



REQUEST FOR QUOTATION (RFQ) FOR APPOINTMENT OF A SERVICE PROVIDER WITH CARPENTRY SKILLS FOR THE INSTALLATION OF EXHIBITION DRY WALLING

Reference Number	IZIKO R&E RFQ DRY WALLS
Description	Iziko R&E Installation Exhibition Dry Walling
Address	Iziko South African Museum, 25 Queen Victoria Street, Cape Town, 8001
Attention	Noleen Donson
Issue Date	09 October 2026
Site Visit and Briefing	15 October 2026; 11h30 am Iziko South African Museum, 25 Queen Victoria Street, Cape Town
Closing date for submission	26 October 2026 @ 11am
Method of delivery	Quotes / Proposals, and accompanying documentation, must be emailed to scm@iziko.org.za , and ndonson@iziko.org.za
to Technical enquiries	Nkosingiphile Mazibuko nmazibuko@iziko.org.za & "Amogelang Maledu" <ammaledu@iziko.org.za>
Name of Company	
CSD Supplier Number (MA.....Number)	
B-BBEE Status Level of Contribution	
Quote Price (Incl. Vat)	
Signature	

SBD4 BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

- 1.1 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, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.
- 1.2 If a person is 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. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

- 2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES/NO**
- 2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	Identity Number	Name of organ of state

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

- 2.3.1 If so, furnish particulars:

.....
.....
.....

- 2.4 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

2.4.1 If so, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	Status (active/inactive/deleted)

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification.

3 GENERAL DECLARATION

I,, the undersigned, 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 to be false.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.
- 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.
- 3.5 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.
- 3.6 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.
- 3.7 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, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR
TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

.....
Signature

.....
Date

.....
Designation

.....
Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

- 1.1. The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 1.2. **To be completed by the organ of state**
The applicable preference point system for this tender is the **80/20** preference point system.
- 1.3. Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
- (a) Price: and
 - (b) Specific Goals
- 1.4. **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.5. Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6. The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **tender** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **price** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **rand value** means the total estimated value of a contract in Rand, calculated at the time of bid

invitation, and includes all applicable taxes;

- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“The Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1. THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) & \mathbf{or} & P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \end{array}$$

Where:

P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{min} = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ P_s = 80 \left(1 - \frac{P_t - P_{max}}{P_{max}} \right) & \mathbf{or} & P_s = 90 \left(1 - \frac{P_t - P_{max}}{P_{max}} \right) \end{array}$$

Where:

P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/documentation stated in the conditions of this tender;
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of –
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Evidence	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Persons, or categories of persons, historically disadvantaged- (HDI) by unfair discrimination on the basis of	• Proof of B-BBEE certificate; • Company Registration Certification • Identification Documentation. • CSD report		
Race: Black persons (ownership)* 50% or more black ownership = 20 points Less than 50% black ownership = 10 points 0% black ownership = 0 points			

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm:

4.4. Company Registration number:
.....

4.5. TYPE OF COMPANY/FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses, or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

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. Iziko Museums deliver high-quality exhibitions across several sites.

2. SCOPE OF SERVICES

Suitably qualified service providers* are invited to submit quotations for the supply, delivery and installation of custom exhibition dry walls in accordance with the attached drawings, specifications and plans contained in **Annexure A**, and within the required project deadlines for the Exhibition MTN UJ at the Iziko South African National Gallery

The appointed supplier shall supply, deliver and install temporary dry walls, including the ceiling/top and all associated components, finishes and installation works, for use within a public museum environment. This shall include, but is not limited to, structural framing, cladding construction, material transportation and complete installation. The supplier must cost for the deinstallation of the wall in June 2027, including the removal of all the rubble there after and floor restoration if need.

The successful supplier shall take final site measurements upon appointment and verify all dimensions prior to fabrication. The completed drywalls are intended as temporary exhibition infrastructure;

Refer to **Annexure A** for the drywall drawings, specifications, finishes and installation requirements.

*Bidders shall demonstrate proven experience in the supply and installation of high-quality drywalling. Evidence of at least **five** comparable projects completed within the past **five years** shall be provided. Refer to **Section 9: Evaluation Criteria** for further details.

3. SITE VISIT AND VERIFICATION OF DIMENSIONS

The appointed supplier is responsible for: a compulsory site visit, taking the correct measurements and dimensions prior to installation, verifying building features that may affect the installation, and notifying the clients of any discrepancies.

4. CONSTRUCTION SPECIFICATIONS

To be read alongside Annexure A, the platforms shall comprise

4.2 Installation

All works shall be undertaken during Iziko's regulated working hours (08:00–16:00, Monday to Friday). Any work outside these hours shall require prior written approval from Iziko, and must be accounted for in the cost schedule. Installation at Iziko South African Museum 25 Queen Victoria Street.

The supplier shall:

- transport all components to site;
- implement appropriate dust protection and dust control measures throughout the installation process to protect the museum environment, collections and adjacent exhibition spaces;
- comply with all applicable Occupational Health and Safety (OHS) legislation and adhere to all Iziko Museums of South Africa health, safety, security and site regulations while working on site; the bidder will be requested to provide documentation if successful.
- assemble and install the dry walls and additional elements;
- provide all fixings and hardware;
- ensure the completed installation is level, secure and stable;
- protect existing museum finishes and flooring during installation;
- remove all packaging and waste on completion.

5. PROJECT DEADLINES

Roll-out delivery is required as outlined below; allow for minor changes on discussion after appointment, however final installation completion date remains fixed. All cost including overtime to account for the below schedule.

The onsite installation is scheduled for 26-30 October 2026. Deinstallation for June 2027.

6. OUTPUT/DELIVERABLES

The successful supplier shall provide:

- Shop drawings (if/where required)
- Transportation of materials and equipment to site
- On-site setting out and construction of all exhibition drywall partitions
- Seamless and clean integration of new wall finishes with adjacent existing walls
- Finishing and painting to specified exhibition colours
- Deinstallation of temporary drywall where specified, including removal from site
- Final snagging and adjustments
- Removal of all waste from site
- Deinstallation including Removal of all waste from site when show ends June 2027

7. ADMINISTRATIVE REQUIREMENTS

Bidders must submit all documents as outlined in **Table 3: Administrative Documents**.

Table 3: Administrative Documents

1	Central Supplier Database (CSD) Requirements: Bidders must submit a full, current CSD Report reflecting an active and Compliant tax status, complete company details, and the CSD MAAA number. To ensure the information is current, the CSD report must not be older than the publication date of this advertisement. Tax Compliance Status (TCS) PIN: Bidders must provide a valid SARS Tax Compliance Status (TCS) PIN along with their Income Tax Reference Number. This allows real-time tax compliance verification in accordance with National Treasury Practice Notes.
2	Detailed pricing structure: A cost schedule detailing the full cost breakdown, inclusive of VAT, any disbursement, and escalations, if applicable, etc. for the entire duration of the proposed contract must be provided. A separate quote can accompany this as an additional document.
3	A Valid B-BBEE Certificate or Sworn Affidavit to determine the Service provider's status level.
4	SBD 6.1 - Preference points claim form
5	SBD 4 – Bidders disclosure.
6	Completed Request to quote submission (all pages of this file filled in where applicable and submitted)

7	Annexure B completed occupational Health and Safety document
8	The bidder must provide verifiable evidence of at least two comparable projects completed within the last ten years in the installation of dry walls. Projects should demonstrate experience in dry wall installation or similar work. Verify experience by submitting a portfolio with at least two (2) relevant projects completed within the past ten years. The portfolio must include: • Pictures of each project • Descriptions of the project • Date project was completed. • The contact details of the relevant client
9	All pages of Annexure A must be signed. By signing, the bidder confirms that the drawings and specifications have been reviewed, that all requirements have been considered, and that the submitted quotation includes all labour, materials, equipment and works necessary to complete the scope as specified.

Note: Failure to supply any of the administrative documents stipulated may lead to the quote not being considered.

8. EVALUATION CRITERIA

Iziko promotes the concept of “best value” in the award of contracts, as opposed to merely looking for the cheapest price, which does not necessarily provide the best value. Best value incorporates the expertise, experience and technical proposal of the organisation and individuals who will be providing the service and the organisational capacity supporting the project team.

9. PRICING

Price is an important factor as it ensures optimum value for money. A cost schedule detailing, inclusive of VAT, any disbursements, production costs and overtime, if applicable, etc. must be provided in the table 1 below:

Please layout your quote as per the table provided below.

No.	Description	QTY	Unit Cost ex. VAT	Total Excl. Amount
A	Shop drawings, final site measurements, and all costs associated with site visits by the Project Lead/Account Manager for signoff's, installation and preparation meetings.	For the full job as outlined in RTQ and Annexure A.		
B	Supply and installation of exhibition drywalls, including structural framing, and ceiling, seamless wall finish and painting. All completed in accordance with the drawings and specifications.	For the full job as outlined in RTQ and Annexure A.		
	Transportation and delivery to Iziko South African National Gallery. Include all costs associated with the safe packaging, transport, delivery, handling.	For the full job as outlined in RTQ and Annexure A.		
H	Installation on site, including all fixings, assembly, levelling, dust protection, OHS compliance requirements, protection of	For the full job as outlined in RTQ and Annexure A.		

	existing finishes, snagging and commissioning.			
I	Removal of all packaging, waste and site clean-up.	For the full job as outlined in RTQ and Annexure A.		
J	Deinstallation in June 2027	For the full job as outlined in RTQ and Annexure A.		
K	Health and Safety File.	each	1	
	Sub Total ex vat			
	VAT			
	Total	R		R

Pricing schedule above and formal quotation must include all applicable costs and there can be no variation after award has been made.

10. VALIDITY PERIOD

Quotations must be valid for a minimum period of sixty (60) days calculated from the closing date of the request to quote.

11. EVALUATION PROCESS & CRITERIA

Qualifying responses will be evaluated on the Price and Preference Points.

11.1 Evaluation of Quotation

The contract shall be awarded at the sole and absolute discretion of Iziko. Iziko hereby represents that it is not obliged to award this quotation to any bidder. Iziko is entitled to retract this quotation at any time as from the date of issue or reduce deliverables.

11.2 PREFERENTIAL POINTS CLAIM (SBD 6.1) (SPECIFIC GOALS)

Bidders must meet all mandatory administrative and functionality criteria to qualify for the final evaluation stage.

Responsive proposals will be evaluated using the **80/20 Preference Point System** in terms of the Preferential Procurement Regulations, 2022.

Points are allocated as follows:

11.3 Table 1: Points Allocation Breakdown

Evaluation Criteria	Maximum Points Allocated
Price	80
Specific Goals	20
TOTAL MAXIMUM POINTS	100

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. GENERAL PRINCIPLES

- a. The lowest or only quotation received will not necessarily be accepted.
- b. Iziko and its Council reserve the right to accept or reject any quotation in response to the Request to
- c. Quote and to withdraw its decision to seek the provision of these services at any time.

14. CONSENT

The Bidder, by signing this document, hereby consents to the use of their personal information described herein and confirms that:

- they have obtained all the necessary consent from their shareholders/directors or counterparts, including the consent for Iziko to receive and process such personal information.
- Failure to provide the information will result in the objectives of the RFQ not being achieved, with the Bidder being disqualified.
- The Bidder voluntarily submits this bid/document containing personal information, for the purposes of the RFQ.

Iziko is committed to protecting the Bidder's privacy and recognises that it needs to comply with statutory requirements in collecting, processing, and distributing personal information. The Constitution of the Republic of South Africa provides that everyone has the right to privacy and the Protection of Personal Information Act 4 of 2013 ("POPI") includes the right to protection against unlawful collection, retention, dissemination, and use of personal information. In terms of section 18 of POPI, if personal information is collected Iziko, as responsible party, must take reasonably practical steps to ensure that the data subject is made aware of the information being collected.

15. DECLARATION

1. 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 these 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 the contract, action may be taken against me should the Declaration prove to be false.
2. In terms of Preferential Procurement Regulation 11 and section 2(1) (f) of the Preferential Procurement Policy Framework Act, the IZIKO may consider the following objective criteria in the bid award:
3. The risk of fruitless and wasteful expenditure to the IZIKO.
4. The risk of an abnormally low bid.
5. The risk of a material irregularity.
6. The IZIKO reserves the right not to consider bids from Bidders who are currently in litigation with the IZIKO; and
7. The IZIKO further reserves the right not to award this tender to any Bidder based on the proven poor record of accomplishment of the Bidder in previous projects within the IZIKO and the referee submitted by the Bidder.

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 tender 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.