

SCM Enquiries: Ms. P Mdiya

Tel: 012 441 3540

Reference: PMRFQ 07-2025

SUBJECT: APPOINTMENT OF A SERVICE PROVIDER TO ASSIST THE DEPARTMENT OF SPORT,ARTS AND CULTURE (DSAC) WITH THE REVISION OF THE 2025/26 FINANCIAL YEAR USER ASSET MANAGEMENT PLAN (UAMP) FOR THE 2026/27 FINANCIAL YEAR .

REQUIRED BY: DEPARTMENT OF SPORT, ARTS & CULTURE

1. Kindly furnish the Department with a quotation for the subject mentioned above.
2. SBD 4, SBD 6.1, forms are attached for completion.
3. Bidders are requested to submit quotations, attached SBDs.
4. Preferential procurement regulation 2022 will apply. The 80/20 preference point system will be used to calculate for price and specific goals as per SDB 6.1 attached.
5. NB: Bidders are required to submit the following proof/documentation to claim points for specific goals:
 - a) Ownership Certificate issued by the Companies and Intellectual Property Commission (CIPC) that shows ownership percentage (e.g. Beneficial ownership, CK ...etc) and
 - b) BBBEE certificate or Sworn affidavit
6. Failure to submit the required documents will result in 0 points.
7. The closing is Wednesday 09 April 2025 at 11:00am
8. These forms must be returned with your quotation to the following address: 202 Sechaba House, cnr Madiba and Paul Kruger Street, Pretoria, 0001 at Reception (fill the form).

Signature: P Mdiya



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TERMS OF REFERENCE

APPOINTMENT OF SERVICE PROVIDER TO ASSIST THE DEPARTMENT OF SPORT
ARTS AND CULTURE (DSAC) WITH THE REVISION OF THE 2024~~5~~/26~~5~~ FINANCIAL
YEAR USER ASSET MANAGEMENT PLAN (UAMP) FOR THE 2025~~6~~/27~~6~~ FINANCIAL
YEAR.

CLOSING DATE AND TIME OF QUOTATIONS: 09 APRIL 2025 AT 11:00AM

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1. INTRODUCTION

- 1.1 The Department of Sport, Arts and Culture (DSAC) seeks to appoint a qualified service provider to revise the 2024~~5~~/2~~6~~~~5~~ financial year User Asset Management Plan (UAMP) for the 2026~~5~~/2~~7~~~~6~~ financial year.

2. BACKGROUND

- 2.1 The mandate of the (DSAC) is to develop, promote and preserve the South African Arts, Culture and Heritage.
- 2.2 The DSAC has 28 Public Entities through which it implements its mandate. The DSAC and its Public Entities occupy over 157 buildings throughout the country.
- 2.3 The DSAC, through the Infrastructure Support Chief Directorate is responsible for the renovations, upgrading, restorations and construction of its facilities.
- 2.4 The major challenge faced by the Department is the limited capacity to implement the infrastructure program. In order to overcome this challenge a decision was ~~taken~~made to source additional technical capacity; thus, the appointment of



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service providers forms part of the DSAC strategy, to successfully ~~roll out~~ roll out its infrastructure programme.

- 2.5 The DSAC seeks to appoint a service provider to revise the 2024~~5~~/2~~7~~5 UAMP for the 2025~~6~~/2~~7~~6 financial year.

3. OBJECTIVES OF THIS PROJECT

- 3.1 To update the Immovable Asset register
 - 3.2 To update the User Asset Management Plan
 - 3.3 To update the National Treasury Data Base
- To have a revised User Asset Management Plan document for 2025/26 financial year.

4. SCOPE AND EXTENT OF THE TENDER / TASK DIRECTIVE

The Department of Sport, Arts and Culture requires the services of a duly experienced and knowledgeable service provider in undertaking the following scope of work:



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FINANCIAL YEAR.**

	TASKS	YES /NO/ NOTED
4.1	SCOPE OF WORK / TASKS DIRECTIVES	
4.1.1	Updating of IAR and UAMP:	
4.1.1.1	Revise existing infrastructure plans (User Immovable Asset Management Plans (UAMPs) and Immovable Asset Register (IARs) of DSAC Public Entities.	
4.1.1.2	Consolidate all UAMPs and IARs into a DSAC UAMP	
4.1.1.3	Ensure that the UAMPs are approved by the department.	
4.1.1.4		
4.1.2	Updating National Treasury database:	
4.1.2.1	Revise existing National Treasury database based on the revised UAMP.	
4.1.3	Reporting:	
4.1.3.1	Progress on updating of the documents mentioned in 4.1.1.1 and 4.1.1.2	
4.1.3.2	Meetings and workshops	
4.1.3.3	Site visits / Regional visits	
4.2	TASK DESCRIPTION	
4.2.1	Liaison with DSAC and its stakeholders	
4.2.1.1	Receive an induction from the DSAC on appointment.	
4.2.1.2	Prepare a work-plan in accordance with the full scope of work.	



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	TASKS	YES /NO/ NOTED
4.2.1.3	Obtain approval for the work-plan from the Director: Facilities	
4.2.1.4	Management Infrastructure Development Unit.	
4.2.1.5	Execute the work plan in collaboration with the other officials	
4.2.1.6	and provide for regular progress meetings.	
4.2.1.7	Conducting workshops and meetings	
	Schedule site visits / Regional visits	
	Close-out the project with the Client in accordance with the requirements of the contract.	
4.2.2	Provision of Physical Planning support	
4.2.2.1	Revise the existing infrastructure plans User Asset Management Plan (UAMPs) and Immovable Assets Register (IARs) prepared by the department and to ensure that these User Asset Management Plan (UAMPs) are approved by the department.	
4.2.2.2	Revise existing National Treasury database based on the revised UAMP.	



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	TASKS	YES /NO/ NOTED
4.3	Reporting and approval of reports	
4.3.1	The Service Provider will report to the Director Facilities Management on all day to day matters during implementation of the project.	
4.3.2	It is expected that the Service Provider will submit the work-plan and other appropriate documentation as required by this ToR.	
4.3.3	Monthly review reports will be required and these will form the basis of monthly review sessions which will be managed by DSAC.	
4.4	Logistic Support.	
4.4.1	Work and meeting space will be made available by the DSAC.	
4.4.2	The service provider is required to provide his/her own equipment necessary for the execution of this project, such as laptop and cellphone.	
4.4.3	Travelling is necessary and a separate budget for disbursement should be made and be included in your total fixed quote.	
4.4.4	The service provider is required to cover the costs of travel between home and the DSAC as well as site visits.	



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	TASKS	YES /NO/ NOTED
5.	PRICING / QUOTATION	
5.1	Service providers are requested to provide their fixed quotations to be submitted with this Terms of References. A detailed costing is required to be submitted on a separate sheet taking into consideration tasks directives / scope of work as per the terms of reference not limited to milestones, site visits, reporting, duration of the projects etc.	
5.2	Your fixed quotation should include fees, disbursements and all related costs to the service required.	
6.	TIME FRAME	
6.1	The service provider will be required to complete the project within 10 months commencing on the date of signing a Service Level Agreement by both parties. The service provider should attend a meeting at the DSAC office within a week and should avail himself / herself for progress meetings as per the Department's request.	



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7. REQUIRED EXPERTISE.

7.1 Skills Set required.

- 7.1.1 Good knowledge of infrastructure planning and Government Immovable Asset Management Act (GIAMA)
- 7.1.2 Understanding of Public Finance Management Act and particularly the budgeting processes.
- 7.1.3 Experience in infrastructure planning, budgeting, designing, managing and administration of projects and program, including human, technical and financial aspects of public sector projects.
- 7.1.4 Have experience in infrastructure planning with particular emphasis on development of User Asset Management Plan (UAMPs) and Custodian Immovable Asset Management Plans (CAMPs).
- 7.1.5 Good knowledge procurement strategies and the ability to develop delivery management options as well as contracting; Knowledge of the Infrastructure Delivery Management Toolkit will be an advantage.
- 7.1.6 General experience in public administration in South Africa, including knowledge of how the South African Government legislative regime and institutional functions and arrangements operate.
- 7.1.7 Working experience in project delivery cycles and the costs relating to these project delivery cycles.



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7.1.8 Excellent computer literacy skills especially in excel and additional advantage will be the knowledge of database development and management.

7.1.9 Comprehensive understanding of the issues related to infrastructure program.

7.1.10 Good communication, facilitation and leadership skills and the ability to influence people.

8. **Mandatory Requirements**

8.1 The following requirements are mandatory to all the professionals that are going to lead the Project and should be submitted to the department in a form of the proof/attachment:

8.1.1 **Qualifications and experience.**

8.1.1.1 **Qualifications – Program Manager (PM)**

The Service Provider should have relevant Tertiary qualification at Degree/B-Tech level related to Architecture, Civil / Structural Engineering, Quantity Surveying, Electrical / Mechanical Engineering, or Project Management in Built Environment.

8.1.1.2 **Experience in the Built Environment.**

The Service Provider should demonstrate proven knowledge and experience of minimum 3 years of providing similar services (**Revision of the UAMP**) in the building sector with 3 contactable references.



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9. Enquiries

For any enquiries regarding this quotation, please contact the following people:

For Bid Enquiries
Mr Tuelo Thubisi
Cell: 072 604 7259
Email: Tueloth@dsac.gov.za
For Technical Enquiries:
Ms Pam Ben-Mazwi
Cell: 082 909 8790
Email: PamB@dsac.gov.za



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BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

- 2.2 Do you, or any person connected with the bidder, have a relationship

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

I, _____ the _____ undersigned,
 (name)..... in
 submitting the accompanying bid, do hereby make the following
 statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	
Signature	Date
.....	
Position	Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

a) The applicable preference point system for this tender is the **80/20** preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

(a) **“tender”** means a written offer in the form determined by an organ of state in

response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \text{80/20} & \text{or} & \text{90/10} \\ \\ Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) & \text{or} & Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \text{80/20} & \text{or} & \text{90/10} \\ \\ Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) & \text{or} & Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \end{array}$$

Where

Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender (Specific goals 20 points)	Achievement Level	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
PROMOTION OF SMMES (RDP GOALS)		20	
Women	100% women ownership	6	
	75% - 99% women ownership	5	
	60% - 74% women ownership	4	
	51% - 59% women ownership	3	

	0 – 50% women ownership	0	
Black People	100% black ownership	7	
	75% - 99% black ownership	6	
	60% - 74% black ownership	5	
	51% - 59% black ownership	3	
	0 – 50% black ownership	0	
Youth	100% youth ownership	5	
	75% - 99% youth ownership	3	
	60% - 74% youth ownership	2	
	51% - 59% youth ownership	1	
	0 – 50% youth ownership	0	
People living with Disabilities	75% - 100% owned by persons living with disabilities	2	
	51% - 74% owned by persons living with disabilities	1	
	0 - 50% owned by persons living with disabilities	0	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
 - ☐ One-person business/sole propriety
 - ☐ Close corporation
 - ☐ Public Company
 - ☐ Personal Liability Company
 - ☐ (Pty) Limited
 - ☐ Non-Profit Company
 - ☐ State Owned Company
- [TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in

addition to any other remedy it may have –

- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

.....	
SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:	
DATE:	
ADDRESS:	
	
	
	