring Management:** Manage electrical wiring effectively to prevent tangling, chafing, or interference with other truck components, ensuring reliable operation and minimizing the risk of electrical faults.
- g. **Compatible Power Supply:** Ensure compatibility of electrical systems with the truck's power supply and electrical architecture, preventing voltage irregularities or disruptions that could affect performance.
- h. **Voltage Compatibility:** Verify that the voltage requirements of electrical components match those of the truck's electrical system to prevent damage or malfunction due to incompatible power supply.

- i. **Fuse Protection:** Install appropriate fuse protection to safeguard against electrical overloads or short circuits, protecting electrical components and ensuring system reliability.
- j. **Emergency Shut-Off:** Implement emergency shut-off mechanisms or circuit breakers to quickly disconnect power in case of electrical malfunctions or emergencies, reducing the risk of damage or accidents.
- k. **Professional Installation:** Engage qualified professionals for the installation of electrical systems, ensuring proper setup, adherence to industry best practices, and compliance with safety regulations.

#### **SUBMISSION REQUIREMENTS:**

Interested suppliers are requested to submit their proposals by 13:00 on 27 March 2024, including the following mandatory information:

1. Detailed breakdown of costs for materials, labour, and any additional services to bring all items to working order.
2. Description of previous experience in similar vehicle conversion projects, including references.
3. Proposed timeline for completion of the project.
4. Proof of SARACCA registration as a 'Car Air Conditioning Practitioner'.
5. Proof of qualification as an auto electrician.
6. At least two years warranty for the completed works.

Prospective suppliers are encouraged to arrange inspection of the truck during working hours Mondays to Fridays.

## PRICING AND 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
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 proposals should be accompanied by the following minimum documentation:

- a) Central Supplier Database (CSD) Registration number.
- b) WHAG SBD 4 Form – Bidder's Disclosure.

*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](http://www.csd.gov.za).*