

IZIKO PLANETARIUM INFRASTRUCTURE UPGRADE PROJECT

Reference: Edu/Plt-Foyer Upgrade/12/17

Iziko Museums of South Africa (Iziko) invites suitably qualified service providers with a full team of professionals for the upgrade of the planetarium foyer and other areas surrounding the planetarium forming part of Iziko. The professional team should consist of an Architect / interior designer, Civil / structural engineer, Electrical / mechanical engineer, Fire design consultant, Quantity surveyor and an Occupational health and safety consultant.

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 Planetarium and Digital Dome was recently upgraded and is now the most advanced digital planetarium on the African continent and one of the top eight planetariums in the world. To make most of the experience for visitors, the Iziko Museums of South Africa procured funds for the upgrade of the foyer and other areas forming part of the planetarium section in the SA Museum.

The purpose of this bid is to procure a consultant that can provide all the required professional services, with the capacity to do the necessary work, within the timeframe available, to make a success of this project.

3. SCOPE OF REQUIRED PROFESSIONAL SERVICES

3.1 Bids submitted must make provision for the following professional services:

- a) Architect / interior designer.
- b) Civil / structural engineer.
- c) Electrical / mechanical engineer.
- d) Fire design consultant.
- e) Quantity surveyor.
- f) Occupational health and safety consultant.

3.2 Note the following in terms of the professional services required:

- g) Iziko Museums of South Africa has separately appointed a project manager for this project.

Refer to attached Generic Deliverables and Services Schedule (Addendum C), that the professional services and deliverables will have to confirm to. Note that the specific services and deliverables for each stage can differ to some extent from the attached schedule, to suit the development of the project. The specific deliverables and services will be agreed with the project manager at the start of each stage.

4. TERMS OF REFERENCE (TOR)

4.1 The appointed consultant's brief will be to prepare a design for the upgrade of the planetarium foyer and other areas surrounding the planetarium as indicated on attached drawings (see addendum A) and then also to:

- a) Obtain statutory approval the City of Cape Town to start with construction work.
- b) Prepare technical, procurement and other required documentation for the project.
- c) Provide all further professional services during and after the construction phase of the project.

4.2 The following design requirements forms part of the brief:

4.2.1 Basement (offices);

- a) This level of the building must be redesigned as general and research offices and a production studio for the planetarium.
- b) A solution must be found for the moisture problems on this level.

4.2.2 Ground floor (main entrance foyer):

- a) The main entrance to the planetarium on Queen Victoria Street must be redesigned to be more user friendly and inviting.
- b) The planetarium foyer must be redesigned completely to be a friendly inviting area, with displays, new reception area, seating area and lockers.

4.2.3 First floor (planetarium level):

- a) The existing meteorites must be integrated into the design of a new display on this level.
- b) General finishes in the TH Barry Theatre must be upgraded.
- c) Although this project excludes any work inside the planetarium itself, the entrance doors (outside and inside doors) to the planetarium must be refurbished / upgraded.

4.2.4 Access:

- d) All steps and ramps from Queen Victoria Street leading to the entrance of the foyer on ground floor level must be refurbished / upgraded, including all lighting.
- e) The building is not universally accessible to persons with disabilities. This must be addressed as part of the project. Special care must be taken in the design that people with disabilities have the same experience on arrival and excitement leading up to the planetarium on first floor level.
- f) Access control must be designed in such way that the planetarium section of the building can easily be operated separately from the SA Museum.
- g) A sensible connection / integration with the orientation space currently being constructed as part of the Courtyard Project must be created on both ground and first floor levels.
- h) Emergency / fire exits and routes must be designed to ensure compliance with regulations and to ensure the safety of visitors and other users of the facility. The design of such emergency / fire exits and routes must be integrated with all existing emergency / fire plans of the SA Museum.

4.2.5 General:

- a) The lighting on all levels and staircases must be improved. Special care must however be taken to lower the lighting leading up to the first floor, to adjust the eyesight of visitors, before entering the planetarium.
- b) All services (electrical, mechanical and fire detection and fighting) must be integrated with the services installations in the rest of the SA Museum building. The appointed consultant will therefore have to liaise with the consultants currently busy with the new Courtyard extension to the SA Museum for this purpose.
- c) The CCTV and access control installations must be upgraded, to improve the general security in and around the planetarium.
- d) The ventilation / air conditioning installations in the building needs attention and must be upgraded as part of the project.
- e) All ablution facilities must be completely upgraded and must be changed / increased, where necessary to comply with applicable regulations. Special care must be taken in the design of the ablution facilities for children and disabled persons.
- f) All finishes (floors, walls and ceilings) must be redone / upgraded. Special care must be taken in the selection of finishes to be long lasting.
- g) The appointed consultant will have to liaise with the production team of the museum, when designing the displays on ground and first floor levels.
- h) All signage (statutory and general signage) must be redone as part of this project. This includes a new electronic billboard at the entrance on Queen Victoria Street.
- i) The landscaping directly adjacent to the planetarium must be cleaned up / upgraded to enhance the sense of arrival.

4.3 The following other requirements forms part of the brief;

4.3.1 The planetarium must remain operational during the entire construction period. The design and construction of the project must therefore be planned accordingly.

4.3.2 Due to the sensitive electronic and other equipment and displays in the building, special

measures will have to be planned to keep the dust levels as low as possible during the construction phase in the building.

4.4 Further specific detail requirements in terms of the brief will be agreed later.

5. AREA OF BUILDING FORMING PART OF THIS PROJECT

5.1 Refer to areas highlighted red on attached drawings (Addendum A).

5.1.1 Site and surrounding areas:

- a) Staircase and ramp leading up from Queen Victoria Street to first floor level.
- b) Section of garden just to the north of the planetarium.
- c) Ramp from ground floor level to the fire exit on first floor level, going around the planetarium building.

5.1.2 Basement:

- a) The entire basement area below the planetarium foyer.

5.1.3 Ground floor:

- a) Planetarium foyer, ablutions and all other areas below the planetarium.
- b) TH Barry Theatre and all adjacent ablution facilities and store rooms.
- c) Passage linking the planetarium and the gathering area next to the SA Museum main entrance.

5.1.4 First floor:

- a) Foyer / passage between the planetarium and the whale exhibition area.
- b) TH Barry Theatre and all adjacent ablution facilities and store rooms.
- c) Passage linking the planetarium and the gathering area next to the SA Museum main entrance.

5.1.5 Second floor:

- a) Staircase leading up from first to second floor.

6. AVAILABLE DOCUMENTATION (ADDENDUM A)

A full set of CAD as-built drawings are available on request of the SA Museum building and on the briefing session day (**15 January 2018**). These drawings include the following:

- a) Site plan.
- b) Plans, sections and elevations.
- c) Fire detection and mechanical layouts.
- d) Electrical power and lighting layouts.

7. PROGRAM

7.1 Please refer to attached project program (Addendum B). Due to the time constraint to spend the available funding for this project, the following dates are important:

- a) The first draft concept design must be completed and submitted on 19 April 2018 for feedback.
- b) The final concept design and order of magnitude estimate must be submitted on 21 May 2018 for final approval.
- c) The bills of quantities must be submitted on 21 August 2018.

7.2 Should any of the above dates not be achieved, due to the actions of the appointed consultant, he / she will be penalized with R 2,000.00 for each calendar day any of the above deliverables are submitted late.

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 in the order as indicated below
1	References of Similar projects
2	CV of team members
3	Organogram of key role players

4	Proof of professional indemnity insurance must be provided.
5	Method statement, indicating the consultants understanding of requirements
6	Portfolio of Evidence for the terms of reference as detailed in paragraph 3 (Scope) and 4 (TOR)
7	<p>Detailed pricing structure: A cost schedule detailing the full cost breakdown, inclusive of VAT and any disbursement and escalations per profession</p> <p>7.1 Price and BBEEE points</p> <p>7.1.1 The price tendered must be calculated as a percentage (no sliding scale) of the construction value and must make provision for the following:</p> <p>d) All professional services listed under item 6.1 above. e) All direct expenses (prints, paper, travelling, accommodation etc.). f) All of the value-added services listed under item 7.1.1 (f) above.</p> <p>7.1.2 The price tendered must be based on an assumed construction value of R 7,500,000.00 (excluding VAT and fees). The price tendered must therefore be calculated as follows;</p> $R\ 7,500,000.00 \times \frac{\text{percentage tendered}}{100} = \text{price tendered excluding VAT}$
<u>STANDARD BIDDING DOCUMENTS:</u>	
8	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
9	Central Supplier Database Report – with supplier number and company details (www.csd.gov.za)
10	Occupational Health and Safety Agreement (Annexure B)
11	Confidentiality and Non-Disclosure Agreement (Annexure C)
12	SBD 1 - Invitation to submit a proposal
13	SBD 3.3 - Pricing Schedule: Professional Services
14	SBD 4 - Declaration of Interest
15	SBD 6.1 - Preference Points Claim
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.**

8 EVALUATION OF PROPOSAL

8.1 Functionality Criteria

Only the three highest scoring bids in terms of functionality and with a minimum score of 400 out of 500 will be considered for this project.

Values for scoring: 1 - Poor 2 – Average 3 – Good 4 – Very Good 5 - Excellent

No .	Functionality Criteria	Weight
1.	Functionality of bids submitted will be adjudicated and scored on the following:	
	a) General compliance with the technical specifications in terms of the required professional services	60
	b) A summary must be provided to be demonstrated that the different entities / individuals that will be assigned to this project have worked successfully together in the past, preferably on projects of similar nature and scale. This summary as a minimum must indicate the following;	5
	<ul style="list-style-type: none"> • Name of project. • Start and completion dates. • Brief description of the project, with specific emphasis on similarities to this project. • Entities / individuals that worked on the project, including the role of the different individuals. • Project specific references, including contact details. 	
	c) CV's must be provided of the different entities and / or individuals that will be assigned to this project. CV's as a minimum must indicate the following;	5
	<ul style="list-style-type: none"> • Name of entity / individual. • General experience and relevant background information. • Proof of qualifications and professional registrations. • Experience on previous similar nature and scale projects. 	
	d) An organogram must be provided, indicating all key role players and demonstrating the organisation and management of all entities and individuals that will be assigned to the project.	5
	e) Proof of professional indemnity insurance must be provided.	5
	f) A method statement must be provided, indicating the consultants understanding of the requirements to make a success of this project, with specific reference to the following;	15
	<ul style="list-style-type: none"> • Objectives of the assignment. • Requirements • Technical approach. • Quality management strategies. 	
	g) A detailed description of any other value-added services the consultant can offer that will contribute to a better service and end-product.	5
	Total Weights	100

8.2 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
TOTAL POINTS		100

9 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.

10 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.

11 SERVICES AND DELIVERABLES

- Refer to Addendum C

12 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.

13 APPOINTMENT CONDITIONS

13.1 The successful consultant will be in accordance with the PROCSA Client / Consultant Agreement. The following amendments to this agreement will however be made;

- a) Full fees for the work stage busy with will be payable should the appointment be cancelled or suspended in terms of clause 17.5. No surcharge in terms of clause 17.5.2 will however be payable on the remaining fees which would have been payable had the services been rendered in full.

13.1.1 Professional liability will be limited to an amount twice the fees payable.

13.1.2 Other variable data forming part of the PROCSA Client / Consultant Agreement will be confirmed before signing.

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 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 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 the **15th of January 2018 at 11:00** at the Iziko Museums of South Africa, 25 Queen Victoria Street, Cape Town.

16 CLOSING DATE AND TIME

Closing date: **29 January 2017 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

Technical Issues:

Theo Ferreira

Manager: Planetarium

Iziko Museums of South Africa
Switchboard: +27 21 481 3800
Direct Line; +27 21 481 3901
E-Mail: tferreira@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