

**SUMMARY OF TENDER**

<b>Tender reference number</b>	<b>SS/FIRE_ESCAPE_DESIGN/04/2022</b>
<b>Description of tender</b>	<b>TENDER BRIEF FOR PROFESSIONAL SERVICES – FOR THE PROVISION OF FIRE ESCAPE STAIR BETWEEN FLOORS 5&amp;6 AT IZIKO SOUTH AFRICAN MUSEUM</b>
<b>Name of the responsible unit/department</b>	Supply Chain Department
<b>Address for submitting bid proposals</b>	Iziko Museums of South Africa 25 Queen Victoria Street Cape Town 8001
<b>Telephone number</b>	Noluyolo Ngwilikane (SCM) 021 481 3889/3917
<b>Email address: supply chain management department</b>	<a href="mailto:nngwilikane@iziko.org.za">nngwilikane@iziko.org.za</a> & <a href="mailto:ndonson@iziko.org.za">ndonson@iziko.org.za</a>
<b>Attention</b>	Ronell Pedro (CFO)
<b>Closing date and time for submission</b>	<b>26 May 2022 at 12h00</b>
<b>Compulsory briefing session date and time</b>	<b>06 May 2022 at 11h00 to 12h00</b>
<b>Compulsory Briefings session Address</b>	Iziko Museums of South Africa 25 Queen Victoria Street Cape Town 8001
<b>Tender box dimensions</b>	(H) 90mm x (l) 400mm x (w) 900mm
<b>Tender submission time</b>	<b><u>Tender documents must be delivered during opening hours of the SA Museum between 09h30 and 16h00. Proposals must not be handed to security staff outside of opening hours.</u></b> Please instruct courier companies accordingly  Iziko will not take responsibility for losses if envelopes have not been placed in the tender box and when the tender register is not signed
<b>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)</b>	

## 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 requires the services of a professional team to design a fire escape stair between the 5th and 6th floors at the Iziko South African Museum (ISAM) that will accommodate an electronic evacuation chair (EVAC) and ensure a safe evacuation of people who are threatened by fire.

## 3. PROJECT BRIEF

The work to be undertaken by the professional team will be at the Iziko South African Museum, 25 Queen Victoria Street Cape Town. The following disciplines are required:

### Main consultant and tendering entity:

- I. Architect as Principal Consultant and Principal Agent

### Other consultants:

- II. Quantity Surveyor
- III. Structural Engineer
- IV. Electrical Engineer
- V. Mechanical & Fire Engineer

### 3.1. Services required

The appointed architect's brief will be to prepare a design for the staircase, obtain statutory approval from the City of Cape Town for the work, prepare technical and procurement documentation, and provide all required professional services during and after construction of the project. Since the original building with 2010 additions were approved based on a rational fire plan, this work will also have to be approved in terms of a rational fire plan.

### 3.2. Building background

The building was designed in terms of the previous Building Regulations (SABS 0400) according to an approved rational fire plan during 2010. Since then, the new SANS 10400 regulations were published which, amongst others, have higher fire evacuation standards as contained in part T thereof. While the new regulations do not apply to previously completed buildings, the Iziko management has elected to add a staircase from the 6<sup>th</sup> floor to the 5<sup>th</sup> floor which will provide an additional escape route. This would also act as an internal circulation staircase that will be used daily.

### 3.3. Location of the staircase

The position of the staircase must be within the atrium space of the building as this would have the least impact on the current accommodation, services, and disruption of office activities (refer to attached concept plans). This position works well as a central escape route. It must be noted that the building is fully occupied, and noise and other disturbance should be minimized during construction. The architect should consider off-site manufacturing and the elimination of wet works as part of the design process. The preferred materials to consider would be glass, steel, and stainless steel amongst others.

### 3.4. Design requirements

- The staircase must be able to accommodate a battery-operated motorised evacuation chair.
- It must have a security door with emergency release and access control on floor 5 to prevent unauthorised access to floor 6.
- The design and detailing must be of a very high standard to match the finishes and materials used in the building.
- The staircase must be adequately lit.
- The entire building, and in particular the 5<sup>th</sup> and 6<sup>th</sup> floors must remain operational during the construction stage.

- Special measures must be put in place to keep dust and noise levels as low as possible during the construction phase.
- Special care must be taken to prevent any accidental activation of the fire protection systems in the rest of building (sprinklers and/or gas) during the construction stage, without leaving the building unprotected.

#### **4. AVAILABLE DOCUMENTATION**

The 2 relevant floor plans are attached to this tender brief. The following drawings will be made available to the winning bidder in pdf format:

- A full set of architectural plans, sections, elevations
- A set of structural drawings
- Fire detection and mechanical layouts
- Electrical layouts

#### **5. PROGRAMME**

A programme for the project will be agreed upon with the successful architect after the appointment has been made.

#### **6. SCOPE OF REQUIRED PROFESSIONAL SERVICES**

The architect will be the project manager and principal agent.

Each bidder is required to submit a listing and description of similar previous projects completed by the bidder, including contactable references of the client/employer of each such project.

Each bidder is required to submit an abbreviated CV of no more than one single page of each person dedicated to the project, as well as proof of professional registration.

##### **6.1. Architect**

The architect must provide the standard architectural service in terms of the PROCSA agreement. At least one person dedicated to the project must be registered as a Professional Architect with SACAP with a minimum of 10 years relevant experience with similar projects.

##### **6.2. Quantity Surveyor**

The QS must provide the standard service such as cost estimates, bills of quantities and remeasurements and the preparation of payment certificates. The mechanical and electrical bills of quantities which will be excluded from the QS's scope of works and will be provided by the relevant disciplines and bound into the main tender documentation by the QS. The QS must be registered with the SA Council for the Quantity Surveying Profession, (SACQSP)

##### **6.3. Structural Engineer**

The structural engineer must provide all the necessary structural input at each design stage in close consultation with the architect. The structural engineer must assess the carrying capacity of the existing structure and how the staircase will be attached to the structural system of the building. The structural engineer must be registered as a Professional Engineer with ECSA with a minimum of 10 years relevant experience with similar projects.

##### **6.4. Electrical Engineer**

The electrical engineer must design in cooperation with the architect the lighting for the staircase, providing possible feature lights if required, ensure integration of electrical services, and provide access control for the staircase on level 5. The electrical engineer must prepare the electrical bills of quantities and manage the necessary quality and cost control on the electrical contract. The electrical engineer must further ensure that the building's fire detection system is not compromised during the construction phase. The electrical engineer must be registered as a Professional Engineer with ECSA with a minimum of 8 years relevant experience with similar projects.

##### **6.5. Mechanical and Fire Consultant**

The mechanical and fire consultant must submit to the municipality a rational fire plan based on the original fire plan for approval. The mechanical engineer must further ensure that the building's fire protection system is not compromised during the construction phase. The mechanical engineer

must be registered as a Professional Engineer with ECSA with a minimum 8 years' relevant experience with similar projects.

Service Providers may assume any number of forms including but not restricted to a consortium/joint venture that draws on multiple disciplines, practices, and experiences.  
 Each party to a consortium/joint venture must comply with the requirements of this request to quote.

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

## 8. STAGE 1 - PRE-QUALIFICATION CRITERIA

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

Table 1:

Order	Compliance Documents
1.	A Valid B-BBEE Certificate or Sworn Affidavit to determine the bidder's status level, <b>as prescribed by the B-BBEE Act, 2003 (Act No. 53 of 2003) as amended and Code of Good Practice</b> Where there will be sub-contracting, the rules must be applied
2.	<b>Central Supplier Database Report</b> – with supplier number and company details ( <a href="http://www.csd.gov.za">www.csd.gov.za</a> ) and Tax Status Verification Pin together with tax registration number
3.	<b>All Health and Safety Policies and Procedures</b> of the Bidding company
4.	<b>Public Liability Insurance</b> R5 million
5.	Completed <b>Occupational Health and Safety Agreement</b> (Annexure B)
6.	Completed <b>Confidentiality and Non-Disclosure Agreement</b> (Annexure C)
7.	Completed SBD 1 - <b>Invitation to Bid</b>
8.	Completed SBD 3.3 - <b>Pricing Schedule (Professional Services)</b>
9.	Completed SBD 4 – <b>Bidder's Declaration</b>
10.	Completed SBD 6.1 - <b>Preference Points Claim Form</b>
11.	Completed SBD 7.2 - <b>Contract Form (Rendering of Services)</b>

### 8.1. Required Documents for Functionality

The documents required below in Table 2 will be used for functionality evaluation, bidders are requested to furnish the detailed information to substantiate compliance to each of the evaluation criteria.

**Failure to provide these documents will lead to service providers losing functionality points.**

**Table 2:**

<b>Required Documents for Functionality</b>	
1.	<b>Index confirming</b> contents of all documents
2.	<b>Cover letter</b> , with signed acceptance of Iziko's invitation and acknowledgement of Iziko's terms and stated requirements attached
3.	<b>A Company Profile highlighting the following:</b> <ul style="list-style-type: none"> <li>• Team structure assigned to work on this project</li> <li>• A List of similar work done in the past five (5) years,</li> <li>• Provide three (3) reference letters from three (3) clients on similar work done</li> </ul>
4.	<b>Estimated project programme</b> with team size and man-hours required to do the work
5.	<b>Indicate the Programme of on-site supervision</b> – hours per day by the Project Manager
6.	<b>Certified copies</b> of: <ul style="list-style-type: none"> <li>• Company Registration (CIPC)</li> <li>• IDs of key personnel</li> <li>• Proof of bank account details of company</li> </ul>
7.	<b>Proof of professional registration certificates for the following disciplines:</b> <ul style="list-style-type: none"> <li>• <u>Architect</u></li> <li>• <u>Structural Engineer</u></li> <li>• <u>Mechanical Engineer/consultant</u></li> <li>• <u>Electrical Engineer</u></li> <li>• <u>Quantity Surveyor</u></li> </ul>
8.	<b>CVs of the different disciplines</b> (Refer to page 2, paragraph 3 of the tender brief)
9.	<b>Detailed pricing structure:</b> A pricing schedule detailing a full pricing breakdown, inclusive of VAT, and disbursement ( <b>Appendix B</b> )

## 9. 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).

### 9.1. Stage 2 - Functionality Criteria

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

**Table 3:**

<b>Functionality Criteria</b>	<b>Weighting</b>	<b>Score</b>
CVs of the five (5) disciplines of no more than one single page of that indicates a listing / description of similar previous projects completed by the bidder, including contactable references of the client / employer of each such project: <ul style="list-style-type: none"> <li>• 5 similar projects completed: <b>10 points</b></li> <li>• 4 similar projects completed: <b>8 points</b></li> <li>• 3 similar projects completed: <b>5 points</b></li> <li>• <b>LESS THAN 3 SIMILAR PROJECTS COMPLETED: 0 POINTS</b></li> </ul>	<b>50</b>	

<b>List of persons (in different disciplines) dedicated to the project:</b> <ul style="list-style-type: none"> <li>• 10 years' experience: <b>10 points</b></li> <li>• 8 years' experience: <b>8 points</b></li> <li>• 5 years' experience: <b>5 points</b></li> <li>• <b>LESS THAN 5 YEARS EXPERIENCE: 0 POINTS</b></li> </ul>	<b>50</b>	
<b>TOTAL WEIGHT</b>	<b>100</b>	

## 10. Stage 3 – PRICE AND B-BBEE EVALUATION

### 10.1. Awarding of Preference Points

Proposals that meet the minimum stipulated threshold for functionality criteria will be evaluate based on preference points as described in the Preference Point System stipulated in the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000). The criteria for apportioned and weighted preference points for this tender are as follows:

**Table 4: Preference Point Criteria**

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

### 10.2. Price

Price (**Appendix B**) must be a fixed price for services, for the duration of the contract. A detailed pricing schedule, reflecting VAT as well as any applicable disbursements. Price schedule must include a breakdown of the different disciplines and any other services and components as listed in scope of work.

### 10.3. 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.

Service Providers may assume any number of forms including but not restricted to a consortium/joint venture that draws on multiple disciplines, practices, and experiences.

Each party to a consortium/joint venture must comply with the requirements of this request to quote.

## 11. SUMMARY OF GENERAL PRINCIPLES

- Iziko will apply the 80/20 preferential points system.
- Iziko applies the provisions of the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000) and the Public Finance Management Act, 1999 (Act No. 1 of 1999).
- The lowest or only proposal received will not necessarily be accepted.
- 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.

## 12. REASONS FOR DISQUALIFICATION

Iziko may 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 which is fraudulent, factually untrue, or inaccurate.

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

**13. 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. FARNNAAZ JOHADIEN**  
**DIRECTOR SUPPORT SERVICES**

14/04/2022.  
\_\_\_\_\_  
DATE

\_\_\_\_\_  
**MS RONELL PEDRO**  
**CHIEF FINANCIAL OFFICER**

14/4/2022  
\_\_\_\_\_  
DATE

  
\_\_\_\_\_  
**MS ROOKSANA OMAR**  
**CHIEF EXECUTIVE OFFICER**

19/4/2022  
\_\_\_\_\_  
DATE

**APPENDIX A**

Data sheet of EVAC Chair

**APPENDIX B**

Pricing schedule to be completed

**APPENDIX C****Concept Plans:**

- Appendix C 1101-5F-01-SECTION
- Appendix C 1101-5F-01
- Appendix C 1101-6F-01