

REQUEST FOR EXPRESSION OF INTEREST (EOI) FOR APPOINTMENT OF PLANETARIUM OPERATORS TO SCREEN PLANETARIUM SHOWS

Reference Number	IZIKO_HR_RFQ_2024/ 01/30
Description	Request For Expression of Interest (EOI for the appointment of planetarium operators at the South African Museum in the Planetarium and Digital Dome
Address	Iziko South African Museum, 25 Queen Victoria Street, Cape Town, 8001
Attention	Sikelwa Madlavu and Siphamandla Oupa
Closing date and time for submission	20 May 2024 @11h00
Method of delivery	EOIs / Proposals, and accompanying documentation, must be emailed to Sikelwa Madlavu (SCM) 021 481 3917: sgwampi@iziko.org.za and soupa@iziko.org.za
Technical enquiries	Ofentse Letebele (Multi Media Designer) Direct Line: +27 (0) 21 481
Name	
CSD Supplier Number (MA.....Number)	
B-BBEE Status Level of Contribution	
Signature	

INVITATION FOR EXPRESSION OF INTEREST

This Request for Expression of Interest (EOI) is issued by Iziko Museums of South Africa for the appointment of a panel of Planetarium Operators at fixed and predetermined payment rates. The operators will be responsible for screening Planetarium Shows at the Iziko Museums of South Africa Planetarium and Digital Dome.

- Interested applicants must submit their Expression of Interest (EOI) proposals by sending their Curriculum Vitae's (CVs) which include experience and qualifications via email.
- Interested applicants must be registered on the Central Supplier Database of National Treasury prior to submission of proposals.

Iziko reserves the right to appoint or not to appoint any service providers/suppliers through this Request for Expression of Interest.

BIDDER’S DISCLOSURE (SBD 4)

1. PURPOSE OF THE FORM (SBD 4)

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder’s declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read, and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 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 consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 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.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder (Company Name)

² 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.

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

The Iziko Planetarium and Digital Dome will require the services of external contractors in the planetarium to keep the facility operational as per the museum mandated hours.

The planetarium contractors are a specialised group of astronomy professionals and enthusiasts that assist with the weekend and after-hour operations of the planetarium for public and private shows.

3 Scope of Services

- To screen planetarium shows in the digital dome on weekends.
- To screen shows on public holidays and commemorative days.
- To screen shows for private functions, birthday parties which may take place after-hours.
- Maintain a high standard of knowledge dissemination to audiences in relation to the field of astronomy and space science,
- Make the planetarium accessible to all audiences, i.e., learners, students and general members of the public, by being fully operational as per the museum's operational hours,
- Ensure a high level of technical expertise to operate the digital system,
- Support learning and information sharing with our audiences through the creation, edification, and presentation of relevant and up-to-date astronomy content.

4 Competency and expertise requirements

The service provider should have at least 2 (two) years' experience as Planetarium operators. The service providers should demonstrate that they are able to perform the function without supervision from Iziko Museums.

5 Additional Information

The planetarium contractors will be required to work on a rotational basis according to a predetermined schedule.

6 Duration of contract

The contract will be for 36 months.

7 Mandatory Requirements

Bidders must comply with all the mandatory requirements as outlined in this EOI.

Bidders must submit all documents as outlined in **Table 3 Compliance Documents** below.

Table 3: Compliance Documents

1	Central Supplier Database Report – with supplier number and company details (www.csd.gov.za) and Tax Status Verification Pin together with tax registration number.
2	A Valid B-BBEE Certificate or Sworn Affidavit to determine the Service provider's status level.
3	A detailed CV indicating relevant experience, together with proof of qualifications.
4	SBD 4 – Bidders Disclosure, signed.

8 Functional Evaluation Criteria

- Expression of interest with functionality / technical points of less than the predetermined minimum overall percentage of 70 % on any of the individual criteria will not be considered.
- The service provider shall prepare for a possible presentation should Iziko require such and the service

provider shall be notified timeously.

The applicants shall be required to indicate their capacity to deliver the services required by Iziko Museums as per the requirements below:

Table 1: Functionality Criteria

Relevant skills and experience	Description	Scoring
BSc/ BEng/ Diploma in any Astronomy/ Space Science/ Natural Science/ or Science and Engineering related field (a post-graduate qualification is advantageous)	• Post graduate qualification.	9 - 15
	• 3 year -degree	3 - 8
	• Diploma	1 - 2
Excellent Computer skills (knowledge of programming and/ or audiovisual skills are advantageous)	• Excellent	9 - 15
	• Good	3 - 8
	• Satisfactory	1 - 2
Good proven English communication and presentation skills (fluency in Afrikaans and/ or isi Xhosa would be advantageous)	• Excellent	9 - 15
	• Good	3 - 8
	• Satisfactory	1 - 2
Knowledge and/ or experience of recent developments in astronomy and space science	• Excellent	9 - 15
	• Good	3 - 8
	• Satisfactory	1 - 2
Total Score		100

9 Evaluation Process

The EOI evaluation process only includes a functionality/technical evaluation. No price evaluation will be done as Iziko offers a fixed rate of payment per show, as indicated in the cost schedule below. To be considered, the applicant shall meet the minimum threshold for functionality and will be registered on the CSD

10 Pricing

Table 2: Cost Schedule

No	Service Description	Costing per service
1	A rate per show will be paid when working during office hours.	R 323.53 (incl VAT)
2	A rate per show will be paid when working during after-hours.	R 647.06 (incl VAT)

Rates are subject to an annual escalation equivalent to the annual cost of living increase of Iziko employees.

11 Elimination Criteria

Expression of interest will be eliminated under the following conditions:

- Submission after the deadline;
- Submissions from restricted suppliers in line with Treasury Regulations;
- Submission of incomplete documentation

12 Formal Contract

- a) The proposal and appended documentation read together form the basis for an agreement to be negotiated and concluded in a formal contract between Iziko and the preferred Service Provider.
- b) A mere offer and acceptance shall not constitute a formal contract of any nature for any purpose between Iziko and the preferred Service Provider/s.

13 Declaration

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise:

- i) confirms that neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004.
- ii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;
- iii) confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and ;
- iv) confirms that the contents of this questionnaire/forms (SBD 4, & 6.1) are within my personal knowledge and are to the best of my belief both true and correct
- v) accept that, in addition to cancellation of a contract, action may be taken against me should the Declaration prove to be false.

Signed

Date

Name

Position

Enterprise name

Please note that if the supporting documentation is not provided then the submission will be classified as non-responsive.

1. Disqualification

Please note that if a bid document is not filled in correctly or completely, or complied with the specification, or is delivered/send after the bid closing date and time, or the supplier is not registered on the CSD or supplier has a non-compliant tax status, then unfortunately that bidder maybe disqualified. Please return this document with the supporting documents.

2. Bid Document Submission

Emailed documents will be accepted. However, the onus is on the tenderer to ensure that complete email documents have been received by the IZIKO by the due date and time.

Please note that any alterations to the tender document other than filling in the tenderer's details and tender price will automatically disqualify the tenderer.