

## IZIKO SOCIAL HISTORY CENTRE CUSTOM BUILT STORAGE UNITS

Reference: C&D/Shelving-Cabinets/11/2017

*Tender request for bid to manufacture, deliver and install custom built storage units for the Iziko Museums of South Africa, Cape Town*

Iziko Museums of South Africa (Iziko) invites suitably experienced service providers to submit a tender proposal for the manufacture, delivery and installation of custom built steel shelving and cabinets as per the required technical specifications, including value added products and services at Iziko Social History Centre (archives) and the Iziko National Art Gallery.

### 1. BACKGROUND

Iziko is a Declared Cultural Institution in terms of the Cultural Institution Act, Act 119 of 1998 (as amended). Iziko is a Schedule 3A public entity and non-profit organisation, partly subsidised by the National Department of Arts and Culture (DAC), bringing together the 11 national museums, Planetarium, Social History Centre (archive) and three collection-specific libraries under a single banner. Iziko was formed in 1999 when five clusters of established museums in and around Cape Town were merged.

### 2. OVERVIEW

The Iziko Museums of South Africa, Collections and Digitisation Department is currently unpacking collections that are in storage and are currently in boxes. The overall purpose of the procurement is to ensure that collections, associated material and objects are readily and easy available, with minimum handling during the verification and audit processes, thereby minimising any possible damage to artefacts. Currently there are custom built steel storage units at the Iziko Social History Centre and the purpose of acquisition of these storage units is to complement the existing storage, as well as maintain its current quality, strength, versatility, PAL colour code and its finish.

### 3. SCOPE OF WORK

Iziko requires a service provider with an established track record and service capability in the field of steel storage racking and shelving to manufacture, assemble, install and deliver custom built storage units to complement the existing storage setup. These units will be used to store paper based artefacts, textiles and scientific maritime equipment.

The storage units shall be delivered and installed at the following Iziko locations:

**Iziko Social History Centre Spin Street Cape Town**

- 3rd floor, Textile Store

For the preservation and storage of the quilts, rolled carpets and runs collections see attached pdf file.

- **5th floor, Art Store**

Comprising of books, albums flat paper work and framed works collections see attached pdf file.

- **7th floor, Mixed- houses**

For the collections of ancient type writers, scientific equipment, vinyl long players cash, registers etc., see attached pdf file.

- **Iziko South African National Gallery Government Avenue Cape Town**

For framed artworks and photographs collections are preserved. See attached pdf file.

#### **4. TECHNICAL SPECIFICATIONS**

- The manufacture, delivery and installation of custom built storage units (size and quantity as specified). ***In Drawing 1 - 8.***
- The product must be manufactured in accordance with ISO 9001 of 2008 Manufacturing and Quality Control plan as well as according to SEMA and FEM Regulations for Racking and Shelving design and installations.
- PAL Colour Coded to be identical or very similar to the current installed system.
- The storage units must meet with all health and safety regulations for racking and shelving systems design, fabrication and installation.
- The storage units supplied must be of an equivalent or higher quality than the storage units currently utilised.
- Products must be from South African origin, refer to SBD 6.2 Local Content
- All welding must be performed by certified welders.

##### **4.1 RACKING and CABINET SPECIFICATION**

- The beams should be specially formulated for extra strength and durability as they should have a superior load capacity compared to other standard Box Beams available on the market.
- The Box beams must undergo a second rolling stage during the crimping process into its permanent fixed position.
- The End Frames should range between Extra Light Duty to Extra Heavy duty (3 tons to 24 tons) and (55mm face to 120mm face) and may be bolted or welded depending on Iziko's requirements.
- There should be no limit on the Paint Plant length, to ensure that the roll end frames can be painted to their maximum height in one piece.

##### **4.2 PRODUCT FINISH – STEEL DRAWER CABINETS**

- Solid steel frame should be manufactured from 2.5mm thick rectangular tube with a built in steel plinth with levelling adjusters.
- Sides and backs manufactured from 1mm cold rolled steel.
- Top panel should be manufactured from 1.6 hot rolled steel.
- The Drawer Fronts manufactured from 1 mm cold rolled steel and handles from treated aluminium and

should adhere to the specifications as per the sample supplied by Iziko.

- Cabinets supplied should be fitted with two lockable handles, one on each door, specifications as per the sample supplied by Iziko.
- The drawers should be fitted with telescopic slides, 70 kg, 90 kg and 120 kg per drawer depending on the size and width of the drawers.
- Cabinets may have to be manufactured in two sections depending on the width and height and entrance to the building.
- Product finish – Powder coated items
- All Products must be epoxy powder coated and tested for compliance to SABS 1274-1979 Type 2 standards and specifications:
  - Adhesion method 159
  - Flexibility method 145
  - Impact resistance method 146
  - Must meet the salt fog resistance test 155.
  - Akzo Nobel and Ferro with a range of 50 to 70 Micron

## **5. PRODUCT GUARANTEE**

Equipment supplied must be guaranteed for a minimum of 12 months from date of delivery for faulty material or poor workmanship.

## **6. DELIVERY**

The delivery and installation to the Iziko Social History Centre, Spin Street, Cape Town and South African National Gallery Government Avenue, Cape Town.

Installation as per SEMA and FEM requirements and should comply with SABS ISO 9001:2008 Quality Control Plan standard from manufacturing to installation process.

Evidence of full comprehensive insurance cover on products from the time it leaves the appointed service provider's premises until its final installation at Iziko Social History Centre and the National Art Gallery, must be provided supplied.

The successful applicant shall, on signing the agreement commence with the manufacturing of these custom built storage units on a date agreed to by both parties and supply Iziko with a progress report every two (2) weeks. The said goods must be delivered within six (6) weeks of placing the order.

## **7. PUBLIC LIABILITY INSURANCE**

The appointed Service Provider should have public liability insurance within their premises and within the premises of Iziko Museums of South Africa where their Installers will be operating.

The appointed Service Provider should supply Iziko Museums of South Africa with a Contractors Liability Insurance for any defective material or workmanship.

## 8. BID DOCUMENTS REQUIRED

The service provider must abide by Iziko's Supply Chain Management policies and procedures by submitting the proposal including the following documents:

| Order                                     | Documents to be submitted <u>in the order as indicated below</u>   |
|---|--|
| 1.  | Cover Letter with signed acceptance of our invitation and acknowledgement of our stated requirements and terms.  |
| 2.  | Company profile with a detailed methodology and approach.  |
| 3.  | Proven track record and details of experience in the production and installation of similar projects, <b>references required.</b>  |
| 4.  | Key personnel that will be assigned to the installation of storage units and racking must be done by certified personnel with a minimum of 5 years' experience. Qualifications must be included.   |
| 5   | Portfolio of evidence for the specifications of the customised steel storage units, <b>refer to paragraph 4</b>  |
| 6.  | <b><u>Detailed pricing structure:</u></b><br>A cost schedule detailing the full cost breakdown, inclusive of VAT and any disbursement, escalations and delivery fees.  |
| <b><u>STANDARD BIDDING DOCUMENTS:</u></b> |  |
| 7.  | Original or Certified copy of Valid B-BBEE Certificate (from SANAS accredited Verification Agency) or from the Auditors approved by the Independent Regulatory Body of Auditors (IRBA); Any EME (Exempt Micro Enterprise) or QSE (Qualifying Small Enterprise) is only required to obtain a sworn affidavit on an annual basis, confirming the following; Annual Total Revenue of R10 Million or less (EME) or Revenue between R10 Million and R50 Million for QSE;Level |
| 8.  | Central Supplier Database Report – with supplier number and company details ( <a href="http://www.csd.gov.za">www.csd.gov.za</a> )   |
| 9.  | Occupational Health and Safety Agreement (Annexure B)  |
| 10.                                       | Confidentiality and Non-Disclosure Agreement (Annexure C)  |
| 11.                                       | SBD 1 - Invitation to submit a proposal  |
| 12.                                       | SBD 3.1 - Pricing Schedule: Firm Prices  |
| 13.                                       | SBD 4 - Declaration of Interest  |
| 14.                                       | SBD 6.1 - Preference Points Claim  |
| 15.                                       | SBD 6.2 – Local Content  |
| 16.                                       | SBD 8 - Declaration of bidder's past Supply Chain Management Practices   |
| 17.                                       | SBD 9 - Certificate of Independent Bid Determination   |

### NOTE:

- **All documentation must be presented in the order specified above:**
- **Each section must be clearly referenced using dividers, indicating sections 1 – 17.**
- **Failure to supply any of the documents stipulated above, in the format requested may lead to the proposal being disqualified.**

## 9. EVALUATION OF PROPOSAL

### 9.1 Functionality Criteria

A proposal that scores lower than the minimum overall percentage of 70% (350 out of 500) **AND/OR** which has any Functionality Criteria for which a score of 1 or 2 was given, will be regarded as a non-responsive bid and will be disqualified. All bids that score 70% (350) or more for functionality and which have no Functionality Criteria scores of 1 or 2 will be eligible for further evaluation.

Values for scoring:

1- Poor 2 – Average 3 – Good 4 – Very Good 5 – Excellent

| No. | Functionality Criteria   | Weight     |
|-----|--|------------|
| 1.  | Ability to provided and install storage units and racking similar to the Fem & SEMA code of practice which will meet with all Health and Safety regulations for racking systems design, fabrication and installation | 30         |
| 2.  | Established track record of at least 5 years of similar projects (Provide reference letters with contact details)  | 30         |
| 3.  | Certification of steel and best quality procedures for installation and factory/engineering of the storage units and racking   | 20         |
| 4.  | Detailed Methodology and approach  | 20         |
|     | <b>TOTAL WEIGHTING</b>   | <b>100</b> |

### 9.2 Awarding of preference points

Only qualifying proposals will be evaluated for preference points in terms of the preference point system described in Preferential Procurement Regulations of 2017, after meeting the minimum stipulated threshold for functionality criteria, as follows:

| Preference Point Criteria |   | Points Allocation |
|---------------------------|---|-------------------|
| 1.                        | Price   | 80                |
| 2.                        | Broad-Based Black Economic Empowerment (B-BBEE) | 20                |
| <b>TOTAL POINTS</b>       |   | <b>100</b>        |

## 10. PRESENTATION

Proposals meeting the minimum stipulated threshold of 70% for functionality will be requested to provide the tender committee with a 20-30 minute presentation with samples of the products to be used this project.

### 11. REASONS FOR DISQUALIFICATION:

Iziko reserves the right to disqualify any service provider on the following grounds, and such disqualification may take place without prior notice:

- Submission of incomplete documentation and / or information as per the requirements.
- Failure to submit documents stipulated.
- Submission of information that is fraudulent, factually untrue or inaccurate.

Kindly note, correspondence will be entered into only at the discretion of Iziko.

## 12. AWARDING OF PROPOSALS:

- As a public entity, Iziko complies with the Supply Chain Management Framework of National Treasury and is therefore responsible for ensuring a fair, equitable, transparent, competitive and cost effective procurement process for goods and services.
- All proposals will be considered by a bid evaluation committee, which will make a recommendation to the Bid Adjudication Committee.
- Iziko is not bound to accept any proposal and reserves the right to cancel, withdraw or not to award services, as well as to re-advertise at its sole discretion. Responding to the request does not automatically qualify the suppliers as registered or preferred service providers. Should you not receive a response within 3 (three) months of the closing date, please regard your proposal as unsuccessful.

## 13. GENERAL PRINCIPLES:

**The evaluation process is based on the following principles:**

- Iziko will apply the 80/20 preferential points system.
- Iziko applies the provisions of the Preferential Procurement Policy Framework Act, (Act No. 5 of 2000), the Preferential Procurement Regulation of 2017, the Public Finance Management Act (PFMA) and the Framework for Supply Chain Management.
- The lowest or only quotation received will not necessarily be accepted.
- Iziko reserves the right to accept or reject any quotation in response to the tender invitation and not to appoint a service provider.

## 14. FORMAL CONTRACT

- All the appended documentation and the proposal read together, forms the basis for a formal agreement to be negotiated and concluded in a formal contract between Iziko and the Service Provider.
- A mere offer and acceptance shall not constitute a formal contract of any nature for any purpose between Iziko Museums of South Africa and any Service Provider.
- The successful bidder/s will be contracted to provide the goods/services for a period to be agreed after which Iziko Museums of South Africa reserves the right to review and extend the contract for further period/s at Iziko's discretion.

## 15. BRIEFING SESSION

A compulsory briefing session will be held on **Friday 8<sup>th</sup> December 2017 at 11:00** at the Iziko South African Museums

## 16. CLOSING DATE AND TIME

Closing date: **08 January 2018 at 12:00**

**WRITTEN OR TELEPHONIC QUERIES MUST BE DIRECTED TO:**

### Supply Chain Related:

**Ms Noluyolo Ngwilikane**

**Supply Chain Manager**

Iziko Museums of South Africa  
Switchboard: +27 (0) 21 481 3800  
Direct Line: +27 (0) 21 481 3889  
Fax: +27 (0) 21 481 3993  
Email: [nngwilikane@iziko.org.za](mailto:nngwilikane@iziko.org.za)

### Technical Issues:

**Bradley Mottie**

**Conservator: Collections and Digitisation Department**

Iziko Museums of South Africa  
Switchboard: +27 21 481 3800  
Direct Line; +27 21 467 7202/7200  
E-Mail: [bmottie@iziko.org.za](mailto:bmottie@iziko.org.za)

**SUBMISSIONS**

The submission(s) must be submitted in a **sealed** envelope in **three copy formats and pricing in a separate envelope**, it must be placed in the box for tenders situated at the Iziko South African Museums and it must be addressed to:

**Ms Ronell Pedro**  
**Chief Financial Officer**  
Iziko Museums of South Africa  
25 Queen Victoria Street  
Cape Town  
8001

**For all submissions a supplier must sign a register as proof of submission and ensure proposals are placed inside the tender box.**

**No late submissions or submissions via facsimile or e-mail will be accepted.**

**Address:** Iziko Museums of South Africa,  
25 Queen Victoria Street,  
Cape Town

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