

SUMMARY OF TENDER

Tender reference number	SS/PROFESSIONAL_SERVICES/06/2022
Description of tender	TENDER BRIEF FOR PROFESSIONAL SERVICES FOR THE IMPLEMENTATION OF THE CAPITAL WORKS PROGRAMME AND THE GOVERNMENT IMMOVABLE ASSET MANAGEMENT ACT (GIAMA) BASED INFRASTRUCTURE PLANNING FOR A PERIOD OF 3 YEARS
Name of the responsible unit/department	Supply Chain Department
Address for submitting bid proposals	Iziko Museums of South Africa 25 Queen Victoria Street Cape Town 8001
Telephone number	Noluyolo Ngwilikane (SCM) 021 481 3889/3917
Email address: supply chain management department	nngwilikane@iziko.org.za & ndonson@iziko.org.za
Attention	Ronell Pedro (CFO)
Closing date and time for submission	13 July 2022 at 12h00
Compulsory briefing session date and time	N/A
Compulsory Briefings session Address	Iziko Museums of South Africa 25 Queen Victoria Street Cape Town 8001
Tender box dimensions	(H) 90mm x (l) 400mm x (w) 900mm
Tender submission time	<u>Tender documents must be delivered during opening hours of the SA Museum between 09h30 and 16h00. Proposals must not be handed to security staff outside of opening hours.</u> Please instruct courier companies accordingly Iziko will not take responsibility for losses if envelopes have not been placed in the tender box and when the tender register is not signed
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)	

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 requires the services of a team of professionals for a period of three years to provide services required for the implementation of the capital works programme and the Government Immovable Asset Management Act (GIAMA) based infrastructure planning as detailed in the Iziko Conservation Management Plans, approved by Heritage Western Cape, for each building.

This assignment will also include providing oversight over existing capital works project and the roll out of new projects.

3. PROJECT BRIEF

The work is required at the following Iziko buildings:

Table 1: Buildings and location where services will be required

No	Iziko Building	Address
1.	Iziko Bertram House (IBH)	39 Orange Street (on UCT Hidding campus), Cape Town
2.	Iziko Bertram House Annexe Building	39 Orange Street (on UCT Hidding campus), Cape Town
3.	Iziko Bo-Kaap Museum (IBK)	71 Wale Street, Cape Town
4.	Iziko Old Town House (IOTH)	Cnr Longmarket & Burg Street, Cape Town
5.	Iziko Koopmans de Wet House (IKdW)	35 Strand Street, Cape Town
6.	Iziko SA Museum (ISAM)	25 Queen Victoria Street, Cape Town
7.	Iziko Planetarium	25 Queen Victoria Street, Cape Town
8.	Iziko Rust en Vreugd (IR&V)	78 Buitenkant Street, Cape Town
9.	Iziko SA National Gallery (ISANG)	80 St Johns Road, Cape Town
10.	Iziko ISANG Annexe building (HR Building)	80 St Johns Road, Cape Town
11.	Iziko Social History Centre (ISHC)	11 Church Square, Cape Town
12.	Iziko Slave Lodge (ISL)	Cnr Adderley & Spin Street, Cape Town
13.	Nelson Mandela Prison House	Drakenstein Prison, Mandela House, R 301 Paarl Western Cape
14.	Wingfield Hanger	Wingfield Naval Base, Goodwood

Note: The buildings are all heritage buildings

The following disciplines are required:

Main consultant and tendering entity:

I. Architect with heritage experience as Principal Consultant and Principal Agent/ Project Manager

Other consultants:

- II. Quantity Surveyor
- III. Structural Engineer
- IV. Electrical Engineer
- V. Mechanical Engineer

4. SCOPE OF REQUIRED PROFESSIONAL SERVICES

Each bidder is required to submit a listing and description of similar previous projects completed by the bidder, including contactable references of the client/employer of each such project. Each bidder is required to submit an abbreviated CV, consisting of no more than one page, of each person dedicated to the project, as well as proof of professional registration.

4.1. Architect

An Architect with heritage expertise is required to provide the standard architectural service in terms of the PROCESA agreement and will be required to take responsibility for any Heritage Western Cape permit submissions. The Heritage Architect must be registered as a professional Architect with SACAP with a minimum of 10 years relevant post qualification experience and 5 years relevant experience in working on heritage buildings. The architect will be the project manager and principal agent.

4.2. Quantity Surveyor (QS)

The QS must provide the standard service including cost estimates, bills of quantities and remeasurements as well as the preparation of payment certificates. The mechanical and electrical bills of quantities is excluded from the QS's scope of work and must be provided by the relevant disciplines. The QS must be registered with the SA Council for the Quantity Surveying Profession, (SACQSP) with a minimum of 10 years' post qualification experience.

4.3. Structural Engineer

The structural engineer is required to provide all the necessary structural input in close consultation with the architect. The structural engineer must be registered as a Professional Engineer with ECSA with a minimum of 10 years' post qualification experience.

4.4. Electrical Engineer

The electrical engineer must develop detailed specifications for the electrical work identified in the Condition report for the building, prepare the electrical bills of quantities, and manage the necessary quality and exercise cost control on the electrical contract. The electrical engineer must be registered as a Professional Engineer with ECSA with a minimum of 10 years' post qualification experience.

4.5. Mechanical Engineer

The mechanical engineer is required to provide the necessary input in close consultation with the architect. The mechanical engineer must be registered as a Professional Engineer with ECSA with a minimum 10 years' post qualification experience.

Bidders may be structured in any number of configurations, including but not restricted, to a consortium/joint venture that draws on multiple disciplines, practices, and experiences. Each party to a consortium/joint venture must comply with the requirements of this tender brief.

5. SCOPE OF WORK

The scope of work to be undertaken by the Service Provider upon appointment will include the assessment of the **full scope of services** to be provided and the preparation of a work plan that captures all the levels of support as outlined above. The scope of work will be guided by the approved Conservation Management Plans and Building Condition reports for each of the buildings. The order of the work will be prioritized by Iziko, and this **will be dependent on available funding.**

Activities to be undertaken by the professional team upon appointment will include but are not limited to:

- 5.1 Project management services
- 5.2 Compilation and facilitation of applications to Heritage Western Cape (HWC)
- 5.3 Development of tender documentation of procurement of goods and services required for the project

- 5.4 Preparation of scope of work, specifications, and bill of quantities
- 5.5 Participation in tender processes, briefing session presentations and adjudicating of tenders
- 5.6 Contract Management
- 5.7 Undertaking of regular site inspections to monitor contractor compliance for all sites
- 5.8 Preparation and submission of monthly progress reports to Iziko
- 5.9 Preparation of a heritage close out report and submission to HWC on completion

6. ASSIGNMENT COST

A detailed pricing schedule, inclusive of professional fees, disbursements and VAT must be provided by bidders as per **Appendix A**

The number of hours will be agreed upon after consultation and discussion between Iziko and the preferred service provider, prior to execution of the service.

All invoices must be accompanied by time sheets. Payment will be made on a time charge plus disbursements basis.

7. REQUIREMENTS

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

Stage 1 - Pre-Qualification Criteria	Stage 2 - Functionality Criteria	Stage 3 - Price and B-BBEE Evaluation
Bidders must submit all documents as outlined in Table 1 Compliance Documents below Note: Failure to supply any of the compliance documents stipulated below may lead to <u>disqualification</u>	Bidders are required to achieve a minimum of 70% on functionality criteria to proceed to stage 3 (price and B-BBEE) Refer Table 2 – 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 preference point scoring as follows, refer to Table 4: Price – 80 points B-BBEE – 20 points Note: Price is an important factor as it ensures optimum value for money and total cost to Iziko and should take into consideration all goods and services to be delivered.

8. STAGE 1 - PRE-QUALIFICATION CRITERIA

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

Table 1:

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
4.	Professional Indemnity Insurance – all consultants to provide
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 (Professional Services)
9.	Completed SBD 4 - Bidder's Disclosure
10.	Completed SBD 6.1 - Preference Points Claim Form
11.	Completed SBD 7.2 - Contract Form (Rendering of Services)

8.1. Required Documents for Functionality

The documents required below in Table 2 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 2:

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 • A list of similar work done in the past five (5) years per discipline • 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.	Proof of professional registration certificates for the following disciplines: • Architect • Structural Engineer • Mechanical Engineer • Electrical Engineer • Quantity Surveyor <u>Note the requirements are for engineers and NOT for technologist.</u>
6.	<u>CVs of professionals in the different disciplines</u> (Refer to page 2, paragraph 3 of the tender brief)
7.	Detailed pricing structure: A pricing schedule detailing a full pricing breakdown, inclusive of VAT, and disbursement (Appendix B)

9. 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) and the Regulations of 2017.

9.1. Stage 2 - Functionality Criteria

Proposals which score lower than the minimum overall percentage of 70% (70 points) will be regarded as non-responsive and will be eliminated from further evaluation. Proposals which score 70% (70 points) and more for functionality will be eligible for further evaluation.

Table 3:

VALUES: 0 – Non-Submission; 1- Poor; 2 – Average; 3 – Good; 4 – Very Good; 5 – Excellent

Functionality Criteria	Weighting	Score
CVs indicating the relevant experience with qualifications, professional registration certification and experience of the professionals in the five (5) disciplines.	50	
Three (3) contactable references of the client/employer on a company letter head	30	
List of experience on similar projects where consultancy services were provided	20	
TOTAL WEIGHT	100	

10. Stage 3 – PRICE AND B-BBEE EVALUATION

10.1. 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), Preferential Procurement Regulations of 2017 and all applicable National Treasury Regulations. The criteria for apportioned and weighted preference points for this tender are as follows:

Table 4: Preference Point Criteria

Preference Point Criteria	Points Allocation
1. Price	80
2. Broad-Based Black Economic Empowerment (B-BBEE)	20
Total Points	100

10.2. Price

The pricing schedule must include a breakdown of the different disciplines and any other services and components as listed in scope of work. **Refer to Appendix A**

10.3. B-BBEE

As indicated in Table 4, 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 Broad-Based Black Economic Empowerment (B-BBEE) status level of contribution.

11. 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.
- 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.

12. REASONS FOR DISQUALIFICATION

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

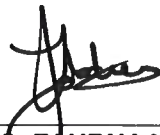
- a bidder submits a proposal late;
- a bidder submits a proposal via facsimile or e-mail;
- a bidder does not submit mandatory documents;
- a bidder submits incomplete documentation and/or information as per the requirements; and
- a bidder submits information which is fraudulent, factually untrue, or inaccurate.

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

13. FORMAL CONTRACT

The proposal and appended documentation, 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 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

7 June 2022 .

DATE



MS RONELL PEDRO
CHIEF FINANCIAL OFFICER

7 July 2022

DATE



MS ROOKSANA OMAR
CHIEF EXECUTIVE OFFICER

9 July 2022.

DATE