

REQUEST FOR PROPOSAL
FOR A CONTRACTOR TO PROVIDE ELECTRICAL UPGRADE AS WELL AS REPAIR AND RENOVATION SERVICES TO IZIKO MUSEUMS OF SOUTH AFRICA
SUMMARY OF TENDER

Tender reference number	SS/IOTH/R&R /11/2021
Description of tender	TENDER BRIEF FOR A CONTRACTOR TO PROVIDE ELECTRICAL UPGRADE AS WELL AS REPAIR AND RENOVATION SERVICES TO IZIKO MUSEUMS OF SOUTH AFRICA
Name of the responsible unit/department	Supply Chain Department
Address for submitting bid proposals	Iziko Museums of South Africa 25 Queen Victoria Street Cape Town 8001
Telephone number	Noluyolo Ngwilikane (SCM) 021 481 3889 & 3917
Email address: supply chain management department	nngwilikane@iziko.org.za & ndonson@iziko.org.za
Attention	Ronell Pedro (CFO)
Closing date and time for submission	30 January 2022.
Compulsory briefing session date and time	9 December 2021 at 11:00
Compulsory Briefings session Address	Cnr Long Market & Burg Street, Cape Town
Tender box dimensions	(H) 90mm x (l) 400mm x (w) 900mm.
Tender submission time	During office hours, Monday to Friday 09h30 to 15h30. Bidders are requested to deposit bids into the tender box during office hours and to sign the tender register. Bids that are handed to the Iziko's security or personnel will be disqualified. Iziko will not be held responsible for bids that was not placed in the tender box.
Bidders to submit an original document plus two (2) copies of the original document, of which one must be in soft copy format (memory stick)	

1. BACKGROUND

Iziko Museums of South Africa (Iziko) is a schedule 3A public entity and non-profit organisation, partly subsidised by the National Department of Sport Arts & Culture (DSAC), bringing together 11 national museums and a Social History Centre situated in the Western Cape under a single governance and leadership structure. Iziko was established in terms of the Cultural Institutions Act, 1998 (Act No. 119 of 1998) and is required to comply with the Public Finance Management Act (PFMA), 1999 (Act No. 1 of 1999, as amended) and its concomitant Regulations.

2. OVERVIEW

Iziko invites companies to submit a bid to provide the electrical upgrade as well as repair and renovation services at Iziko Old Town House (IOTH) as detailed below. The building is older than 60 years and is listed as a heritage resource. The project will be implemented in phases. The work will be phased according to priority.

2.1 IZIKO BUILDING WHERE THE SERVICES WILL BE REQUIRED:

Table 1: Buildings occupied by Iziko

Abbreviation	Iziko Building	Erf No	Address
IOTH	Iziko Old Townhouse	2433	Cnr Long Market & Burg Street, Cape Town

Phase One is to be implemented first as detailed in Table 2.

3. PHASE 1 SCOPE OF WORK

Table 2: Summary of Scope of Work for Phase 1

Priority	Building	Phase One
1.1	IOTH	Electrical upgrades
1.2	IOTH	Internal repairs to damp walls of display room east
1.3	IOTH	Internal timber floor repairs
1.4	IOTH	HVAC upgrade

LOCAL CONTENT

Local production and content apply to this bid. The guidance document for the calculation of local content is included in the bid document. If raw material or input to be used for a specific item is not available locally, bidders should obtain written authorisation from the DTI should there be a need to import such raw material or input. A copy of the authorisation letter must be submitted together with this tender document at the closing date and time of the bid. Only locally produced goods or locally manufactured goods meeting the stipulated minimum threshold for local production and content of 90% will be considered.

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4. PHASE 2 SCOPE OF WORK

Phase Two is to be implemented according to priority detailed in Table 3.

Table 3: Summary of Scope of Work for Phase 2

Priority	Building	Phase Two
2.1	IOTH	Internal painting of walls
2.2	IOTH	Internal timber shutters, doors and windows
2.3	IOTH	External roof repairs: Parapet, flashing and flat concrete roof
2.4	IOTH	External repair and painting: timber clerestory roof light
2.5	IOTH	External repairs to rainwater goods and cleaning of stormwater drainage system

5. TECHNICAL KNOWLEDGE AND INFRASTRUCTURE REQUIRED

Contractors with technical knowledge and infrastructure are required to provide services as detailed in the Scope of Work and Specifications (Appendixes A, B, C,D and E) as posted on the Iziko website.

<http://www.iziko.org.za/static/page/tenders>.

6. REQUIREMENTS

The bidding requirements and stages are summarised in the table below:

Stage 1 - Pre-Qualification Criteria	Stage 2 - Functionality Criteria	Stage 3 - Price and B-BBEE Evaluation
Bidders must submit all documents as outlined in Table 4 Compliance Documents below Note: Failure to supply any of the compliance documents stipulated below may lead to disqualification	Bidders are required to achieve a minimum of 70% on functionality criteria to proceed to stage 3 (price and B-BBEE) Refer Table 5 – Required documents to enable functionality scoring Specifications will be posted on the Iziko website - http://www.iziko.org.za/static/page/tenders	Bidders that meet the minimum threshold for functionality will be evaluated for preference point scoring as follows, refer to Table 6: Price – 80 points B-BBEE – 20 points Note: Price is an important factor as it ensures optimum value for money and total cost to Iziko and should consider all goods to be delivered, refer to Appendix E

Bidders must comply with Iziko's Supply Chain Management policies and procedures by submitting the following documents **in the order that the documents are listed in the table below.**

6.1 Stage 1 - Pre-Qualification

Note: Failure to supply any of the compliance documents stipulated below may lead to disqualification

Table 4:

Order	Compliance Documents:
1.	A Valid B-BBEE Certificate or Sworn Affidavit to determine the bidder's status level, as prescribed by the B-BBEE Act, 2003 (Act No. 53 of 2003) as amended and Code of Good Practice Where there will be sub-contracting, the rules must be applied
2.	Central Supplier Database Report – with supplier number and company details (www.csd.gov.za) and Tax Status Verification Pin together with tax registration number
3.	All Health and Safety Policies and Procedures of the Bidding company
4.	Public Liability Insurance R5 million
5.	Completed Occupational Health and Safety Agreement (Annexure B)
6.	Completed Confidentiality and Non-Disclosure Agreement (Annexure C)
7.	Completed SBD 1 - Invitation to Bid
8.	Completed SBD 3.1 - Pricing Schedule (hours and rates)
9.	Completed SBD 3.3 - Pricing Schedule Firm Prices
10.	Completed SBD 4 - Declaration of Interest
11.	Completed SBD 6.1 - Preference Points Claim Form
12.	Completed SBD 6.2 – Local Content with applicable annexure link for the DTI http://www.thedti.gov.za/industrial_development/ip.jsp
13.	Completed SBD 7.1 - Contract Form (Purchase of Goods)
14.	Completed SBD 8 - Declaration of Bidder's past Supply Chain Management Practices
15.	Completed SBD 9 - Certificate of Independent Bid Determination

6.2 Stage 2 – Functionality Criteria

Bidders are expected to have the requisite qualifications, experience, and accreditations to provide the required services.

The documents required below in Table 5 will be used for functionality evaluation, bidders are requested to furnish the detailed information to substantiate compliance to each of the evaluation criteria

Table 5:

Required Documents for Functionality	
1	Index confirming contents of all documents
2	Cover letter , with signed acceptance of Iziko's invitation and acknowledgement of Iziko's terms and stated requirements attached
3	A Company Profile highlighting the following: Team structure List of similar work done in the past five (5) years, Provide three (3) reference letters from three (3) clients on similar work done
4	Estimated project programme with team size and man-hours required to do the work
5	Programme of supervision – hours per day
6	Certified copies of Company Registration, IDs of key personnel, Proof of bank account details, Construction Industry Development Board (CIDB registration); minimum grade 3 designation
7	Detailed pricing structure: A pricing schedule detailing a full pricing breakdown, inclusive of VAT, and disbursement as per Appendix E

EVALUATION OF PROPOSALS

Proposals will be evaluated on price and functionality in accordance with the Preferential Procurement Policy Framework Act, 2000 (Act no. 5 of 2000), Preferential Procurement Regulations of 2017 and all applicable National Treasury Regulations.

7.1 Functionality Criteria

A proposal that scores lower than the minimum overall percentage of 70% (350 out of 500) will be eliminated from further evaluation; will be regarded as non-responsive and not evaluated further. All proposals which score 70% (350) and more for functionality will be eligible for further evaluation.

Table 6: Functionality Criteria

Values: 0 – Non-Submission 1 – Poor 2 – Average 3 – Good 4 – Very Good 5 – Excellent

Functionality Criteria	Points Allocation	Score (1-5)
Portfolio of refurbishment work and electrical upgrades done over the past five (5) years not in table 5	30	
Reference letters from clients for work done over the past five (5) years that relate to the work specified in this tender (letters must include the contact details of the author).	10	
Public Liability Insurance Minimum R 5m	10	
CIDB (Must have a Construction Industry Development Board (CIDB) contractor grading designation of minimum a grade 3	10	
Team Structure and size that will be used to implement this project	10	
Estimated project programme for each phase with team size and man-hours required. Show concurrency if applicable.	20	
Programme of on-site supervision – Hours per day	10	
Total Score	100	

7. Stage 3 Price and B-BBEE

8.1 Awarding of Preference Points

Proposals that meet the minimum stipulated threshold for functionality criteria will be evaluated based on preference points as described in the Preference Point System stipulated in the Preferential Procurement Regulations of 2017. The criteria for apportioned and weighted preference points for this tender are as follows:

Table7: Preference Point Criteria

Preference Point Criteria	Points Allocation
1. Price	80
2. Broad-Based Black Economic Empowerment (B-BBEE)	20
Total Points	100

8.2 PRICE

Price must include a fixed price for services, materials and equipment for the duration of the contract. A detailed pricing schedule, reflecting VAT as well as any other applicable disbursements. Pricing schedule to include breakdown of components as listed in the scope of work, with hours and rates.

8.3 B-BBEE

As indicated in Table 4, B-BBEE Preference Claim Form (SBD 6.1) must form part of all bids submitted. This form serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) status level of contribution, (subcontracting).

9. SUMMARY OF GENERAL PRINCIPLES

Iziko will apply the 80/20 preferential points system.

9.1 Iziko applies the provisions of the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000) and the Regulations of 2017 and the Public Finance Management Act, 1999 (Act No. 1 of 1999).

9.2 The lowest or only proposal received will not necessarily be accepted.

9.3 Iziko reserves the right to withdraw its decision to seek the provision of these services at any time.

There will be no discussions with any bidder until a final decision has been taken by the Bid Adjudication Committee. Any subsequent discussions shall be at the discretion of Iziko.

10. REASONS FOR DISQUALIFICATION

Iziko will disqualify any proposal for any one or more of the following reasons:

- a bidder submits a proposal late
- a bidder submits a proposal via facsimile or e-mail
- a bidder does not submit mandatory documents
- a bidder submits incomplete documentation and/or information as per the requirements; and
- a bidder submits information that is fraudulent, factually untrue or inaccurate
- A bidder that does not conform to the minimum % threshold for local content will not be considered, unless the bid is accompanied by an exemption letter from the DTI.

Any such disqualification may take place without prior notice to the applicable bidder

11. FORMAL CONTRACT

The proposal and appended documentation, read together, form the basis for a formal agreement to be negotiated and concluded in a formal contract between Iziko and the preferred bidder.

A mere offer and acceptance shall not constitute a formal contract of any nature for any purpose between Iziko and the preferred bidder.



Mrs. Fahrriaz Johadien
DIRECTOR SUPPORT SERVICES

26 November 2021.

DATE



Ms Ronell Pedro
CHIEF FINANCIAL OFFICER

26-11-2021

DATE



Ms Rooksana Omar
CHIEF EXECUTIVE OFFICER

26 November 2021.

DATE

APPENDIX A

Phase 1 – Specifications & Scope of Works

- Phase 1.1: Iziko Old Townhouse (IOTH) – Electrical Upgrades

APPENDIX B

Electrical drawings

APPENDIX C

Electrical Bill of Quantities – To be completed

APPENDIX D

Phase 1 – Specifications & Scope of Works

- Phase 1.2: Iziko Old Townhouse (IOTH) - Internal repairs to damp walls of display room east
- Phase 1.3: Iziko Old Townhouse (IOTH) - Internal timber floor repairs
- Phase 1.4: Iziko Old Townhouse (IOTH) - HVAC upgrade

Phase 2 – Specifications & Scope of Works

- Phase 2.1: Iziko Old Townhouse (IOTH) - Internal painting of walls
- Phase 2.2: Iziko Old Townhouse (IOTH) - Internal timber shutters, doors and windows
- Phase 2.3: Iziko Old Townhouse (IOTH) - External roof repairs: Parapet, flashing and flat concrete roof
- Phase 2.4: Iziko Old Townhouse (IOTH) - External repair and painting: timber clerestory roof light
- Phase 2.5: Iziko Old Townhouse (IOTH) - External repairs to rainwater goods and cleaning of stormwater drainage system

APPENDIX E

Pricing Schedule – To be completed