

Reference Number	SS/ROOF REPAIRS AND MAINTENANCE/10/23
Description	TENDER BRIEF FOR A CONTRACTOR TO PROVIDE ROOF REPAIRS AND MAINTENANCE TO IZIKO MUSEUMS OF SOUTH AFRICA
Name of the responsible unit/department	Support Services
Address	25 Queen Victoria Street Cape Town 8001
Attention	Ronell Pedro (CFO)
Closing date and time for submission	31 October 2023 at 11:00
Compulsory briefing session	Date 12 October 2023 Venue: Iziko Museums 25 Queen Victoria Str Cape Town Time: 10h30
Method of delivery	Proposals, and accompanying documentation, must be placed in tender box at Iziko South African Museum, 25 Queen Victoria Street Cape Town 8001 Bidders to submit an original document plus two (2) copies of the original document, of which one must be in soft copy format (memory stick)
Tender box dimensions	(h) 90mm x (l) 400mm x (w) 900mm
Contact Details: Supply Chain Management Department	Siphamandla Oupa (SCM) 021 481 3889 soupa@iziko.org.za & ndonson@iziko.org.za
TENDERER	
Name of Company	
Trading as (if different from above)	
CSD Supplier Number (MA.....Number)	
B-BBEE Status Level of Contribution	
Quote Price (Incl Vat)	
Signature	

1. BACKGROUND

Iziko Museums of South Africa (Iziko) is a schedule 3A public entity and non-profit organisation, partly subsidised by the National Department of Sport, Arts & Culture (DSAC), bringing together 11 national museums and a Social History Centre situated in the Western Cape under a single governance and leadership structure. Iziko was established in terms of the Cultural Institutions Act, 1998 (Act No. 119 of 1998) and is required to comply with the Public Finance Management Act (PFMA), 1999 (Act No. 1 of 1999) as amended and its concomitant Regulations.

2. OVERVIEW

Iziko invites suitably qualified construction companies to submit a bid to provide roof repairs and maintenance at the buildings listed in Table #1 below. The buildings are all over 60 years and are listed as a heritage resource in terms of the Government Gazette Act 25 of 1999. The work will be implemented according to priority and available funding as indicated by Iziko Museums.

3. PROJECT BRIEF

The work to be undertaken includes general roof and waterproofing repairs with scope and specifications outlined in Addendums, arranged to match the building list below while general intent with project description.

Table #1: Buildings and location where services will be required.

Building No	Iziko Building	Address
A.1.	Iziko Bertram House and Annexe (IBH)	39 Orange Street (on UCT Hidding campus), Cape Town
A.2.	Iziko Bo-Kaap Museum (IBK)	Wale Street, Cape Town
A.3.	Iziko Koopmans de Wet House (IKdW)	Strand Street, Cape Town
A.4.	Iziko SA Museum & Planetarium (ISAM)	Queen Victoria Street, Cape Town
A.5.	Iziko Rust en Vreugd (IR&V)	Buitenkant Street, Cape Town
A.6.	Iziko SA National Gallery (ISANG)	St Johns Road, Cape Town
A.7.	Iziko ISANG Annexe building (HR Building)	St Johns Road, Cape Town
A.8.	Iziko Social History Centre (ISHC)	Church Square, Cape Town
A.9.	Iziko Slave Lodge (ISL)	Cnr Adderley & Spin Street, Cape Town

Note: the buildings are all Grade 2 Provincial Heritage Resources, and all work must be done with related duty of care prescribed by the ACT and in accordance with the Heritage Western Cape permit with approved methods and specifications attached.

4. SCOPE OF WORK

Refer Tables #2 & 3. The order of the work will be prioritized by Iziko, and this will be dependent on available funding. i.e All projects may not proceed at the outset and appointment may not include all buildings. Timing is cost dependent. As a result, some buildings may not proceed as part of this tender.

4.1 PHASE ONE: SCOPE OF WORK

Phase one to be implemented first as detailed in Table #2

Table #2: Phase One building priorities.

Order of Implementation	Building No	Iziko Building	Scope of Work
1	A.6.	Iziko SA National Gallery (ISANG)	Implement roof repairs & upgrading of waterproofing & drainage systems.
2	A.7.	ISANG Annexe (New Conservation Centre)	Implement roof repairs & upgrading of waterproofing & drainage systems.
3	A.3.	Iziko Koopmans de-Wet House (IKdW)	Implement roof repairs & upgrading of waterproofing & drainage systems.
4	A.1.	Iziko Bertram House and Annexe Building (IBH)	Implement roof repairs & upgrading of waterproofing & drainage systems.
5	A.5.	Iziko Rust en Vreugd and Annex Building (IR&V)	Implement roof repairs & upgrading of waterproofing & drainage systems.

4.2 PHASE TWO: SCOPE OF WORK

Phase Two to be implemented second as detailed in Table #3

Table #3: Phase Two building priorities.

Order of Implementation	Building No	Iziko Building	Scope of Work
6	A.4	Iziko SA Museum and Planetarium (ISAM)	Implement roof repairs & upgrading of waterproofing & drainage systems.
7	A.2	Iziko Bo-Kaap Museum (IBK)	Implement roof repairs & upgrading of waterproofing & drainage systems.
8	A.9	Iziko Slave Lodge (ISL)	Implement roof repairs & upgrading of waterproofing & drainage systems.
9	A.8	Iziko Social History Centre (ISHC)	Implement roof repairs & upgrading of waterproofing & drainage systems.

5. TECHNICAL KNOWLEDGE AND INFRASTRUCTURE

Contractors with suitable technical knowledge of restoration and renovation of historic buildings and infrastructure are required to provide services as detailed in the Scope of Work and drawings and specifications (Refer to *Part A.1-9.1 Architectural Specification and drawings* on Contents Page.

6. REQUIREMENTS

The bidding requirements and stages are summarised in the table below:

Table #4: Bidding stages

Stage 1 - Compliance Documents requirements	Stage 2 - Functionality Criteria	Stage 3 - Price and Specific Goals
<p>Bidders must submit all documents as outlined in Table #5 Compliance Documents below.</p> <p>Note: Failure to supply any of the compliance documents stipulated below may lead to disqualification</p>	<p>Bidders are required to achieve a minimum of 70% on functionality criteria to proceed to stage 3 (price and specific goals)</p> <p>Refer Table #8 – Required documents to enable functionality scoring.</p> <p>Specifications will be posted on the Iziko website - http://www.iziko.org.za/static/page/tenders</p>	<p>Bidders that meet the minimum threshold for functionality will be evaluated for preference point scoring as follows, refer to Table #10:</p> <p>Price – 80 points Specific Goals– 20 points</p> <p>Note: Price and quality of work/product are important factors as it ensures optimum value for money and total cost to Iziko and should cover all goods and services to be delivered to the best standard possible for specified products and assembly methods.</p>

Table #5: Compliance Documents

Order	Compliance Documents
1.	A Valid B-BBEE Certificate or Sworn Affidavit to determine the bidder's status level, as prescribed by the B-BBEE Act, 2003 (Act No. 53 of 2003) as amended and Code of Good Practice Where there will be sub-contracting, the rules must be applied
2.	Central Supplier Database Report – with supplier number and company details (www.csd.gov.za) and Tax Status Verification Pin together with tax registration number
3.	All Health and Safety Policies and Procedures of the Bidding company in compliance with the safety specification as prepped by client's OHASA Consultant.
4.	Public Liability Insurance Minimum R 10m
5.	Completed Occupational Health and Safety Agreement (Annexure B)
6.	Completed Confidentiality and Non-Disclosure Agreement (Annexure C)
7.	Completed SBD 1 - Invitation to Bid
8.	Completed SBD 3.3 - Pricing Schedule (Construction Services)
9.	Completed SBD 4 – Bidder's Disclosure
10.	Completed SBD 6.1 - Preference Points Claim Form (Preferential Procurement Regulations 2022)
11.	Completed SBD 7.2 - Contract Form (Rendering of Construction Services)
12.	CIDB (Construction Industry Development Board) Level 6 Certificate

Note: Failure to supply any of the compliance documents stipulated may lead to the quote not being considered.

7. Preference Points Claim

SBD 6.1 Preference Points Claim form in terms of the Preferential Procurement Regulations of 2022.

The points are allocated as follows:

Table #6: Preference Point System

	SPECIFIC GOALS ALLOCATED POINTS	Number of points allocated (80/20 system)	Number of points claimed. (80/20 system) (To be completed by the tenderer)
	Proof of B-BBEE certificate; Company Registration Certification Identification Documentation. CSD report Ownership by HDIs (Who had no franchise on national elections before the 1983 and 1993 constitution) 50% or more black ownership = 20 points Less than 50% black ownership = 10 points 0% black ownership = 0 points	20	
	TOTAL POINTS	20	

8. Eligibility Criteria

To be eligible for functionality evaluation, the bidder must submit the following as per Table #7 below.

If there is "No" on the Table #7 below, the bidder who didn't submit the required document (s) with their bid will be requested in writing to submit them within three (3) working days for inclusion in the Bid Evaluation Committee item, if a bidder fails to submit on the 3rd working day, the relevant bid will be rejected.

Table #7: Eligibility Criteria

Criteria	Attached (Yes/No)	Comments
Attended compulsory site meeting		
CSD Registration Summary Report with a compliant tax status		
CIDB Grade 6 GB		

9. Required Documents for Functionality

The documents required below in Table #8 will be used for functionality evaluation, bidders are requested to furnish the detailed information to substantiate compliance to each of the evaluation criteria.

Failure to provide these documents will lead to service providers losing functionality points.

Table #8: Required documents for Functionality.

Required Documents for Functionality	
1.	Index confirming contents of all documents
2.	Cover letter , with signed acceptance of Iziko's invitation and acknowledgement of Iziko's terms and stated requirements attached
3.	A company profile highlighting the following: Team structure assigned to work on this project. Provide three (3) reference letters from three (3) clients on similar work done per discipline
4.	Certified copies of: Company Registration (CIPC) IDs of key personnel Proof of bank account details of company
5.	CVs of the different key staff members who will work on the project on site and in office
6.	Construction Methodology and Programme (separate documents)
7.	Detailed pricing structure: A pricing schedule detailing a full pricing breakdown, inclusive of VAT, all costs (Appendix B) for each building

10. Evaluation of Proposals

Proposals will be evaluated on price and functionality in accordance with the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

10.1 Stage 2 - Functionality Criteria

A proposal which scores lower than the minimum overall percentage of 70% (70 points) will be eliminated from further evaluation; will be regarded as non-responsive and will not be evaluated further. All proposals which score 70% (70 points) and more for functionality will be eligible for further evaluation.

Table #9: Evaluation Criteria

Evaluation Area	Evaluation Criteria	Min Points	Max Points
Company Experience in waterproofing and roof maintenance	<p>Cumulative experience in number of years in building and roof Maintenance (Bidder to provide a company profile)</p> <ul style="list-style-type: none"> • Less than 5 years = (0 point) • 5 – 10 years= (20 points) • Greater than 10 years = (30 points) <p>Provide written proof from clients on their company's letterhead from a duly authorised person responsible for the contract roof, contact details (email address and telephone number) declaring works performed by the bidder at the client's premises. The letters must stipulate contract period, value and scope of work undertaken and be duly signed by an authorized person with contact details. The reference letters should NOT be appointment or award letters.</p>	20	30
Reference letters	<p>Number of Letters</p> <ul style="list-style-type: none"> • greater than 3 references letters = (10 points) • 3 reference letters = (5 points) • Less than 2 reference letters = (0 point) <p>NB: Letters of Reference must not be older than 5 years.</p>	5	10
Methodology	<p>Proposal detailing the implementation of the quality and risk management during the project.</p> <p>Bidder must provide methodology and approach for the proposed required solution. It should include project plan with deliverables and estimated timelines.</p> <p>Poor (No plan) = 0 Fair – (Plan covering part of the deliverables on the scope of work) = 20 Good (Plan covering all deliverables on the scope of work) = 30</p>	20	30
Qualification and Experience of project team	<p>Contractor to submit team structure that will be working on the project and proof of qualifications and experience of key staff members through detailed CV's.</p> <p>Team Leader/Foremen</p> <ul style="list-style-type: none"> • OHS certification (5 Points) no Certificate (0 points) • Minimum of 5 years' experience as a foreman (5 Points) <p>Safety Officer</p> <ul style="list-style-type: none"> • Safety Management training course for Construction as a minimum qualification. (5 Points) • Minimum of 3 years' experience as a safety officer (10) <p>And any other key staff members</p>	25	30
Total			100

11. Stage 3 – PRICE AND SPECIFIC GOALS ALLOCATED POINTS

11.1 Awarding of Preference Points

Proposals that meet the minimum stipulated threshold for functionality criteria will be evaluated based on preference points as described in the Preference Point System stipulated in the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000). The criteria for apportioned and weighted preference points for this tender are as follows:

Table #10: Preference Point Criteria

Preference Point Criteria		Points Allocation
1.	Price	80
2.	Specific Goals allocated Points	20
Total Points		100

11.2. Price

Price schedule must include a breakdown of the different disciplines and any other services and components as listed in scope of work. Refer to Appendix B.

11.3 Specific Goals

As indicated in Table #6, B-BBEE Preference Claim Form (SBD 6.1) must form part of all bids submitted. This form serves as a claim form for preference points for Specific Goals contribution.

12. SUMMARIES OF GENERAL PRINCIPLES

- Iziko will apply the 80/20 preferential points system.
- Iziko applies the provisions of the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000) and the Public Finance Management Act, 1999 (Act No. 1 of 1999).
- The lowest or only proposal received will not necessarily be accepted.
- Iziko reserves the right to withdraw its decision to seek the provision of these services at any time.
- There will be no discussions with any bidder until a final decision has been taken by the Bid Adjudication Committee. Any subsequent discussions shall be at the discretion of Iziko.

13. REASONS FOR DISQUALIFICATION

Iziko may disqualify any proposal for any one or more of the following reasons:

- a bidder submits a proposal late.
- a bidder submits a proposal via facsimile or e-mail.
- a bidder does not submit required documents.
- a bidder submits incomplete documentation and/or information as per the requirements; and
- a bidder submits information which is fraudulent, factually untrue, or inaccurate.
- **“Confirmation of the required level of insurance or access thereto.**


[If confirmation/proof of insurance is not duly confirmed, the risk to Employer will be regarded as unacceptable and render the tender unacceptable on grounds of not being to specification. The Employer retains the right to request documentary proof of such insurance or access thereto as part of the tender evaluation process. **Unconfirmed insurance will render the tenders unacceptable i.t.o. risk and excluded from further consideration.**

Any such disqualification may take place without prior notice to the applicable bidder.

14. FORMAL CONTRACT

The proposal and appended documentation, all completed and read together, form the basis for a formal agreement to be negotiated and concluded in a formal contract between Iziko and the preferred bidder. A JBCC 6.2 contract will also be attached.

A mere offer and acceptance shall not constitute a formal contract of any nature for any purpose between Iziko and the preferred bidder.



MRS. FAHRNAAZ JOHADIEN
DIRECTOR SUPPORT SERVICES

DATE

28/9/2023



MS RONELL PEDRO
CHIEF FINANCIAL OFFICER

DATE

28-9-2023



DR BONGANI NDLOVU
ACTING CHIEF EXECUTIVE OFFICER

DATE

28-09-2023

THE FOLLOWING DOCUMENTATION IS ATTACHED TO BE READ IN CONJUNCTION WITH THIS BRIEF

APPENDIX A: Table of Contents detailing documents for each of the nine building as follows:

- Architectural Specifications and drawings
- Structural Engineering specifications
- Bill of Quantities
- Electrical specifications where applicable
- Electronic specifications where applicable
- HVAC specifications where applicable
- Fire protection specifications where applicable
- Wet services specifications where applicable

APPENDIX B: Pricing Schedule for all buildings