



in the footprints ●●●

NELSON MANDELA MUSEUM

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in memory of the
Department of Arts and Culture

**REQUEST FOR PROPOSALS FOR THE PROVISION
OF PROFESSIONAL CONSULTANCY SERVICES FOR
THE DESIGN AND CONSTRUCTION SUPERVISION
OF THE NEW QUNU EXHIBITION COMPLEX FOR
THE NELSON MANDELA MUSEUM**

RFP NO: NMM 2019-08

FOR: NELSON MANDELA MUSEUM

TERMS OF REFERENCE

1. ASSIGNMENT OBJECTIVE

The objective of the assignment is the design and supervision of the construction of the New Qunu Exhibition Complex to mainly accommodate the Long Walk to Freedom film set.

2. BACKGROUND

Nelson Mandela Museum is mandated to preserve the legacy and values of Nelson Mandela. Preserving these values is through utilizing two sites allocated to the museum; the Bhunga building where historical items and pictorial exhibitions are in place, and Nelson Mandela Youth and Heritage Centre (Qunu). As a legacy project of Nelson Mandela, the museum is mandated to develop various programmes that unearth and promote these values and legacy.

A complete film set, 'Long walk to freedom' which was created to detail and narrate the comprehensive life history of Nelson Mandela was donated to the museum by its executive producer, Mr. Anant Singh. The museum has earmarked the Nelson Mandela Museum's Qunu Youth and Heritage Centre to house this rare collection of elements of structures that underpinned Nelson Mandela's long walk to freedom. Amongst these key film sets are the Courtroom of the Palace of Justice, Madiba's Robben Island Cell, the Robben Island Visitors' Centre, and the interior of Madiba's Orlando West, Soweto home over four decades.

Suitable accommodation is required to house the film set and thereby allow the public to engage with various stages of Nelson Mandela's life. However, the current facilities are not sufficient enough to accommodate this exhibition. A fully functional exhibition complex with all the required fittings is therefore desperately needed to showcase these valuable film sets in the manner they were originally created.

When fully rebuilt, these realistic film sets will allow the public to be transported through time and experience places that have great significance in Nelson

Mandela's history. The new exhibition complex will therefore play a very significant role in preserving and promoting this legacy.

3. PROJECT DESCRIPTION

It is envisaged that the project will entail the following:

- New Exhibition Space of about 2000 m² to house the *Long Walk to Freedom* Film Sets;
- New Exhibition Space of about 1000 m² to house other artefacts that are currently under storage at the museum;
- Retail space of about 300 m² to house a small Gift and Curios and refreshments shop;
- Workshop space of about 200 m² for the repair of exhibitions; and
- Outdoor amphitheatre for small gatherings (up to 200 people).

4. SCOPE OF WORK

4.1 NORMAL PROFESSIONAL CONSULTING SERVICES

The project scope entails the rendering of multi-disciplinary professional services in the following stages of project delivery:

- Stage 1-Inception - culminating in the delivery of the following
 - Approved services and scope of work;
 - A detailed workplan with timelines and allocated resources;
 - Signed Service Level Agreement or professional services contract; and
 - Report on required surveys, tests, site and other investigations.
- Stage 2 - Concept and Viability - culminating in the delivery of the following:
 - Concept design with concept drawings;
 - Preliminary project programme;
 - Schedule of required surveys, tests and other investigations;
 - Preliminary process design;
 - Preliminary design; and
 - Preliminary cost estimates.

- Stage 3 – Detail Design - culminating in the delivery of the following:
 - Detail design drawings;
 - Design specifications;
 - Refined project programme;
 - Local and other authorities submission drawings and reports; and
 - Detailed estimates of construction costs.

- Stage 4 – Documentation and Procurement - culminating in the delivery of the following:
 - Design bid specifications;
 - Construction or working drawings;
 - Bid documentation;
 - Refined estimated construction costs;
 - Refined project programme;
 - Bid evaluation report with recommendations; and
 - Priced contract documentation.

- Stage 5 – Contract Administration and Inspection – with numerous activities that are entailed in this stage including but not limited to:
 - Facilitating and attending site handover and capturing and distributing the site handover minutes;
 - Obtaining all the contractual documentation to be submitted by the contractor after appointment;
 - Facilitating the signing of the contract documentation by all parties necessary and making adequate copies;
 - Issuing construction drawings according to the documentation schedule;
 - Carrying out contract administration procedures in terms of the contract;
 - Preparing schedules of predicted cash flows;

- Preparing estimates of proposed variations;
 - Facilitating and attending regular site, technical and progress meetings;
 - Capturing, distributing and archiving all site, technical and progress meeting minutes;
 - Reviewing and approving the contractor's method statements for execution of works, quality assurance plan, construction programme and cash flow projections;
 - Inspecting the contractor's works on site for quality and conformity in accordance with the NMM approved level of construction monitoring;
 - Reviewing and adjudicating financial claims by the contractor;
 - Reviewing and making recommendations on the contractual claims by the contractor;
 - Establishing and administering a project financial control system taking into account the NMM's project budget, approved variation orders, escalation and contractor cash flow projections;
 - Instructing, witnessing and reviewing all tests to be carried out on and off site and document the results accordingly;
 - Inspecting and issuing practical completion and defects list; and
 - Facilitating the delivery of all test certificates, regulatory and other approvals, and as built drawings and surveys.
- Stage 6 – Close – Out - culminating in the delivery of the following:
 - Valuations for the payment certificates;
 - Works and final completion lists;
 - As-built drawings, documentation and surveys;
 - Final accounts for the NMM's approval; and
 - Close-out report.

4.2 ADDITIONAL PROFESSIONAL CONSULTING SERVICES

The Architecture service provider is expected to provide additional Principal Agent of the client services required for the project. This additional service must therefore be priced into the fee calculation for the architectural services.

The other additional services required will be determined with the appointed professional team and shall be procured by the principal agent using the three-quotation system. The three quotations shall be presented to the client with a recommendation for appointment, for a final decision, prior to engaging the services of an additional professional service provider.

5. REQUIRED EXPERTISE, QUALIFICATIONS AND EXPRIENCE

A service provider bidding for this assignment, either as one entity, consortium or Joint Venture, should demonstrate the following:

- Professionally Registered Key Team Members with extensive built environment experience in the following disciplines:
 - Architecture
 - Quantity Surveying
 - Civil/Structural Engineering
 - Mechanical/Electrical Engineering
- Company experience on similar projects with contactable references;
- Approach and methodology on how the above-described services will be rendered covering the following topics:
 - Understanding of the Terms of Reference;
 - Proposed methodology to deliver the required services; and
 - Resource to be used in execution of the assignment.

Service providers must reflect the above in the form of a proposal to execute the assignment as detailed in these ToR with a clear and articulate approach and methodology.

6. TIMEFRAMES

The appointed service provider will be expected to attend a detailed project briefing with the NMM Facilities Management Unit and CEO soon after appointment. Following the briefing the service provider will be expected to produce a detailed work plan reflecting all the tasks necessary to complete the assignment and the corresponding timeframes. The assignment period of the envisaged service provider will be in line with the required period to complete the implementation of the project.

The performance of the appointed service will be reviewed monthly, quarterly and annually based on the approved work plan of the service provider. Should performance be below the required standard according to the work plan, or should project funds not be available, the contract may be terminated through written notification. Adequate opportunity to improve performance will be provided to the service provider through written notices of poor performance.

On appointment, the Service Provider is to liaise with the NMM to agree on the date for submission of the work-plan.

7. ACCOUNTABILITY

The service provider will be accountable to and under the direction of the CEO of the NMM in the performance of the assignment duties.

8. RETURNABLE DOCUMENTS

- Copy of recent CSD registration report
- SBD 1 Invitation to BID
- SBD 2 Tax Clearance Requirements
- SBD 3 Pricing Schedule
- SBD 4 Declaration of Interests form.
- SBD 6.1 Preference points claim form (valid BBBEE certificate must be submitted together with this completed document).
- SBD 7.2 Contract Form (Rendering Services).
- General Conditions of Contract
- SBD 8 Declaration of Bidder's Past Supply Chain Management Practices.
- SBD 9 Certificate of Independent Bid Determination.

NB: Failure to submit completed returnable forms as mentioned above may disqualify your quotation.

9. VALIDITY PERIOD

Proposals must be valid for a period of 90 days

10. PRICING INSTRUCTIONS

The services to be provided follow the Guideline Scope of Service and Tariff of Fees for Persons Registered in terms of their most recent Professional Body Council Act published by the RELEVANT Professional Body Council.

- The Consultant is to allocate a % discount to each item in the Activity Schedules, Table A1-A6.;
- Activities must be completed to the satisfaction of the client and invoiced on completion of the activity;
- The bid and the total price for each activity may not be exceeded;
- The amounts inserted in the Activity Schedules are deemed to include for all expenses, costs, profit, general obligations etc, necessary to carry out the professional services described in the various documents;
- Amounts due to the Service Provider shall be paid by the client within thirty (30) days of receipt by him of correct or corrected relevant invoices;
- The client reserves the right, by giving written notice to the Consultant to stop, the progress of a particular project/stage at any time. Should the client exercise this right, the client will pay the Consultant for work done and expenses incurred only up to the time that the notice was given; and
- Any other specialist services required, to compliment this project (e.g. Heritage Architectural Specialist, Interior design, urban designer, town planner, land surveyor, environmental specialist, events and communication management, marketing and branding specialist, feasibilities, traffic studies, fire services, Health and Safety, Geo tech studies, Green building specialist, etc) will be handled as special disbursements in line with the gazetted guidelines.

10.1 PROVISION FOR COPYRIGHT

After completion of the documentation, all documents will become the property of the Nelson Mandela Museum and copyright will reside with the museum.

10.2 PAYMENT OF FEES

Payment will be made based on the estimated cost of the Works for this particular project as given in the Consultant's approved PDR report (excluding contingencies and escalation).

10.2.1 DISBURSEMENTS

All tariffs and rates for Typing, copying, printing and binding will be as determined by the Department of Public Works.

10.2.2 TRAVEL ALLOWANCE

All rates for travelling costs will be as determined by the Department of Transport.

10.2.3 SUPPLEMENTARY SUBCONTRACT COSTS

Notwithstanding the figures stated in this document three quotations have to be obtained for all supplementary subcontracting work like land surveying, soil testing etc. of which only the lowest will be accepted if approved.

A detailed pricing schedule inclusive of professional fees, disbursements and VAT must be provided by the bidder using the Activity Schedule below.

Table 1: Activity Schedule

NO.	DESCRIPTION	AMOUNT
1.	Estimated Construction Cost	R33 300 000,00
	Professional services	
2	Professional Fees – Architecture (as per SACAP guidelines) (45% of the Works)	
2.1	Inception Stage	5%
2.2	Concept and Viability Stage	15%
2.3	Design Development	20%
2.4	Documentation & Procurement	30%

NO.	DESCRIPTION	AMOUNT
2.5	Construction	27%
2.6	Close out	3%
A	Sub-Total	100%
3.	Professional Fees – Civil/Structural Engineering (as per ECSA guidelines) (25% of the Works)	
3.1	Inception Stage	5%
3.2	Concept and Viability Stage	25%
3.3	Design Development	25%
3.4	Documentation & Procurement	15%
3.5	Construction	25%
3.6	Close out	5%
B	Sub-Total	100%
4	Professional Fees – Electrical/Mechanical Engineering (as per ECSA guidelines) (15% of the Works)	
4.1	Inception Stage	5%
4.2	Concept and Viability Stage	15%
4.3	Design Development	20%
4.4	Documentation & Procurement	20%
4.5	Construction	35%
4.6	Close out	5%
C	Sub-Total	100%
5	Professional Fees – Quantity Surveyor (as SACQSP guidelines) (15% of the Works)	
5.1	Inception Stage	2,5%
5.2	Concept and Viability Stage	5%
5.3	Design Development	7,5%
5.4	Documentation & Procurement	17,5%
5.5	Construction	62,5%
5.6	Close out	5%
D	Sub-Total	100%
E	Sub-total Professional Fess (Item A, B, C, & D)	

6.	Additional Services				
	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
6.1	Heritage Architectural Specialist	SUM	1		
6.2	Full time Site Supervision	Month	18		
6.3	Fire Engineering	SUM	1		
6.4	OHS and EMS Monitoring	Month	18		
6.5	Environmental Management	SUM	1		
6.6	Geotechnical Engineering	SUM	1		
6.7	Land Surveying	SUM	1		
F	Sub-Total (additional services)				
7.	Total Fees (Item E & F)				
8.	VAT (15%)				
9.	GRAND TOTAL				

11. EVALUATION CRITERIA

The bid will be evaluated and adjudicated using the 80/20 system (80 for functionality and 20 for B-BBEE). Functionality will be scored at a maximum of 100 points whereby the bidder must obtain a minimum of 65 points to qualify for the financial evaluation according to the criteria captured in the table below:

Table 2: Evaluation Criteria

Description of Quality Criteria and Sub-criteria	Total
Total Functionality	100

<p>Approach paper setting out the manner in which the bidder intends to satisfy the requirements established in the Scope of Work (not more than 5 pages). Attach proposed structural organogram and action plan for the implementation of the works.</p> <p>Approach paper's response to the Terms of Reference reflects:</p> <ul style="list-style-type: none"> • Excellent understanding of what is required in the terms of reference and proposed action plan • Good understanding of what is required in the terms of reference and proposed action plan • Satisfactory understanding of what is required in the terms of reference and proposed action plan • Poor understanding of what is required in the terms of reference and proposed action plan • Not acceptable understanding of what is required in the terms of reference and proposed action plan 	<p>Excellent = 35</p> <p>Good = 25</p> <p>Satisfactory = 20</p> <p>Poor = 10</p> <p>Not Acceptable = 0</p>	<p>35</p>
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<p>Qualification and experience of key staff to be involved (2-page cv)</p> <ul style="list-style-type: none"> • Qualification and professional registration as per requirements (including the following) <ul style="list-style-type: none"> • Lead Architect • Lead Quantity Surveyor • Lead Civil/Structural Engineer • Lead Mechanical/Electrical Engineer • For each professional listed above the following criteria will apply: <ul style="list-style-type: none"> ○ 10 years or more experience with a Degree/B-tech Qualification = Excellent ○ 6 to 8 years' experience with a Degree/B-Tech = Good ○ 3 to 5 years' experience with a Degree/B-Tech = Satisfactory ○ 1-2 years' experience with a Degree/B-Tech = Poor ○ 0 years' experience with a Degree/B-Tech = Not acceptable • Unregistered Professionals and professionals with any qualifications less than what's stipulated will score 0 	<p>Excellent = 25 Good = 20 Satisfactory = 15 Poor = 10 Not Acceptable = 0</p>	<p>25</p>
<p>Company Experience on similar projects</p> <p>Number of Completed Similar Projects:</p> <ul style="list-style-type: none"> • 5 or More Completed Similar Project = Excellent • 3-4 Completed Similar Projects = Good • 2 Completed Similar Projects = Satisfactory • 1 Completed Similar Projects = Poor • 0 Completed Similar Project = Not Acceptable 	<p>Excellent = 25 Good = 20 Satisfactory = 15 Poor = 10 Not Acceptable = 0</p>	<p>25</p>

Locality	OR Tambo= 15 Outside OR Tambo = 10 Outside EC Province but within RSA = 5 Outside RSA = 0	15
		100

12. SUBMISSION OF TENDERS

Closing date for the submission of priced proposals is Friday, 06 September 2019 at 11H00 am.

Proposals must be placed in the Tender Box located at:

NELSON MANDELA MUSEUM

CNR OWEN STREET AND NELSON MANDELA DRIVE

BHUNGA BUILDING

MTHATHA, 5100

13. INQUIRIES

All communications and enquiries/requests for clarification relating to this proposal should be directed to the contact person:

FOR BID ADMINISTRATION & SERVICE PROVIDER SPECIFICATIONS
Mr S Makhutha
Tel: 047 501 9501

Email: sibulele@nelsonmandelamuseum.org.za
Finance Manager.
Technical Enquiries:
Ms N Sifika
Tel: 047 501 9517
Email: nonceba@nelsonmandelamuseum.org.za
Security, Facilities and Logistics Manager

The NMM and its Council reserve the right to amend, modify or withdraw this tender at any time, without prior notice and without liability to compensate and/or reimburse any party.

Mr B. Tyhulu



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Chief Executive Officer