

**REQUEST FOR QUOTATION FOR THE DESIGN, LAYOUT AND PRINTING OF THE IZIKO MUSEUMS OF SOUTH AFRICA ANNUAL REPORT 2025/26 AND THE ANNUAL REPORT POWERPOINT PRESENTATION TEMPLATE.**

<b>Reference Number</b>	Iziko OCEO RFQ 2026/05/05
<b>Description</b>	<b>Request For Quotation (RFQ) for the Design, Layout and Printing of Annual Report and corporate publications.</b>
<b>Address</b>	Iziko South African Museum 25 Queen Victoria Street Cape Town 8001
<b>Attention</b>	Sikelwa Madlavu
<b>Issued Date</b>	Monday, 18 May 2026
<b>Closing date and time for submission</b>	Tuesday, 26 May 2026 @ 11h00am
<b>Method of delivery</b>	Quotes / Proposals, and accompanying documentation, <b>must be emailed to <a href="mailto:scm@iziko.org.za">scm@iziko.org.za</a> <a href="mailto:gjulies@iziko.org.za">gjulies@iziko.org.za</a> and <a href="mailto:smadlavu@iziko.org.za">smadlavu@iziko.org.za</a></b>
<b>Technical enquiries</b>	Melody Kleinsmith Communications and Marketing Manager <a href="mailto:mkleinsmith@iziko.org.za">mkleinsmith@iziko.org.za</a>
<b>Name of Company</b>	
<b>CSD Supplier Number (MA.....Number)</b>	
<b>B-BBEE Status Level of Contribution</b>	
<b>Quote Price (Incl Vat)</b>	
<b>Signature</b>	

**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 interest<sup>1</sup> 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**

<sup>1</sup> 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.

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:

.....  
.....

**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 consortium<sup>2</sup> 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.

<sup>2</sup> 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.

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)

**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:

	<b>POINTS</b>
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

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:

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

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = 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:

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

Where:

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmax = 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	<ul style="list-style-type: none"> <li>• Proof of B-BBEE certificate;</li> <li>• Company Registration Certification</li> <li>• Identification Documentation.</li> <li>• CSD report</li> </ul>		
<p><b>Race: Black persons (ownership)*</b>                      50% or more black ownership = 20 points</p> <p>Less than 50% black ownership = 10 points</p> <p>0% black ownership = 0 points</p>			

**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
- Close corporation
- 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

..... <b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	..... ..... .....

## BACKGROUND IZIKO

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, a Social History Centre and 3 collection-specific libraries 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.

### REQUEST FOR QUOTATION FOR: DESIGN, LAYOUT AND PRINTING OF IZIKO MUSEUMS OF SOUTH AFRICA ANNUAL REPORT 2025/26

- Iziko Museums of South Africa (Iziko) is a Schedule 3A Entity. The format for the Annual Report is prescribed guidelines are set out by National Treasury.
- There are four major deadlines in the production of the Annual Report
  - Design/Layout Concepts - 22 June at 10am
  - First Draft Layout submission - 3 July 2026
  - Submission of draft to Monitoring and Evaluation and Council - 15 July
  - Signoff and Approval by the Council, Acting CEO in July and
  - Signoff by the Office of the Auditor General. (AG) in August
- A detailed project schedule will be provided and agreed to on appointment.
- The Annual Financial Statements generally are signed off by the Auditor General on the 31<sup>st</sup> of July. Corrections will be required over the weekend from 1-3 August 2026, when a final print ready PDF file must be provided for sign off by the Auditor General South Africa and Chief Executive Officer of Iziko Museums of South Africa before submission to the Printer.
- The final deadline for delivery of the printed Annual Report and CD Covers to Iziko is: 12h00, Tuesday, 25 August 2026.

#### Scope of Service

##### Design and Layout of Annual Report 2025/26.

- Design of the Iziko Annual Report 2025/26
- Design of the Iziko Annual Report 2025/26 Power Point Template
- Design of the Iziko Annual Report 25/26 CD Cover
- Layout of the Iziko Annual Report 2025/26
- Designing of a series of performance target infographic (10) posters and illustrations related to performance targets
- Printing of Iziko Annual Report 2025/26
- Providing the Iziko Annual Report CD (printing of cover on both the CD and case or sleeve), as well as ensuring Annual Report 2025/26 is copied onto CD in the following formats:
  - HiRes PDF
  - LowRes PDF
- All other reasonable ad-hoc duties that may arise during the project implementation as agreed to between the parties.

#### DESIGN BRIEF: Iziko Annual Report 2025/26

## Design Layout

- Design of *Iziko Museums of South Africa Annual Report 2025/26* by due date, as specified and agreed to between parties.
- Conceptual development of visually appealing publication using Iziko Museums visual material
- Design Covers and Chapter Headers
- Layout pages of Annual Report
- Source high resolution logos of partner institutions included in acknowledgement.
- Adapting AR Cover Design for CD cover.
- Based on the AR Cover, create the Annual Report Power Point presentation template
- Make up and prepare print ready PDF files to ensure effective and efficient printing by due date.

## Proofreading

- Review and correct language, grammar, spelling, and punctuation of copy and captions.
- Ensure consistency and attention to detail and accuracy
- Use of Standard British English
- Proofreading at four stages of design and production process.

## Digital Printing| Iziko Annual Report 2025/26

- 100x printed copies of the Iziko Annual Report 2025/26
- 10x printed CD's and CD covers of the Iziko Annual Report 2025/26

## Printing Specifications |

- Short A4 (210 mm x 275 mm) portrait
- 228 pp\* inside text + 4 pp cover (\*estimate)
- Contents: 4/4 (full colour)
- Cover: 4/4 (full colour both sides)
- Finish: Folded, gathered, perfect bound, trimmed
- Material contents: 120 gsm Matt Art paper
- Material cover: 320gsm Inver Cote Creato Matt
- Cover finish: UV varnish one side only
- Ensuring signoff of printer's proof by CEO and AG
- Liaising with printers for the supervision and oversight of printing finalisation, colour pass and on-time delivery.

**Deadline for delivery of the printed Annual Report and CD Covers and CDs to Iziko is:  
Tuesday, 25 August 2026.**

### **Special Considerations**

Iziko Museums to provide all text and images for layout and design.  
The final production schedule must be agreed to between the parties and signed off.  
All design and layout work are to be scheduled between 1 June 2026 and 25 August 2026.

- The manuscript approved and signed off by Council should be available by 1 June 2026.
- A Schedule of deliverables will be agreed to between the parties upon the appointment of the service provider.
- A draft of the Annual Report publication should be ready (as work in progress) for upload to the Department of Sport Arts and Culture and the Department of Monitoring and Evaluation by 31 July 2026
- **Corrections to the Annual Financial Statements and related contents will need to be made, including after hours and over the weekend, between the 1 – 4 August 2026.**
- **The Auditor-General requires five (working days) to sign off the final document, which must be factored into the printing production schedule.**
- The final proof must be approved and signed off by the Auditor-General's office and ACEO before going to print.
- It is imperative that the delivery of the printed stock to Iziko must be by no later than 16:00 on 25 August 2026.
- The Designer to work with the Project Manager and Printer to ensure that this deadline is met.

### **Submissions should include:**

- PDF versions in support of similar work undertaken. Portfolio to be shared via WETransfer or GoogleDrive link to be supplied.
- Detailed quotation

### **Requirements for the appointed service provider:**

- Central Supplier Database (CSD) supplier number:
  - a. Registration on the government Central Supplier Database (CSD); include full CSD Registration Report from the National Treasury website.
  - b. Please include tax status verification pin and verification of banking details if these are not up to date on the CSD report.
- Proof of B-BBEE status level of contributor, valid B-BBEE certificate or sworn affidavit.
- SBD 4 Bidders Disclosure
- SBD 6.1 **PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022**

**Please submit quotations and mandatory documentation by no later than**  
**Tuesday, 26 May 2026 by 11h00am**

### 3. Compliance Documents

Service Providers must submit all documents as outlined in Table below.

**Table 3: Compliance Documents**

1	Central Supplier Database Report – with supplier number and company details ( <a href="http://www.csd.gov.za">www.csd.gov.za</a> )
2	Tax Status Verification Pin together with tax registration number.
3	Detailed pricing structure: A cost schedule detailing full cost breakdown, inclusive of VAT, any disbursement, and escalations, if applicable, etc. for the entire duration of the proposed contract must be provided.
4	A Valid B-BBEE Certificate or Sworn Affidavit to determine the Service provider's status level.
5	Annexure C - Confidentiality and Non-Disclosure Agreement.
6	SBD 4 – Bidders Disclosure.
7	SBD 6.1 Preference Points Claim Form in Terms of The Preferential Procurement Regulations 2022

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

**Table 2 Preferential Points**

Iziko is committed to achieving Government's transformation objectives in terms of the Preferential Procurement Policy Framework Act.

- Proposals will be evaluated on the 80/20 preference points scoring system: that is, 80% of the points awarded will be based on price and 20% of the points awarded will be based on specific goals.
- The value of this bid is estimated not to exceed R1 million (all applicable taxes included) and therefore the 80/20 system shall be applicable. Please Note: the above amount (R1 million) is not the budgeted amount for this project, but it is the Treasury threshold for written price quotations.

	<b>Specific goals allocated points</b>	<b>Price</b>
Total maximum points	<b>20</b>	<b>80</b>

#### 4. Functionality Scoring

**The Minimum qualify score for functionality to advance is 80 out of 100.**

The bids will be evaluated for functionality based on the evaluation criteria and the minimum threshold as shown in the table below. Any bid that fails to meet the overall minimum threshold of 80% or the minimum score for any individual component threshold will be disqualified for further evaluation on price and specific goals.

Functionality Criteria (80 points)		Points Allocation																					
<b>1</b>	<p><b>Company Profile and Experience</b></p> <p>Company profile demonstrates relevant industry experience, established years of operation in graphic design, communications, printing and/or multimedia production and content development. Years of operation, services offered, organisational structure, relevant industry experience and design software suite. Provider should have an appropriate number of years' experience in rendering the services and should be evidenced in the provider's company profile.</p> <table border="1"> <thead> <tr> <th>No.</th> <th>Description</th> <th>Rating</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><b>Company Profile and Experience</b></td> <td><b>15</b></td> </tr> <tr> <td></td> <td>Company profile demonstrates relevant years of experience in design and production of annual reports, graphic design, multimedia production and printing. Company has three (3) years or less experience.</td> <td><b>5</b></td> </tr> <tr> <td></td> <td>Company profile provides evidence of years of experience in design and production of annual reports, graphic design, multimedia production and printing. Company has more than three (3) years but less than five (5) years' experience.</td> <td><b>10</b></td> </tr> <tr> <td></td> <td>Company profile provides evidence of years of experience in design and production of annual reports, graphic design, multimedia production and printing. Company has more than five (5) years' experience.</td> <td><b>15</b></td> </tr> </tbody> </table>	No.	Description	Rating	1	<b>Company Profile and Experience</b>	<b>15</b>		Company profile demonstrates relevant years of experience in design and production of annual reports, graphic design, multimedia production and printing. Company has three (3) years or less experience.	<b>5</b>		Company profile provides evidence of years of experience in design and production of annual reports, graphic design, multimedia production and printing. Company has more than three (3) years but less than five (5) years' experience.	<b>10</b>		Company profile provides evidence of years of experience in design and production of annual reports, graphic design, multimedia production and printing. Company has more than five (5) years' experience.	<b>15</b>							
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<b>2</b>	<p><b>Project Team and CVs:</b></p> <p>Service Provider must prove capacity to undertake a project of this nature, demonstrated by the inclusion of Organisational structure demonstrating adequate resources to successfully implement project, as well as curriculum vitae reflecting the experience of the Project Manager and Designer. Project Manager should have a relevant qualification, at least three (3) years relevant experience in Annual Report production design and project management. Designer should have a relevant design qualification and well as at least 3years of graphic design experience and expert knowledge of design software. Proofreader should have a related qualification and at least 2 years' experience.</p> <table border="1"> <thead> <tr> <th>No.</th> <th>Description</th> <th>Rating</th> </tr> </thead> <tbody> <tr> <td>2</td> <td><b>Experience of the TEAM</b></td> <td><b>45</b></td> </tr> <tr> <td>2.1</td> <td>Project manager's experience - Team leader must have minimum of three years (3) working experience in design, print and publishing environment. (Indicate the role of the individual in project)</td> <td><b>15</b></td> </tr> <tr> <td></td> <td> <ul style="list-style-type: none"> <li>• Less than Three Years of experience = 0</li> <li>• Three (3) Years of experience but less than five (5) years = 5</li> <li>• Five (5) Years of experience but less than eight (8) years = 10</li> <li>• More than eight (8) years of experience = 15</li> </ul> </td> <td></td> </tr> <tr> <td>2.2</td> <td>Graphic Designer's Experience - Member must have minimum of three years (3) working experience in design, print and publishing environment.</td> <td><b>15</b></td> </tr> <tr> <td></td> <td> <ul style="list-style-type: none"> <li>• Less than Three Years of experience = 0</li> <li>• Three (3) Years of experience but less than five (5) years = 5</li> <li>• Five (5) Years of experience but less than eight (8) years = 10</li> <li>• More than eight (8) years of experience = 15</li> </ul> </td> <td></td> </tr> <tr> <td>2.3</td> <td>Proofreader should have a related qualification and at least 3 years' working experience in proofreading, writing, copy editing in a publishing environment.</td> <td><b>15</b></td> </tr> </tbody> </table>	No.	Description	Rating	2	<b>Experience of the TEAM</b>	<b>45</b>	2.1	Project manager's experience - Team leader must have minimum of three years (3) working experience in design, print and publishing environment. (Indicate the role of the individual in project)	<b>15</b>		<ul style="list-style-type: none"> <li>• Less than Three Years of experience = 0</li> <li>• Three (3) Years of experience but less than five (5) years = 5</li> <li>• Five (5) Years of experience but less than eight (8) years = 10</li> <li>• More than eight (8) years of experience = 15</li> </ul>		2.2	Graphic Designer's Experience - Member must have minimum of three years (3) working experience in design, print and publishing environment.	<b>15</b>		<ul style="list-style-type: none"> <li>• Less than Three Years of experience = 0</li> <li>• Three (3) Years of experience but less than five (5) years = 5</li> <li>• Five (5) Years of experience but less than eight (8) years = 10</li> <li>• More than eight (8) years of experience = 15</li> </ul>		2.3	Proofreader should have a related qualification and at least 3 years' working experience in proofreading, writing, copy editing in a publishing environment.	<b>15</b>	
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2.3	Proofreader should have a related qualification and at least 3 years' working experience in proofreading, writing, copy editing in a publishing environment.	<b>15</b>																					

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<b>Functionality Criteria (80 points)</b>	<b>Points Allocation</b>
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<b>3</b>	<b>Project Plan and Approach Methodology:</b>	<p>Provider must submit a high-level project plan demonstrating the project milestones, turnaround times and should indicate the provider's ability to meet the statutory deadlines of the scope of work. The plan should also allow for sufficient time to make changes and revisits areas for consideration.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">No. 3</th> <th style="width: 45%;">Description</th> <th style="width: 20%;">Rating</th> </tr> </thead> <tbody> <tr> <td colspan="2"><b>Project Plan and Approach Methodology:</b></td> <td style="text-align: center;"><b>15</b></td> </tr> <tr> <td rowspan="3"> <b>Approach and Methodology including:</b> <ul style="list-style-type: none"> <li>• Clear Project plan</li> <li>• Demonstrates capacity, and allocated resources</li> <li>• Outlines timeframes for design, layout and corrections and revisions</li> <li>• Indicates communication processes.</li> </ul> </td> <td>Approach and methodology are clear and contains all four specified criteria.</td> <td style="text-align: center;"><b>15</b></td> </tr> <tr> <td>Approach and methodology are clear and contains at least three specified criteria.</td> <td style="text-align: center;"><b>10</b></td> </tr> <tr> <td>Project plan is unclear but contains at least two of the specified criteria.</td> <td style="text-align: center;"><b>5</b></td> </tr> </tbody> </table>	No. 3	Description	Rating	<b>Project Plan and Approach Methodology:</b>		<b>15</b>	<b>Approach and Methodology including:</b> <ul style="list-style-type: none"> <li>• Clear Project plan</li> <li>• Demonstrates capacity, and allocated resources</li> <li>• Outlines timeframes for design, layout and corrections and revisions</li> <li>• Indicates communication processes.</li> </ul>	Approach and methodology are clear and contains all four specified criteria.	<b>15</b>	Approach and methodology are clear and contains at least three specified criteria.	<b>10</b>	Project plan is unclear but contains at least two of the specified criteria.	<b>5</b>
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<b>4</b>	<b>Portfolio</b>	<p>Portfolio should include at least three types of marketing materials designed and produced, one of which must be an annual report.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 75%;">Description</th> <th style="width: 25%;">Rating</th> </tr> </thead> <tbody> <tr> <td><b>Portfolio</b></td> <td style="text-align: center;"><b>15</b></td> </tr> <tr> <td> <ul style="list-style-type: none"> <li>• Portfolio includes less than three types of marketing materials designed and produced, one of which must be an annual report = 5</li> <li>• Portfolio includes three types of marketing materials designed and produced, one of which must be an annual report = 10</li> <li>• Portfolio includes less than three types of marketing materials designed and produced, one of which must be an annual report = 15</li> </ul> </td> <td style="text-align: center;"><b>15</b></td> </tr> </tbody> </table>	Description	Rating	<b>Portfolio</b>	<b>15</b>	<ul style="list-style-type: none"> <li>• Portfolio includes less than three types of marketing materials designed and produced, one of which must be an annual report = 5</li> <li>• Portfolio includes three types of marketing materials designed and produced, one of which must be an annual report = 10</li> <li>• Portfolio includes less than three types of marketing materials designed and produced, one of which must be an annual report = 15</li> </ul>	<b>15</b>
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**5 Reference letters:**

Provider provides three (3) written references from companies/entities where similar services were rendered. The reference letters should be on an official company letterhead, must be dated and signed with contactable telephone numbers. It must include a description of work performed, dates of engagement/services rendered, and the level of services rendered.

Description	Rating
<b>Experience of the TEAM</b>	<b>10</b>
<ul style="list-style-type: none"><li>• Less than three letters = 0</li><li>• Three (3) valid contactable reference letters = 5 point</li><li>• More than three (3) contactable reference letters - 10 points</li></ul>	

## 5. PRICING SCHEDULE

Price is an important factor as it ensures optimum value for money and should consider all potential aspects of the hosting, development, maintenance and optimisation process and implementation.

A cost schedule detailing, inclusive of VAT, all applicable elements, detailing the following contract components comprising of both the fixed and variable costs must be provided, as detailed in the following cost schedule tables.

### **Pricing Instructions**

1. Payment will be made based on the deliverables for goods/services received in terms of the contract agreed to between the parties.
2. Payment will only be made based on work completed satisfactorily, and invoices provided and approved by the project manager.
3. Offer to be valid for 60 days from the bid closing date.

**Please Note: a formal detailed quotation to be sent with proposal. The pricing schedule and formal quotation must include all applicable costs and there can be no variation after award has been made.**

<b>Costing Breakdown</b>	
<b>Description – Project   Design of the Iziko Annual Report 2025/26</b>	<b>Cost</b>
<ul style="list-style-type: none"> <li>Design of the Iziko Annual Report 2025/26 Includes three design layout and cover concept options, And three sets of corrections as well as designing of infographics and illustration related to performance targets.</li> </ul> <p><b>Book design</b> To see past annual Reports see <a href="https://www.iziko.org.za/annual-reports">https://www.iziko.org.za/annual-reports</a></p>	<b>R</b>
<ul style="list-style-type: none"> <li>Design of the Iziko Annual Report 2025/26 Power Point Template</li> </ul>	<b>R</b>
<ul style="list-style-type: none"> <li>Design of the Iziko Annual Report 25/26 CD Cover</li> </ul>	<b>R</b>
<ul style="list-style-type: none"> <li>Layout of the Iziko Annual Report 2025/26</li> <li>228 pp* inside text + 4 pp cover (*estimate)</li> <li>Contents: 4/4 (full colour)</li> <li>Cover: 4/4 (full colour both sides)</li> <li>Material contents: 120 gsm Matt Art paper</li> <li>Material cover: 320gsm Inver Cote Creato Matt</li> </ul>	<b>R</b>
<ul style="list-style-type: none"> <li>Design of 10 performance related infographic posters.</li> </ul>	<b>R</b>
<ul style="list-style-type: none"> <li>Author's corrections Applies to any major changes to copy and layout that would be required including revisions to the Annual Financial Statements within agreed to timeframes.</li> </ul>	<b>R</b>
Proofreading at four stages of design and production process.	<b>R</b>
<ul style="list-style-type: none"> <li>Digital Printing of Iziko Annual Report 2025/26 (100 copies)</li> <li>Hard copy colour proof for printer;</li> </ul>	<b>R</b>
<ul style="list-style-type: none"> <li>Providing the 10x copies of the Iziko Annual Report CD (printing of cover on both the CD and case or sleeve), as well as ensuring Annual Report 2025/26 is copied onto CD in the following formats: <ul style="list-style-type: none"> <li>HiRes PDF</li> <li>LowRes PDF</li> </ul> </li> </ul>	<b>R</b>
<ul style="list-style-type: none"> <li>All other reasonable ad-hoc duties that may arise during the project implementation as agreed to between the parties.</li> <li>Production meetings, contact sessions and liaison</li> <li>Administration and Management Fee</li> </ul>	<b>R</b>
Sub-Total	<b>R</b>
VAT	<b>R</b>
Total	<b>R</b>
•Contingency fee 15% of total quote	<b>R</b>

- ❖ A contingency fee is typically used to cover unplanned or unforeseen expenditures that could not reasonably have been anticipated at the inception of the project; its use is subject to prior approval from Iziko Museums and must be clearly itemised in the final invoice upon project completion.

**6. 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.

**7. 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 Quote and to withdraw its decision to seek the provision of these services at any time.

**8. 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 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 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 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.