

Terms of Reference

APPOINTMENT OF SERVICE PROVIDER/S FOR INSTALLATION OF FLAGS AND FLAGPOLES IN EVERY SCHOOL PROJECT – PHASE FOUR OMNIBUS

1. BACKGROUND

The Department of Arts and Culture (DAC) is embarking on Phase Four of the Flag in Every School Project. This project is aimed at the installation of Flags and Flagpoles in schools in the Republic of South Africa. This project is seeking for the services of a minimum of 9 and a maximum of 18 Flags and Flagpoles suppliers who will distribute and install a total of 5000 Flags and Flagpoles in selected schools in the 9 provinces over a two-year contract. The distribution of flags to the provinces in the two-year contract will be based on an omnibus framework where service providers contracted will be offered an opportunity to quote for a specific part of the project. The Service Providers are expected to start the installation immediately after a quote is accepted during the duration of the contract. During the contract each service provider will only be allowed to service one province at a time and if the service provider does not originate from the same province where work is given the service provider will be required to subcontract or employ in the province where work is given.

2. TASK DESCRIPTION

The Department requires the services of duly experienced and knowledgeable service providers/specialists in undertaking the following tasks. To confirm that, the bidders have read and understood the task description; they should indicate as such in the relevant column below:

	LIAISON	NOTED
2.1	<p>The Department seeks a minimum of 9 and a maximum of 18 service providers who will provide the following services as per specifications during a two-year contact.</p> <ul style="list-style-type: none">• Supply and installation of SABS Approved South African National Flags (Size: 180cm x 120cm) (Standard	

	<p>Size)</p> <ul style="list-style-type: none"> • Supply and installation of 6 Meter Aluminium Flag Poles (6m) (this includes distribution and installation of the Flag Poles and the Flags schools in the selected Provinces during the duration of the contract) 	
2.2	The Service Providers will install 6m Flagpoles and the SABS approved Flags at appropriate points within the selected schools.	
2.3	A final selection of the Service Providers will be done by the DAC.	
2.4	The Service Providers must submit a proposal giving full details of all the logistic plans in place to enable them to respond to requests for flag installations in deferent areas.	
2.5	The Service Providers will be expected to submit monthly progress reports to the Project Manager in DAC to ensure that all areas regarding a smooth delivery are monitored and evaluated regularly.	
2.6	An initial meeting between the DAC the Service Providers will be scheduled soon after the appointment. Follow-up meetings will be held as deemed necessary as part of the monitoring and evaluation of the project. The final meeting will take place after the completion of the project to prepare an exit report.	
2.7	<p>A breakdown of the costs for the following should be provided:</p> <ul style="list-style-type: none"> • SABS Approved South African National Flag (Size: 180 x 120cm (Standard Size) • 6 Meter Aluminium Flag Pole (6m) • Installations (<i>of the Flag Poles and the Flags at the selected schools in the selected province</i>) 	

3. TENDER REQUIREMENTS

- 3.1 The following is required of tenderers and should be submitted to the department as part of the tender submission:
- 3.1.1 Company profile.
 - 3.1.2 Original valid Tax Clearance Certificate. Tenders who do not submit the Valid tax clearance certificate on the closing date will be disqualified.
 - 3.1.3 Vat registration certificate.
 - 3.1.4 Original and valid and / or certified copy of B-BBEE status level certificate bearing SANAS logo from an accredited verification agency or qualified registered accountant / auditor if EME. Failure to submit a valid B-BBEE certificate will result in zero preference points being awarded for B-BBEE.
 - 3.1.5 Company registration documents (Proof of ownership/ shareholding certificate).
 - 3.1.6 Certified ID copies of owners/ directors.
 - 3.1.7 Valid contact details including e-mail address.
 - 3.1.8 CVs of all involved.
 - 3.1.9 References should be provided, as well as an indication of experience with similar projects.
 - 3.1.10 A detailed proposal and a work plan with set deadlines/timetable.
 - 3.1.11 Bidders are requested to provide one original copy of the tender documents and 5 copies of all documents.
 - 3.1.12 The Company should include VAT in the costing.

4. EVALUATION CRITERIA

4.1 All bids duly lodged will be evaluated by a panel first on functionality. The evaluation criteria and weighting for measuring functionality is shown below:

	CRITERIA	WEIGHT	VALUE
4.1.1	Knowledge and experience of successful delivery and installation of Flag Poles and	(30)	0 – 2 yrs. = 7 3 - 5 yrs. =15

	Flags		6 - 8 yrs. = 22 9 and more yrs. = 30
4.1.2	Capacity to successfully deliver and install Flag Poles and Flags (the capacity of the service provider will be measured by the logistical plans submitted)	(30)	0 – 7 = poor 8 - 15 = average 16 - 22 = good 23 - 30 = excellent
4.1.3	Completeness of the Proposal	(20)	0-7 poor 8 - 14 average 15 - 20 good
4.1.4	Knowledge and understanding of the project.	(20)	0 – 6 = Poor 7 – 13 = Average 14 – 20 = good
	Total	100	

The evaluation of submitted bids will be conducted as follows:

- 4.2 Only the qualifying bids will be evaluated in terms of functionality only.
- 4.3 A bidder that scores less than 60 out of 100 in respect of “functionality” will be regarded as submitting a non-responsive bid and will be disqualified.
Thereafter, only the qualifying bids will be evaluated in terms of the 80/20 preference points system, where 80 points will be allocated to price only and 20 points will be allocated to the bidder’s BBBEE status level of contribution.
- 4.4 For purposes of comparison and in order to ensure meaningful evaluation, bidders are requested to furnish detailed information in substantiation of compliance to the **evaluation criteria mentioned in 4.1**

5. FINANCIAL IMPLICATIONS

- Payments will be in tranches as per Service Level Agreement.

- The service provider should provide a detailed cost breakdown of the service to be rendered as highlighted in paragraph 2.7.

6. TIME-FRAME

The Service Provider will be expected to deliver the service within a project period given.

7. CONTRACTUAL ARRANGEMENT

The service provider is required to enter into a Service Level Agreement with the DAC to perform all functions as set out in the project specification and terms of reference.

8. GENERAL

- 8.1 Bidders should deposit their documents into the tender box to this address: Kingsley Centre, 8th Floor, Cnr of Steve Biko (formerly known as Beatrix) and Stanza Bopape (formerly known as Church) Streets, Arcadia, Pretoria
- 9.2 ***Please arrange the Standard Bidding Documents (SBDs) in your submission numerically and orderly.***
- 9.3 ***All bidders are required to complete a bid register when submitting bids documents. Bid register is available at the above-mentioned address.***
- 9.4 Tender documents received after the closing date and time will not be considered.

9. ENQUIRIES

For any enquiries regarding this tender, please contact Ms. Refilwe Zulu at Tel: 012 441 3089/ RifilweZ@dac.gov.za or Mr. Siphon Ndlovu at Tel: 012 441 3586 SiphonN@dac.gov.za