

Reference Number	ISAM ENTRANCE FOYER AND TOILETS REPAIRS & UPGRADES 12/24
Description	TENDER BRIEF FOR A CONTRACTOR TO REPAIR AND UPGRADE AND MAINTENANCE OF EXISTING ENTRANCE FOYER AND PUBLIC TOILETS AT THE IZIKO SOUTH AFRICAN MUSEUM
Name of the responsible unit/department	Customer Services
Address	25 Queen Victoria Street Cape Town 8001
Attention	Ronell Pedro (CFO)
Closing date and time for submission	4 February 2025, at 11H00
Site visits may be made on appointment	Address: Iziko Museums 25 Queen Victoria Str Cape Town Contact: Mr Andre Arendse Email: aarendse@iziko.org.za Telephone: 021 4813821
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
Supply Chain Management Department contact details	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 12 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 associated regulations.

2. OVERVIEW

Iziko invites suitably qualified contractors to submit a bid for the renovation and upgrade of the existing public toilets and main entrance foyer at the Iziko South African Museum.

3. PROJECT BRIEF

Iziko Museums of South Africa requires the renovation and upgrade of the existing entrance foyer as well as the public toilets as per the technical specifications and drawings provided by the appointed architects, electrical and mechanical engineers.

- **Public Toilets:** A complete renovation is required, including electrical and mechanical upgrades as specified in the drawings.
- **Entrance Foyer:** Maintenance and renovation are needed, with the addition of a new kiosk, including new electrical installations as outlined in the provided drawings.

Table 1: Buildings and locations where services will be required.

Building No	Iziko Building	Address
1	Iziko SA Museum & Planetarium (ISAM)	25 Queen Victoria Street, Cape Town

Note: the building is a Grade 2 Provincial Heritage Resource, and all work must be done with related duty of care prescribed by the National Heritage Resource Act and in accordance with the Heritage Western Cape permit with approved methods and specifications attached.

4. SCOPE OF WORK

The scope of work for this project includes the renovation and upgrade of the public toilets and the main entrance foyer of the Iziko South African Museum, as outlined in the attached drawings and specifications provided in Annexure A. Contractors are required to closely follow the technical drawings and adhere to the detailed requirements prepared by the architects, electrical, and mechanical engineers.

Key components of the scope include:

- **Public Toilets:** Complete renovation of the existing facilities, including upgrading electrical and mechanical systems to meet the specified standards in the drawings.
- **Entrance Foyer:** Renovation and maintenance of the current structure, along with the installation of a new kiosk. The kiosk will require new electrical fittings, as indicated in the technical documents.

Contractors are expected to submit a detailed project timeline, ensuring that the work aligns with Iziko's operational requirements. This includes minimising disruption to museum operations, such as public access to exhibitions, ensuring that safety protocols are adhered to, and managing the flow of museum visitors. Any proposed construction activities should consider operational hours, public safety, and accessibility requirements.

All work should comply with applicable safety and environmental regulations, ensuring that the renovation meets the highest standards of quality and durability.

5. TECHNICAL KNOWLEDGE AND INFRASTRUCTURE

Iziko invites contractors with the requisite technical expertise in the renovation of public facilities, to submit quotes for the works outlined in the attached drawings and specifications.

Contractors must demonstrate:

- **Technical Competence:** A strong understanding of the technical requirements outlined in the drawings, including electrical, mechanical, and structural elements that pertain to the renovation of the public toilets and entrance foyer.
- **Infrastructure Management:** The ability to work within an active museum environment, ensuring the safety and integrity of the building and its collections, as well as the smooth operation of the space during construction.

Contractors should also have experience in managing complex renovation projects within the parameters of strict safety standards and operational requirements, ensuring minimal disruption to the museum's activities.

6. REQUIREMENTS

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

Table 3: Bidding stages

Stage 1 – Administrative Documents requirements	Stage 2 - Functionality Criteria	Stage 3 - Price and Specific Goals
Bidders must submit all documents as outlined in Table 4 - Administrative Returnable Documents below. Note: Failure to supply any of the administrative documents stipulated below <u>may lead to disqualification</u>	Bidders are required to achieve a minimum of 70% on functionality criteria to proceed to stage 3 (price and specific goals) Refer to Table 7 – Required documents to enable functionality scoring. Specifications will be posted on the Iziko website - http://www.iziko.org.za/static/page/tenders	Bidders that meet the minimum threshold for functionality will be evaluated for Price & Preferential Procurement Specific Goals Evaluation Criteria refer to Table 9 Price – 80 points Specific Goals– 20 points 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.

Note: Failure to supply any of the administrative documents stipulated below may lead to disqualification

Table 4: Administrative Returnable Documents

Order	Document
1.	All Health and Safety Policies and Procedures of the Bidding company in compliance with the safety specification as prepped by client's OHASA Consultant.
2.	Completed Occupational Health and Safety Agreement (Annexure B)
3.	Completed Confidentiality and Non-Disclosure Agreement (Annexure C)
4.	Completed SBD 1 - Invitation to Bid
5.	Completed SBD 3.3 - Pricing Schedule (Construction Services)
6.	Completed SBD 4 – Bidder's Disclosure
7.	Completed SBD 6.1 - Preference Points Claim Form (Preferential Procurement Regulations 2022)

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 5: 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 6 below. Should any of the eligibility criteria not be met, the bid will be considered as non-responsive and disqualified at this stage

Table 6: Eligibility Criteria

Criteria	Attached (Yes/No)	Comments
CSD Registration Summary Report with a tax status pin		
CIDB Grade 3 GB or higher main contractor CIDB Grade 2 EB or higher CIDB Grade 2 ME or higher All the above criteria must be adhered to.		

9. REQUIRED DOCUMENTS FOR FUNCTIONALITY

The documents required below in Table 7 will be used for functionality evaluation, bidders are requested to furnish the detailed information to substantiate compliance to each of the evaluation criteria.

Table 7: Required documents for Functionality.

The documents submitted for functionality should include:

- Index confirming contents of all documents
- Cover letter, with signed acceptance of Iziko's invitation and acknowledgement of Iziko's terms and stated requirements attached

Required Documents for Functionality	
1.	A company profile indicating the number of years' experience in similar projects
2.	• A list of similar projects undertaken • Reference letters related to the projects listed
3.	• A list of projects executed specifically on heritage buildings
4.	• A proposed estimated building programme that outlines the anticipated timeline
5.	• Team structure assigned to work on this project. • CVs of key staff members who will work on the project on site and in office)
6.	<u>Certified copies of:</u> • Company Registration (CIPC) • IDs of key personnel • CIDB registration

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. Refer to table 8 below for Evaluation Criteria.

Table 8: Evaluation Criteria

Evaluation Area	Evaluation Criteria	Points	
Company Experience in building construction maintenance	Cumulative experience in number of years in building construction and maintenance (Bidder to provide a company profile) • More than 10 years = (30 points) • 5 – 10 years = (20 points) • Less than 5 years = (0 points) The following proof must be submitted: • Company Profile • A list of building construction maintenance projects undertaken. The list must include: - Client contact name and number - Project name - Start & end date of the project /Project duration - Contract value	30	
Reference letters	Number of Letters • more than 3 references letters = (10 points) • 3 reference letters = (5 points) • 2 or fewer reference letters = (0 points) NB: Letters of Reference must not be older than 5 years. The reference letters should NOT be appointment or award letters. Reference letters must be on the company letter head, stating the contract value and the project duration.	10	
Experience working on heritage buildings	List the heritage building worked on and provide heritage grading of building: • Two or more heritage buildings worked on = (10 points) • One heritage building worked on = (5 points) • No heritage buildings worked on = (0 points)	15	
Methodology (scheduling)	Provide a proposed estimated building programme detailing the timeline for implementation, taking into consideration the risks such as weather constraints, site and operational conditions during the project. Bidders must provide a project programme with estimated timelines. • Plan covering all deliverables on the scope of work = (15 points) • Plan covering part of the deliverables on the scope of work = (10 points) • No plan = (0 points)	15	

Organogram of project team working on this project.	Bidder must provide a detailed team structure for the project, including the size of the team. Additionally, the bidder must submit CV's detailing experience, of each key staff member and proof of qualifications Foreman • Minimum of 5 years' experience as a foreman = (5 Points) Safety Officer • Safety Management qualification = (5 Points) • Minimum of 3 years' experience as a safety officer = (5 points) Project Manager • Project Management qualification = (5 points) • Minimum of 5 years project management experience in construction industry = (10 points)	30	
Total		100	-

10.2 Stage 3 – PRICE AND SPECIFIC GOALS ALLOCATED POINTS

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 per table # 9 below:

Table 9: Price & Preferential Procurement Specific Goals Evaluation Criteria

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

Price

Bidders are required to provide a detailed pricing structure for the project by completing the attached Bills of Quantities – refer to Annexures.

The pricing should be inclusive of VAT, with a clear indication of the total cost before and after VAT. Contractors must ensure that their pricing accounts for any adjustments or revisions that may arise during the project.

- Offer to be valid for 180 days from the bid closing date.

11. SPECIFIC GOALS

As indicated in Table 5, the 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. SUMMARY 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.
- Iziko reserves the right to appoint consultants to assist with technical and risk assessments of bids.
- Iziko reserves the right to obtain clarification from a tenderer on any matter that could give rise to ambiguity in a contract arising from the tender offer
- Iziko reserves the right to request and accept changes to a proposal from a successful bidder at any time, as long as it complies with legal and administrative requirements
- Iziko reserves the right to request the administrative returnable documents after the closing date and time, in instances where the Bidder has not returned the documents. However, the Iziko is under no obligation to request such documents or information and may elect to disqualify the Bidder that has not returned the requisite document.
- 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;
- a bidder submits information which is fraudulent, factually untrue, or inaccurate.

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.



MS RONELL PEDRO
CHIEF FINANCIAL OFFICER

13/12/2024

DATE



MS. FAHRNAAZ JOHADIEN
ACTING CHIEF EXECUTIVE OFFICER

13/12/2024

DATE

ANNEXURE A

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

ISAM 2025 Upgrade Index

Part 1 – Bathrooms Upgrade - Iziko SA Museum (ISAM)

(Specifications)

- 1.1 Architectural Specification and Drawings
- 1.2 Electrical Standard & Detail Specification
- 1.3 HVAC Standard & Detail Specification

(Returnable documents)

- 1.4 Bills of Quantities – QS
- 1.5 Bills of Quantities – Electrical
- 1.6 Bills of Quantities – HVAC
- 1.7 Summary

Part 2 – Foyer Upgrade - Iziko SA Museum (ISAM)

(Specifications)

- 2.1 Architectural Specification and Drawings
- 2.2 Electrical Standard & Detail Specification

(Returnable documents)

- 2.3 Bills of Quantities – QS
- 2.4 Bills of Quantities – Electrical
- 2.5 Summary