



in the footprints ...

NELSON MANDELA MUSEUM

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PROVISION OF PROFESSIONAL ENGINEERING, PROJECT MANAGEMENT AND SUPPORT SERVICES FOR THE NMM FOR A PERIOD OF THREE (3) YEARS.

NMM-2022-06

TERMS OF REFERENCE

1. BACKGROUND

The Nelson Mandela Museum (NMM) is a not for profit institution established by the government of South Africa as an agency of the National Department of Sports, Arts and Culture. It was established as part of a portfolio of legacy projects that seek to transform the heritage landscape from our apartheid past. At the same time, it is a resource for promoting economic development through tourism in an impoverished region of the country. The museum primarily houses collections of gifts to the nation given by Nelson Mandela to the museum to share his legacy with the nation.

The mandate of the Nelson Mandela Museum is to preserve and promote the legacy of Nelson Mandela and one of its main strategic goals is to improve the museum's public profile and access. This mandate is executed through the museum's two main facilities, the Qunu Youth and Heritage Centre, and the Bhunga Building in Mthatha CBD. The Bhunga Building doubles as the administrative office of the museum.

2. PROJECT BACKGROUND

The museum's infrastructure projects that are currently being implemented are as follows:

1. Construction of a new exhibition complex

2. Construction of Parking spaces
3. Development of Public sculptures (Statues)
4. Implementation of Qunu based-Maintenance
5. Facilities management services

The service provider will not be limited to the list above, other projects might come and the service provider will be updated with new developments timeously.

3. PURPOSE

The invitation for bids aims to identify suitable and capable to provide professional engineering, project management and support services for the NMM for 3 years. This document outlines the scope of services requirements and minimum qualifications, selection process and documentation necessary to respond to this invitation to tender for rendering services as outlined in the paragraph below (Scope of Services Required).

4. SCOPE OF THE SERVICES REQUIRED

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 below. The work plan will need to be approved by the CEO of NMM to ensure that all requirements are addressed.

4.1 Work Plan

The Service Provider will need to develop a work plan that addresses all the tasks listed below and assign timelines for the conclusion of each task in the work plan.

The various levels of support will in all probability be conducted concurrently and not necessarily sequentially and this must be reflected in the work plan.

4.2 Tasks to be performed

The following tasks will be performed by the Project Manager throughout the duration of the appointment

period:

4.2.1 Infrastructure Planning Function:

The Infrastructure Planning Function will include:

- ❖ Review of existing infrastructure plan (UAMP) developed by the institution;
- ❖ Development of business plans for infrastructure projects that require funding;
- ❖ Development of a new UAMP;
- ❖ Revise the UAMP in accordance with the guidelines set out in the GIAMA;
- ❖ Ensure that the UAMP is approved by the NMM CEO, Chairperson of the NMM Council; and
- ❖ Initiate plan from design to the completion of tender documents through other professional service providers.

4.2.2 Management of Infrastructural Procurement Processes

The management of procurement processes will include:

- ❖ Developing a procurement strategy
- ❖ Ensuring that the procurement strategy is approved by NMM
- ❖ Preparing specifications and adverts for the procurement of other professional service providers and contractors as needed
- ❖ Participating in tender evaluation structures and making recommendations to the tender evaluation and adjudication structure.

4.2.3 PROJECT MANAGEMENT

The project management tasks include:

- ❖ Undertaking project oversight of projects being implemented to ensure quality assurance is institutionalised and progress is monitored and reported on;
- ❖ Applying project management tools and practices to the implementation of the various projects; and
- ❖ Processing of payment invoices submitted by professional service providers.

4.2.4 LIAISON WITH THE CLIENT (NMM) AND OTHER STAKEHOLDERS

The liaison with the client and other stakeholder's tasks will include:

- ❖ Receiving an induction from NMM;
- ❖ Receiving a briefing from the Executive Management in order to kick off the project;
- ❖ Preparing a work plan in accordance with the full scope of work;
- ❖ Obtaining approval for the work plan from the CEO of NMM;
- ❖ Executing the work plan in collaboration with other officials and stakeholders and providing for regular progress meetings;
- ❖ Closing-out the project with the Client in accordance with the requirements of the contract.

To confirm that the bidders have understood the task description, they should indicate as such in the relevant column below:

	SERVICE REQUIRED BY THE NMM	BIDDING COMPANY CAPABILITY YES/NO
	Infrastructure Planning Function	
	Management of Procurement Processes	
	Project Management	
	Liaison with the Client (NMM) and other stakeholders	

5. REQUIRED QUALIFICATIONS

A services provider applying for this role must possess the following qualifications and experience sets:
NMM-2022-06 Professional engineering , project management & support services for the NMM

- ❖ Relevant qualifications in a built environment from a recognised tertiary institution.
- ❖ Professional Registration with the relevant statutory body i.e. Engineering Council of South Africa (ECSA)
- ❖ Minimum of 5 years of experience in a related specialist field is critical for this position.
- ❖ Experience in developing the UAMP

6. PROJECT EXECUTION PLAN

- ❖ The service provider shall prepare a detailed PEP for the assignment following the briefing meeting.
- ❖ A separate PEP will be prepared for each assignment and shall be submitted to the institution immediately after the briefing meeting.
- ❖ The PEP must contain the scope of work for the assignment; the information regarding the programme as stated; and an exposition of how the service provider understands the requirements of the assignment and envisages the execution of the professional work.
- ❖ After written approval the PEP will form the basis for the management and remuneration of the assignment. The cost breakdown in the PEP shall not be exceeded.

7. TIMEFRAMES

- ❖ The service provider will be required for a 3-year period commencing on the date of signing of the Service Level Agreement by both parties.
- ❖ On appointment, the service provider will liaise with the Client to agree on the date for submission of the work-plan.
- ❖ They will be required to work for a maximum of 230 days (8 hours/day) per year.
- ❖ Maximum hours per year will be 1840 and for 3 years will be **5520** as per the pricing schedule.
- ❖ Performance will be reviewed monthly, quarterly and annually.
- ❖ Should performance be below the required standard according to the work plan, or should project funds not be available, the contract may be terminated through written notification.
- ❖ Adequate opportunity to improve performance will be provided to the service provider through written notices of poor performance.

- ❖ The service provider is to submit a close-out report in the format provided by the client 20 working days before the last day of the assignment.

8. ASSIGNMENT COSTS

- Payment will be made on the basis of the number of hours worked in relation to the milestone achieved plus disbursements.
- A copy of a timesheet for hours worked and proof of disbursements must be attached to the invoice.
- It should be noted that the offer submitted will be fixed and not adjusted.
- The bidder will be required to submit a PEP where milestones achieved will be identified for the purpose of invoice payment verification.

Bidders are required to provide their bidding price on the Pricing Schedule below:

PRICING SCHEDULE					
Item	Description	Unit	Quantity	Rate+	Amount
A	Professional Fees	hr.	5520		
B	Disbursements	%	10 of A		
Sub-Total					
Vat					
Grand Total					

+ Rate must be inclusive of cell phone, laptop, computer and software, etc

Disbursements should be limited to 10 % of the fee amount and it includes travelling, accommodation, parking, food and non-alcoholic beverages. Proof of disbursement claims must be attached to the invoice as evidence for the discretion of the institution on whether to pay or not.

- All costs and expenses incurred by the potential service providers relating to their project proposal will be borne by each respective service provider. NMM is not liable to pay such costs and expenses or to reimburse or compensate service providers in the process under any circumstances, including the rejection of any proposal or the cancellation of this project.
- NMM reserves the right to request new or additional information regarding each bidder and any individual or other persons associated with its proposal.
- NMM may require responsive bidders to present and discuss their proposals in person.
- NMM reserves the right not to make any appointment from the proposals submitted.
- Bidders shall not issue any press release or other public announcement pertaining to details of their project proposal without the prior written approval of NMM.

- Bidders are required to declare any conflict of interest they may have in the transaction for which the bid is submitted or any potential conflict of interest. It is important that bidders declare their conflict of interest through completion of relevant attached forms.
 - NMM reserves the right not to consider further any bid where such a conflict of interest exists or where such potential conflict of interest may arise.
 - Any and all project proposals shall become the property of NMM and shall not be returned.
 - The bid offers and proposals should be valid and open for acceptance by NMM for a period of 120 days from the date of submission.
 - NMM reserves the right not to award the bid to the bidder that scores the highest points. Disputes that may arise between NMM and a bidder must be settled by means of mutual consultation, mediation (with or without legal representation) or, when unsuccessful, in a South African court of law.
 - In addition to adherence to the specific terms and conditions of proposals, provided in this document, the bidder shall be bound by the provisions of the General Conditions of Contract, an original signed copy of which must be submitted together with all other bid documentation.
 - All returnable bid documents must be completed in full and submitted together with the bidder's proposal. Should the returnable documents not be completed, the bid will not be considered any further.
 - The successful bidder will be subject to supplier clearance process as prescribed by the National Treasury. This process includes, verification of supplier and its shareholders/directors/members' status on the list of defaulters and restricted suppliers.
 - After the successful service provider has received the appointment letter, they must be able to deliver in full compliance with South African approved standards and in compliance to the specifications provided.
 - No tender shall be awarded to a bidder whose name (or any of its directors or partners or associates and/or attorneys) appears on the Register of Defaulters kept by the
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Treasury, or who have been placed on the National Treasury's List of Restricted Supplies. The NMM reserves the right to withdraw an award or cancel the Service Level Agreement concluded with the bidder should it be established, at any time, that a bidder has been blacklisted with the National Treasury by any Government Institution

- No tender shall be awarded to a bidder whose tax affairs are not in order. NMM reserves the right to withdraw an award made, or cancel the Service Level Agreement concluded with the successful bidder(s) should it be established that such bidder was in fact not tax compliant at the time of the award, or has submitted a fraudulent Tax Clearance Certificate to the NMM

9. ACCOUNTABILITY

The service provider will be accountable to and under the direction of the CEO of the NMM in the performance of the assignment duties.

10. PRICING INSTRUCTION

- The provision of professional engineering, project management and support services must be rendered as per the requirements of the NMM, and it must be invoiced on completion;
- The bid and the total price for the provision of professional engineering, project management and support services may not be exceeded;
- Amounts due to the Service Provider shall be paid by the NMM within thirty (30) days of receipt of the invoice.
- The NMM reserves the right by giving written notice to the service provider to stop the works' progress at any time. Should the client exercise this right, the NMM will pay the service provider for work done and expenses incurred only up to the time that the notice was given.

11. RETURNABLE DOCUMENTS

Service providers are required to submit all the returnable documents together with their proposal. ***Failure to provide all the Compulsory Returnable Documents at the closing date and time of this RFP will result in a respondent's disqualification. Respondents are therefore urged to ensure that all these Documents are returned with their Proposals. Failure to submit the Supporting documents for functionality scoring will result in a scoring of zero.***

7.1 Compulsory Returnable Documents

- Duly signed & completed **SBD 1** Invitation to BID
- **SBD 2** Tax Clearance Requirements
- Duly signed & completed **SBD 3** Pricing Schedule
- Duly signed & completed **SBD 4** Declaration of Interests form.
- Duly signed & completed **SBD 6.1** Preference points claim form (valid BBBEE certificate must be submitted together with this completed document).
- Duly signed & completed **SBD 7.2** Contract Form (Rendering Services).
- General Conditions of Contract
- Duly signed & completed **SBD 8** Declaration of Bidder's Past Supply Chain Management Practices.
- Duly signed & completed **SBD 9** Certificate of Independent Bid Determination.
- Proof of CSD registration
- Proof of professional registration with the relevant statutory body e.g Engineering Council of South Africa (ECSA)

12. 7.2 Supporting Returnable Documents (for functionality scoring)

- Proof of company location
- Signed reference Letters

- Project proposal
- Proof of relevant qualifications
- Company Track Record

7.3 Essential Supporting Documents

- Valid and certified copy of BBBEE certificate or affidavit on or before the closing date and time *(failure to submit on or before the closing date will result in an automatic score of zero for preference)*

13. VALIDITY PERIOD

- Bid submissions **must** be valid for a period of 120 days.

14. EVALUATION CRITERIA

- ❑ **Phase one:** Compliance to the terms of reference and conditions of the tender. Failure to meet any of the conditions of the tender will automatically disqualify your tender on this phase.
- ❑ **Phase two:** The bid will be evaluated and adjudicated using the 80/20 system (80 for Price and 20 for BBBEE). Functionality will be scored at a maximum of 100 points whereby the bidder must obtain a **minimum of 70 points** to qualify for the financial evaluation according to the criteria captured in the table below:

CRITERIA FOR FUNCTIONALITY	BREAKDOWN OF POINTS	WEIGHT
Project Proposal Responsiveness: Approach paper setting out the manner in which the bidder intends to satisfy the requirements outlined in the Scope of Work (not more than 5 pages). Attach proposed action plan for the implementation of the works.	25-30 points- Excellent project proposal	30 points
	20-24 points – Good project proposal	
	10-19 points – Average project proposal	
	9 points and below – Poor project proposal	
	Failure to submit- No points to be allocated.	
Qualifications & experience Qualification and experience of key staff to be involved (2 page cv): Attach copies of qualifications and professional registration as per requirements (<i>Built Environment</i>). <i>No points will be allocated if a CV is not accompanied by proof of relevant qualifications</i>	10 or more years' experience with relevant qualifications- 20 points	20 points
	5-6 years' experience with relevant qualifications -15 points	
	3-4 years' experience with relevant qualifications-10 points	
	2-1 years' experience with relevant qualification-5 points	
	Less than 1 year experience with relevant qualification= 2 points	
	Failure to submit- no points to be allocated.	

Company Track Record The bidder must provide details of its track record in providing similar services in relation to the scope of the required services. The bidder must complete develop a track record table as sampled below in table 14.1 with the list of similar projects executed 2012 and 2022-with the following information Project description, Name of client, Location, Year, Contract Value, Name of the Project Manager, Project Status (Completed/ In progress)	8-10 listed relevant projects- 20 points	20 points
	5-7 listed relevant projects- 15 points	
	3-4 listed relevant projects – 10 points	
	Between 2 -1 listed relevant projects- 5 points	
	Failure to submit – No points to be allocated.	
Relevant Reference Letters Must be signed in the recommending company's letterhead stating the services recommended for. No Purchase Orders or Appointment Letters will be considered. <i>In the event where a reference letter only covers one aspect of the required services (only project management/only</i>	7 and above relevant reference letters- 20 points	20 points
	5-6 relevant reference letters -15 points	
	3-4 relevant reference letters- 10 points	
	Between 2 – 1 reference letters- 5 points	

<i>development of the UAMP), 75%/25% of points will be allocated.</i>	Failure to submit= No points to be allocated	
Proof of company location	Within the OR Tambo region- 10 points	10 points
	Within the Eastern Cape region- 7 points	
	Within the borders of South Africa- 5 points	
	Outside the borders of South Africa – 0 points	
	Failure to submit- No points to be allocated.	
TOTAL	100	

15. SUBMISSION OF TENDERS

The bid submissions must be returned to the **Nelson Mandela Museum, Bhunga Building, Corner Nelson Mandela Drive & Owen Street, Mthatha.**

- Service providers are requested to furnish the NMM with two copies of their submissions (an original and a copy).
- Submissions are to be deposited in the allocated Tender Box clearly marked with reference and this bid's title.
- NMM will not be responsible for any submissions placed in an incorrect box and submissions left with the security officers or any employee of the NMM, which may lead to the submission not deposited into the tender box by the closing date.
- NO LATE, FAXED OR EMAILED QUOTATIONS SHALL BE ACCEPTED.
- **CLOSING DATE FOR THE SUBMISSION OF PROPOSALS IS**
14 October 2022 @ 12:00
- Tender documents will be sold for a non-refundable fee of R300, deposited into:

ABSA BANK

Account Number: 405 200 2226

Branch Code: 632 005

Reference: NMM-2022-06 + Name of the bidding company

Email proof of payment to mihlali@nelsonmandelamuseum.org.za

16. DISCLAIMERS

The NMM is not committed to any course of action as a result of its issuance of this bid document and/or its receipt of a bid in response to it. Please note that the NMM reserves the right to:

- modify the bid document's service(s) and request Respondents to re-quote on any changes;
- reject any bid submission which does not conform to instructions and specifications which are detailed herein;
- disqualify bids submitted after the stated submission deadline;
- not necessarily accept the lowest priced bid;
- cancel the tender

17. ENQUIRIES

All communications and enquiries/requests for clarification relating to this proposal should be directed to the contact person:

FOR BID ADMINISTRATION & SERVICE PROVIDER SPECIFICATIONS	
Ms M Mputa	
Tel: 047 501 9504	
Email: mihlali@nelsonmandelamuseum.org.za	
Supply Chain Officer	
Technical Enquiries:	
Mr M Msongelwa	
Tel: 047 501 9507	
Email: mandisi@nelsonmandelamuseum.org.za	
Chief Finance Officer	

All enquiries must be forwarded to the relevant NMM personnel by no later than 7 October 2022 @ 16:30.

Dr Vuyani Booï

Chief Executive Officer

