

REQUEST FOR PROPOSAL
PROFESSIONAL CONSULTANCY SERVICES FOR THE REFURBISHMENT OF
UGIE LIBRARY, MISSIONARY MUSEUM QONCE & STERKSTROOM MUSEUM
CONTRACT NO: CDC/47/25 ET AL

The Coega Development Corporation (CDC) is headquartered in the City of Gqeberha, Nelson Mandela Bay Municipality, South Africa, with a strategic operational footprint in South Africa and beyond the borders on the African continent. The CDC's vision is to be the leading catalyst for the championing of socio-economic development. This it seeks to achieve through the development and operation of the 9 003-hectare Coega Special Economic Zone (SEZ), a transshipment hub and a leading investment destination in Africa, providing highly skilled competence and capacity for the execution of complex infrastructure and related projects throughout South Africa and selected markets on the African continent, and advisory on the development of industrialisation and logistics zones. The CDC's advanced capabilities are successful enablers in sustainable economic zone development and management, real assets management, infrastructure planning and development, technology integration while realising related socio-economic impact areas such as skills and SMME development. The CDC's high-performance ethos is grounded in its commitment to sustainable development, the protection of its people and the planet, and the delivery of infrastructure solutions that support a just social and economic transition to a low-carbon, resource efficient, and climate resilient future. The foundational culture of the CDC's approach, backed by its core values, is innovation and continuous improvement.

The CDC has been appointed by the Eastern Cape Department of Sport, Recreation, Arts and Culture to assist with rolling out the following projects, Refurbishment of Ugie Library, Missionary Museum Qonce and Sterkstroom Museum, in various parts of the Eastern Cape.

INVITATION TO TENDER

The CDC is an inviting capable and competent Service Provider to submit Proposals as Consortia/JVs or Multidisciplinary entities for the provision of professional consulting services for the Refurbishment of Ugie Library, Missionary Museum Qonce and Sterkstroom Museum. These projects are in various parts of the Eastern Cape:

Bidders may bid for one or two or all three contract/projects as the appointment will be per single contract/project. Bidders submitting for one or two or three contracts must indicate as such and submit one document which includes three separate pricing schedules and Forms of Offer for the three contracts/projects.

ITEM NO.	CONTRACT NUMBER	CONTRACT DESCRIPTION	LOCATION
1	CDC/47/25	Professional Consultancy Services for the Refurbishment of Ugie library facility	Ugie Library located in No.6 Umnga Road, Ugie, Elindini Local Municipality, Joe Gqabi District Municipality, Eastern Cape Province, South Africa Coordinates: S 31 12' 20" E 28 13' 58"
2	CDC/48/25	Professional Consultancy Services for the Refurbishment of Missionary Museum Qonce	Missionary Museum Qonce located in Erf 906, Berkeley Street, King William's Town, Buffalo City, Amathole District Municipality, Eastern Cape Province, South Africa Coordinates: S 32 52' 30" E 27 23' 34"
3	CDC/49/25	Professional Consultancy Services for the Refurbishment of Sterkstroom Museum	Sterkstroom Museum located in No.34 Van Zyl Street, Sterkstroom, Enoch Mgijima Local Municipality, Chris Hani District Municipality, Eastern Cape, South Africa Coordinates: S 31 33' 30" E 26 33' 10"

The consortium/JV or Multi-disciplinary entity must consist of the following professional disciplines services:

1. Lead Consultant/Principal Agents
2. Architectural Services
3. Quantity Surveying Services
4. Civil Engineering Services
5. Structural Engineering Services
6. Electrical Engineering Services
7. Mechanical Engineering Services
8. Health and Safety Agent

The consortium/JV or Multi-disciplinary entity shall include **ALL** the disciplines listed above. Any bid that does not meet this requirement will be considered as non-responsive.

One of the disciplines above with the relevant expertise will also act as a Principal Agent/Lead Consultant. The entity that meets the requirements in terms of the expertise must also price for this function on **Annexure G - Percentage Fee Proposal and Annexure H - Project Estimated Range & Disbursement Costing**

In addition to the disciplines listed above, a Land Surveyor, a Geotechnical Engineer, Heritage Specialist and Environmental Control Officer would be required to supplement the services once the Teams are appointed. **An allowance has been made for this under the disbursement proposal.**

Respondents are required to have relevant experience and knowledge in the planning, design, construction management and commissioning of infrastructure projects.

The period for this appointment will be valid for 36 months or after the acceptance of the Close Out report for this project, whichever comes first. The successful bidders will subsequently enter into an agreement (SLA) with the CDC.

CONDITIONS OF TENDER

Failure to adhere to the conditions stated hereinunder or to provide evidence where specified, will render the submission non responsive and the submission will be declared as null and void and will not be considered further.

- (a) The CDC's Procurement Policy and Procedures shall apply.
- (b) The 80/20 preference point system, as per the Preferential Procurement Regulations, 2022.
The following scores will be applied:
- | | | |
|------|--|-------------|
| (i) | Price | - 80 |
| (ii) | Specific Goals (B-BBEE Status Level of Contribution) | - 20 |
- (c) The following legislation shall apply:
- (i) Public Finance Management Act (PFMA);
 - (ii) Construction Industries Development Board Act, Act 38 of 2000
 - (iii) National Treasury Regulations;
 - (iv) Preferential Procurement Policy Framework Act, 2000;
 - (v) Preferential Procurement Regulations, 2022;
 - (vi) National Building Regulations and Building Standards Act (103 of 1977)
 - (vii) South African National Standards (SANS) 10400
 - (viii) Occupational Health and Safety Act and Regulations, Act (85 of 1993);
 - (ix) Compensation for Occupational injuries and disease Act (130 of 1993);
 - (x) Broad -Based Black Economic Empowerment (BBBEE) Amendment Act (46 of 2013);
 - (xi) Disaster Management Act (57 of 2002);
 - (xii) The National Qualifications Framework Act (Act No. 67 of 2008)
 - (xiii) The National Qualifications Framework Amendment Act (Act No. 12 of 2019)
 - (xiv) The Skills Development Act (Act No. 97 of 1998) as amended by Employment Services Act 4 of 2014;
 - (xv) National Heritage Resources Act, NHRA (Act No. 25 of 1999);
 - (xvi) Competition Act (Act No. 89 of 1998);
 - (xvii) Protection of Personal Information Act (Act No. 4 of 2013; and
 - (xviii) Any other applicable legislation.
- (d) Bidders and all its Consortium/Joint Venture (JV) members, if any, must confirm their company registration with Companies and Intellectual Property Commission (CIPC) (formerly CIPRO) as CDC will not award any bid to any business that appears on the CIPC List of de-registered businesses. The CDC may verify company registration with CIPC through BizPortal.
- (e) Bidders must be VAT registered and bids must be submitted VAT inclusive. Non-VAT vendors who submit bids for contracts that would, if successful, take their annual turnover above the threshold of R 1 million are obliged to include VAT in the prices quoted and must therefore immediately upon award of the contract register with the South African Revenue Service (SARS) as VAT vendors. The award of contract would be conditional pending the successful bidder submitting proof of registration as a VAT vendor with SARS.
- (f) Disbursements will be paid based on proven costs using Department of Public Works rates as a guideline. Bidders are advised to utilise the correct vehicle capacity they intend to use when pricing for Travelling under disbursement. The Vehicle Capacity e.g., 2500 cc used at bidding stage will be the same vehicle capacity e.g., 2500 cc utilised on appointment and during Implementation.
- (g) Rates tendered will be subject to negotiation, not exceeding the applicable industry rates as prescribed by the tariff of fees or remuneration guidelines issued by the relevant professional service organization or regulatory body.
- (h) Bidders (all the members in the Bidding Team in the case of Consortia or Joint Ventures) must provide proof of registration on the National Treasury's Central Supplier Database (CSD) or provide a Treasury CSD registration number e.g., MAAAD.
- (i) The CDC will only award the Bid to a Successful Bidder who is tax compliant. The tax compliant status of the Bidders (and all the members in the Bidding Team in the case of Consortia or Joint Ventures) will be verified through the CSD and South African Revenue Services (SARS) website.
- (j) As per amended construction codes, companies with less than 51% black shareholding (QSEs & Generics) are to submit a valid SANAS Accredited B-BBEE Verification Certificate (with the full applicable B-BBEE elements) QSE with at least 51% or 100% black shareholding and EMEs with an annual turnover of R1.8 million are required to submit a B-BBEE verification certificate from a SANAS accredited verification agency as they have to comply with the 40% sub-minimum requirement on the QSE Skills Scorecard to avoid being discounted a level. EMEs with a turnover of less than R1.8 million are exempt from complying with the subminimum requirement and may submit an affidavit or a certificate issued by CIPC, confirming their ownership and annual turnover. The consortia/Joint Venture must submit a consolidated B-BBBEE Certificate as well as individual B-BBEE Certificates /affidavits of their own entities to confirm the type of enterprise.
- (k) Attendance of the Briefing Meeting by at least one member of the Company or JV/Consortium is compulsory. The attendance register will be used to confirm attendance. Submissions from Companies or JV/Consortium which did not attend the Compulsory Briefing Meeting will not be evaluated.
- (l) Public servants are prohibited from conducting any form of business with organs of state, whether in their own capacity as individuals or through companies in which they are directors. Verification will be done, and bidders will be disqualified should they be found to be in contravention with the regulations. A letter of confirmation must be provided with this bid document should a bidder have been granted permission by National Treasury to conduct business with an organ of state.
- (m) The successful bidder will be required to comply with the Occupational Health and Safety Act and Regulations, Act (85 of 1993); Compensation for Occupational Injuries and Disease Act, Act (130 of 1993) and National Environmental Management Act, Act (107 of 1998), Disaster Management Act, Act (57 of 2002) and, all applicable Legal and Other requirements. CDC Sustainability Business Unit will monitor compliance and implementation of SHE Management Systems throughout the duration of the contract.
- (n) The Bidders must nominate a person who will be their Overall Project Team Leader. The Overall Project Team Leader:
- (i) Should have delegated authority to sign:
 - (1) The Tender Submissions;
 - (2) Any correspondence with the CDC during the bidding process;
 - (3) The Agreement to be entered into with the Successful Bidder; and
 - (4) Any correspondence during the Contract Execution Phase.
 - (ii) Would be conferred the authority to be the duly Authorised Signatory as would be provided in the **Certificate of Authority of Signatory** that should be included in the Tender Document.
 - (iii) Will be the sole point of contact between the CDC and the Bidder during this bidding process, and during contract execution (i.e. for the Successful Bidder).
 - (iv) Would be required to review and sign off all the deliverables to the CDC during the execution of the contract, confirming their quality and professional soundness.
- (o) In the case of JVs/Consortia, the Bidder must include a Letter of Intent to Enter into a **JV/Consortium Agreement**.
- (p) Entities are not allowed to be a member of more than one (1) JV/Consortium or Bidding Team.
- (q) Bidders must complete and sign the **POPI Act Form**. In the case of a Joint Venture/ Consortium, a separate form in respect of each party to the JV must be completed.
- (r) Any misrepresentation of information will lead to immediate disqualification of the Bidder's Submission. It is imperative that the duly authorised person conducts quality control on all the documentation to be submitted to the CDC as part of this Tender Document and signs the submission as a correct and sound documentation that the CDC could put its reliance on.
- (s) It is incumbent upon and the responsibility of the Prospective Bidders to submit their full and correct contact details when they collect the tender documents to enable any communication that the CDC might need to issue to all the Prospective Bidders during the bidding process to be realised. The CDC will not be accountable for any such omission or failure by the Prospective Bidders.
- (t) The bids will be evaluated as follows:
- a) Stage 1: Responsiveness Assessment,
 - b) Stage 2: Functionality Assessment
 - c) Stage 3: Quantitative Assessment,
 - d) Stage 4: Qualitative Assessment
- (u) CDC will not award more than **five (5) active** Projects to one bidder/consortium, unless one (1) Project has reached 80% completion stage and beyond. Capacity assessment may be conducted in an event that the recommended bidder/consortium is the only responsive service provider and has already been awarded five contracts.
- (v) The onus is on the bidder to be compliant throughout the 48 months with Tax, CSD and B-BBEE.
- (w) Incomplete Tender document Submissions will be deemed null and void and shall be considered non-responsive.
- (x) The tender validity period shall be **twelve (12) weeks** from the closing date.

Collection of Documents

Bid documents will be available for download from the CDC Website (www.coega.co.za), Tender Bulletin (E-Tender) and Provincial Tender Bulletin from **21 February 2025 10:00 am, at no cost**. The CDC assumes no responsibility or liability for any errors or omissions when downloading the document. Potential bidders will be required to provide their email addresses in the system before downloading the documentation for correspondence purposes. Potential bidders must therefore ensure that the email addresses are correct.

Compulsory Briefing Sessions

Bidder must attend the briefing session **for the contract number** that the Bidder will be bidding for as outlined in the briefing session dates below. Attendance of the respective contract number briefing session **is compulsory**. Failure to attend the briefing session for the respective contract will deem your bid non-responsive for the said contract number.

CDC/47/25 - Briefing

A compulsory site briefing meeting will be held at **Ugie Library on Wednesday the 5th of March 2025 at 11:00 am**. Briefing notes will only be shared with potential bidders who attended the briefing meeting and who have provided their correct email addresses on the Attendance Register.

CDC/49/25 - Briefing

A compulsory site briefing meeting will be held at **Sterkstroom Museum on Thursday the 6th of March 2025 at 11:00 am**. Briefing notes will only be shared with potential bidders who attended the briefing meeting and who have provided their correct email addresses on the Attendance Register.

CDC/48/25 - Briefing

A compulsory site briefing meeting will be held at **Missionary Museum Qonce on Friday the 7th of March 2025 at 11:00 am**. Briefing notes will only be shared with potential bidders who attended the briefing meeting and who have provided their correct email addresses on the Attendance Register.

Bid Enquiries

Bid Enquiries Bidders are requested to send enquiries related to the bid via dsractenders@coega.co.za, between the period of **Friday 21 February 2025 to 10 March 2025**. No new queries received after **10 March 2025** will be entertained.

CDC/49/25 - Briefing

A compulsory site briefing meeting will be held at **Sterkstroom Museum on Thursday the 6th of March 2025 at 11:00 am**. Briefing notes will only be shared with potential bidders who attended the briefing meeting and who have provided their correct email addresses on the Attendance Register.

CDC/48/25 - Briefing

A compulsory site briefing meeting will be held at **Missionary Museum Qonce on Friday the 7th of March 2025 at 11:00 am**. Briefing notes will only be shared with potential bidders who attended the briefing meeting and who have provided their correct email addresses on the Attendance Register.

Closing Date and Submission

The closing time for the receipt of tenders is **12h00 on Monday 17 March 2025**. One original completed bid document shall be placed in a sealed envelope clearly marked:

Bidding for the Ugie Library only:

“CDC/47/25 - PROFESSIONAL CONSULTING SERVICES FOR THE REFURBISHMENT OF UGIE LIBRARY FACILITY”

Bidding for the Missionary Museum Qonce only:

**“CDC/48/25 - PROFESSIONAL CONSULTING SERVICES
FOR THE REFURBISHMENT OF MISSIONARY MUSEUM QONCE”**

Bidding for the Sterkstroom Museum only:

“CDC/49/25 - PROFESSIONAL CONSULTING SERVICES FOR THE REFURBISHMENT OF STERKSTROOM MUSEUM”

Bidding for two (2) or all Three (3) contract/projects, Ugie Library, Missionary Museum Qonce and Sterkstroom Museum:

**“CDC/47/25 ET AL - PROFESSIONAL CONSULTANCY SERVICES
FOR THE REFURBISHMENT OF UGIE LIBRARY, MISSIONARY MUSEUM QONCE & STERKSTROOM MUSEUM”**

Bids are to be placed in the tender box **AT RECEPTION at the CDC's East London Office, Ground Floor, Harraway House, 12 Pearce Road, Berea, East London**. Bids will not be opened in public, and no late submission will be considered.

No telephonic or any other form of communication relating to this bid with any other CDC member of staff, CDC Agent, Client or any other role players will be permitted.

All enquiries regarding this tender must be in writing only, and must be directed to:
Ms Zine Mtanda, Unit Head: Supply Chain Management; email: dsractenders@coega.co.za

There shall be no disclosure, other than to the Clients legal and technical advisors of the tender amounts, method of work, terms conditions, etc., to any other service Bidder nor to any parties who have not submitted tender documents.

The CDC reserves the right not to accept the lowest proposal in part or in whole or any proposal.

TIP-OFFS ANONYMOUS HOTLINE:
STOP: THEFT / FRAUD / DISHONESTY / BRIBERY /
BLACKMAIL / INTIMIDATION
Call Toll-free TODAY: 0800 007 035 and remain anonymous.



• right **PLACE** • right **TIME** • right **CHOICE**

BBBEE LEVEL 1 CONTRIBUTOR
ISO 9001:2015 • ISO 14001:2015 • ISO 45001:2018
ISO 20000-1:2018 • ISO 27001:2022

