

REQUEST FOR QUOTATION (RFQ) AUTHORISATION FORM FOR GOODS/SERVICES

DATE REQUESTED	
DEPARTMENT	Operations
DETAILED DESCRIPTION AND / SPECIFICATIONS	<p>Bayworld Programme Project 1 – Upgrade of the Bayworld Museum Professional services for the development of a Business Case, Strategy and Capacity Building for developing a Virtual/Interactive Bayworld Museum.</p> <p>1. Background:</p> <p>The MBDA has been mandated by the Nelson Mandela Bay Metropolitan Municipality as a transdisciplinary implementing agent for programmes, projects and events within its 6 mandated areas, which are to be aligned to the various plans of the NMBM.</p> <p>The Bayworld Programme, which includes the transformation of Telkom Park, Bayworld and the green lung of Happy Valley itself, is one such programme which is located within the PE CENTRAL/BAAKENS/HAPPY VALLEY mandate area.</p> <p>The MBDA has recognised that the Bayworld Programme, when linked to the Baakens Valley Development and Proposed Waterfront, is uniquely positioned to become a new, inclusive heart for Nelson Mandela Bay and has approached the redevelopment with that objective.</p> <p>The intent is that the precinct should be socially, spatially and economically transformed into an inclusive, post-apartheid precinct that enables multi-generational, multi-cultural and mixed income usages.</p> <p>12 Catalytic Projects have been identified within the Bayworld Programme. The first of these is the Upgrade of the Bayworld Museum. The MBDA wishes to appoint an appropriately qualified service provider to develop a Business Case and Strategy for the development of a Virtual Museum as an early start to the upgrade of the Museum. It is the intention that the establishment of a Virtual Museum will assist in the design and briefing of the upgrade of the existing infrastructure as it is understood that any new facility will need to respond to a new market that is driven by technology.</p>

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2. Scope of work

The successful bidder will be required to:

- 2.1 Familiarise themselves with the conceptual framework for the Bayworld Programme and in particular the Vision , Mission and Objectives.
- 2.2 Develop a Business Case for the establishment of a Virtual Museum aligned to this vision and the 17 SDG's
- 2.3 Conduct an audit of the Museum including the School, Snakepark, Oceanarium, Rehabilitation, Sanctuary and Heritage Collection
- 2.4 Identify the current challenges
- 2.5 Identify the opportunities
- 2.6 Facilitate stakeholder discussions in collaboration with the MBDA, to agree on the Museum objectives for a Virtual Museum
- 2.7 Facilitate an understanding of the digital world of Museums and illustrate with good practices in BRICS and other countries
- 2.8 Identify the risks
- 2.9 Suggest mitigation measures to reduce the risks associated with the proposed project activities.
- 2.10 Work in collaboration with the MBDA to produce a comprehensive strategy for developing a Virtual Museum including high, medium and low strategies.
- 2.11 Advise the MBDA on all relevant policy and legal frameworks, permissions and authorisation required in order to proceed with the development of a Virtual Bayworld
- 2.12 Build internal capacity to undertake the digitisation process

3. Deliverables Required

- 3.1 A comprehensive report tabled in 2 hardcopies and 2 soft copies including:
 - Executive summary
 - Methodologies adopted
 - Key findings and SWOT analysis
 - Articulation of a Business Case
 - A documented strategy for the implementation of a Virtual Museum including but not limited to:
 - the processes of digitisation
 - a range of potential virtual exhibitions that are linked to a physical experience at Bayworld
 - identification of augmented reality and virtual reality experiences
 - school education and online modules, coupled with on site visits

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	<ul style="list-style-type: none"> ➤ virtual tours in a virtual building • Consideration of ALL programmes of the current Bayworld will be required including but not restricted to the artefacts, library, the collection, the live animals, the rehabilitation facility, the school, the sanctuary and the current physical museum. • Capacity Building of Bayworld, MBDA, NMBM and other stakeholders to engage in the process will form part of the work. • Identification of potential stakeholders, that have experience in the Virtual reality, hologram, digitisation of the Museum Sector, that could contribute to the long term process • A project plan outlining the planning, execution, timelines, milestones and indicative budget <p>3.2 Detailed annexures of comments, photographic evidence, minutes of meetings, attendance registers and evaluation of the process;</p> <p>3.3 The service provider will be required to work closely with other members of the MBDA team.</p> <p>3.4 The service provider WILL be allowed to tender for further stages of implementing the Strategy related to digitising and other aspects of the Bayworld Programme</p> <p>4. Time Frame The scope of work must be completed by March 2021.</p> <p>5. Proof of skills required Only service providers with the necessary experience will be considered. The successful service provider should have demonstrable experience of undertaking similar work. The following must be provided in order to be considered:</p> <p>5.1 A CV of the MAIN APPLICANT detailing similar processes undertaken to date. The CV should be grouped in 3 Categories to evaluate the experience. A short narrative of the objective of each project should be provided together with names and contactable references for each project. Failure to provide contactable reference will result in the bidder being non-compliant. The categories are:</p> <ul style="list-style-type: none"> • Experience in the preparation of strategic plans for the development of a virtual Museum or Heritage Sector
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- Experience in IT and the implementation of Virtual Reality/Participatory/ Hologram experiences.
- Experience in capacity building in the Museum or Heritage Sector.

5.2 No subcontracting of the Services will be allowed;

5.3 Contact numbers and email addresses of 5 Museums or Heritage Organisations that may be contacted to provide references to work undertaken for them, by the preferred Service Provider.

6. Compulsory Briefing Session

A compulsory briefing session will be held via MS Teams on Tuesday, 01 December 2020 at 14h00. Interested parties must indicate their interest in attending by sending an email to formalquotes@mbda.co.za by 10h00 the morning of Tuesday, 01 December 2020.

7. Requirements of the applicant

- The applicant must make provision in their costing proposal for all costs related to the services required. It should be noted that it is the responsibility of the tenderer to ensure that provision has been made accordingly, and that costs of those services are factored into the tender submission as no further budget variations will be permitted;
- The applicant must demonstrate experience in working in the Heritage and Museum sector as well as IT, virtual reality and capacity building skills. The main applicant **MUST** have the relevant experience and must be the person who will be engaged in the work.
- The professional (Main Applicant) whose experience has been submitted must be permanently based in Nelson Mandela Bay Metropolitan Municipality or be able to demonstrate the ability to work remotely via online platforms;
- The Specialist Consultant must be a permanent Employee of the Company where the Company is the Main Applicant; (Proof of this must be submitted);

Closing date and Time:

Monday, 07 December 2020 at 16h00.

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EVALUATION CRITERIA	The quotes will be evaluated on the 80/20 preferential point system as well as on functionality. Service providers that do not obtain minimum 75/100 points on the functionality criteria will be excluded from further evaluation.
PAYMENT FOR SERVICES	Payment will be issued after the goods have been delivered or the service has been rendered and deemed to be satisfactory. Payments will be made within 30 days from receipt of a valid invoice, accompanied by a statement of account.
GENERAL CONDITIONS	<ol style="list-style-type: none"> 1.1. All prices shall be must exclusive of Value Added Tax (VAT). 1.2. All prices will be evaluated exclusive of VAT. 1.3. Total value cannot exceed R200,000 inclusive of VAT. 1.4. It is compulsory for all potential suppliers to be registered on the Central Supplier Database and the NMBM supplier database. 1.5. The municipality reserves the right not to accept the lowest or any quotation and no reason to the acceptance or rejection of quotation will be furnished. 1.6. Quotations to be valid for 60 days from closing date 1.7. The MBDA SCM policy will apply.
CONTACT PERSON	Name: Dorelle Sapere Tel: 041 811 8200 Email: formalquotes@mbda.co.za
ANY ADDITIONAL REQUESTS/ COMMENTS	

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FUNCTIONALITY CRITERIA SCORE SHEET

FUNCTIONALITY CRITERIA	
<p>1. Relevant experience in Strategic Planning for virtual transformation in the Museum Sector</p> <p>The Main Applicant involved in project must demonstrate having relevant experience in respect of similar strategic planning processes as a Strategic Consultant to the Museum Sector</p> <p>a) Greater than 10 years and more than 5 projects b) 5 to 10 years c) Less than 5 years</p> <p>Proof or name(s) of traceable reference (s), CV's and or company profiles and contact details must be provided failing which this functionality criteria will not be considered, and zero points scored. Please complete Annexure B1</p>	<p>50</p> <p>50 30 15</p>
<p>2. Relevant experience in IT skills that enable the implementation of digitisation and IT based/Virtual Reality/participatory programmes.</p> <p>The Main Applicant involved in project must demonstrate having relevant experience in advanced IT skills and virtual reality and/or participatory experience development.</p> <p>a) More than 5 projects b) 2-4 projects c) Less than 2 projects</p> <p>Proof or name(s) of traceable reference (s), CV's and or company profiles and contact details must be provided failing which this functionality criteria will not be considered, and zero points scored. Please complete Annexure B2</p>	<p>35</p> <p>35 20 5</p>
<p>3. Relevant experience in capacity building in the Museum Sector.</p> <p>The Main Applicant involved in project must demonstrate having relevant experience in respect of hosting capacity</p>	<p>15</p>

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<p>building workshops in the Museum sector both on site and online.</p> <p>a) More than 5 projects b) 2-4 projects c) Less than 2 projects</p> <p>Proof or name(s) of traceable reference (s), CV's and or company profiles and contact details must be provided failing which this functionality criteria will not be considered, and zero points scored. Please complete Annexure B3</p>	<p>15 10 5</p>
Total	100

Pass 75/100

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ANNEXURE "B1"

The information required must be submitted in the following format:

EXPERIENCE IN THE STRATEGIC PLANNING OF MUSEUMS:

No	Project Name and Description	Project Value in R....	Contact Person and number for Reference purposes	Duration of Project (From to end date)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

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The information required must be submitted in the following format:

EXPERIENCE IN IT AND VIRTUAL REALITY:

No	Project Name and Description	Project Value in R....	Contact Person and number for Reference purposes	Duration of Project (From to end date)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

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The information required must be submitted in the following format:

EXPERIENCE IN CAPACITY BUILDING IN THE MUSEUM SECTOR.

No	Project Name and Description	Project Value in R....	Contact Person and number for Reference purposes	Duration of Project (From to end date)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

Location of applicants business: _____

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Annexure C**IN THE SERVICE OF THE STATE DISCLOSURE FORM (juristic person)**

I, the undersigned

duly authorised by

(the Applicant)

do hereby disclose and confirm the following:

1. No Director, Member, Manager, Principal, Shareholder or Stakeholder of the Applicant is:
 - 1.1 a member of –
 - 1.1.1 any municipal council;
 - 1.1.2 any provincial legislature; or
 - 1.1.3 the Parliament of the Republic of South Africa (the National Assembly or the National Council of Provinces);
 - 1.2 a member of the board of directors of any municipal entity;
 - 1.3 an official of any municipality or municipal entity;

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- 1.4 an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- 1.5 a member of the accounting authority of any national or provincial public entity; or
- 1.6 an employee of Parliament or a provincial legislature;

Should any statement in 1 above be incorrect, the incorrect provision is to be deleted in ink and reasons are to be recorded below:

2. The Applicant is not an advisor or consultant contracted with the NMBMM or the MBDA.

Should the statement in 2 above be incorrect, the clause is to be deleted in ink and reasons are to be recorded below:

SIGNED at _____ on this _____ day of _____ 20____

WITNESSES:

1. _____

2. _____

***For and on behalf of the Applicant, the
1signatory being duly authorised and
warranting such authority***

CERTIFICATE OF INDEPENDENT BID DETERMINATION

1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.

2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.

3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:

- a. take all reasonable steps to prevent such abuse;
- b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
- c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.

4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete. 2

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CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and

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(c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder 3

MBD 9

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

(a) prices;

(b) geographical area where product or service will be rendered (market allocation)

(c) methods, factors or formulas used to calculate prices;

(d) the intention or decision to submit or not to submit, a bid;

(e) the submission of a bid which does not meet the specifications and conditions of the bid; or

(f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....

Signature Date

.....

Position Name of Bidder