an agency of the
Department of Arts and Culture

REQUEST FOR QUOTATION (RFQ)

THE APPOINTMENT OF AUDIT SUPPORT SERVICES TO REVIEW THE ANNUAL FINANCIAL STATEMENTS AND THE IMPLMENTATION OF PRIOR YEAR AUDIT FINDINGS

Reference Number	**RTQ/AFS/04/2025**
Description	**A SERVICE PROVIDER TO REVIEW THE ANNUAL FINANCIAL STATEMENTS AND REVIEW THE IMPLMENTATION OF PRIOR YEAR AUDIT FINDINGS**
Name of the responsible unit/department	**Finance and Administration**
Address	Iziko South African Museum, 25 Queen Victoria Street, Cape Town, 8001
Attention	Siphamandla Oupa
Compulsory briefing session and site visit	No
Closing date and time for submission	Friday 9 May 2025 at 16h00
Method of delivery	Quotes / Proposals, and accompanying documentation, **must be emailed** to (SCM) 021 481 3917: scm@iziko.org.za; soupa@iziko.org.za
Technical enquiries	**Please contact CFO, Ronell Pedro:** Telephone 021 481 3825 (office hours) Email: rpedro@iziko.org.za
Name of Bidding Company	
CSD Supplier Number (MA………..Number)	
B-BBEE Status Level of Contribution	
Quoted Price (Incl Vat)	
Signature	

BIDDER'S DISCLOSURE

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:

…………………………………………………………………………….
…………………………………………………………………………….

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:

[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.

3.1 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.

(SBD 6.1)

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

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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:

80/20 **or** **90/10**

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right) \quad \text{or} \quad Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

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:

80/20 **or** **90/10**

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right) \quad \text{or} \quad Ps = 90\left(1 + \frac{Pt - P\,max}{Pmax}\right)$$

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 dis crimination 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
- ☐ 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

………………………………………
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: ……………………………………………………….

DATE: ……………………………………………………….

ADDRESS: ……………………………………………………….
……………………………………………………….
……………………………………………………….
……………………………………………………….

REQUEST FOR QUOTATION (RFQ)

THE APPOINTMENT OF AUDIT SUPPORT SERVICES TO REVIEW THE ANNUAL FINANCIAL STATEMENTS AND THE IMPLMENTATION OF PRIOR YEAR AUDIT FINDINGS

1. Background

Iziko Museums of South Africa ("Iziko") invites suitably qualified Accounting and Audit Service Providers to submit quotations for the review of the Draft Annual Financial Statements (AFS) for the financial year ending 31 March 2025. The objective of the review is to assess whether the AFS conforms to the required format, content, presentation, and disclosure in accordance with the accrual basis of accounting and the standards of Generally Recognised Accounting Practice (GRAP).

In addition, the service provider will be required to perform an independent review of prior year audit findings as reflected in the Audit Implementation Plan and the 2023/24 Management Report.

2. Scope of Work

i. Review of Annual Financial Statements

The scope of work relating to the Draft AFS prepared by Management must focus on the following key areas:

- Review of the overall presentation and disclosure of the draft AFS to ensure compliance with relevant GRAP standards;
- Verification that notes and disclosures align with applicable reporting guidelines and supporting schedules;
- Confirmation of the accuracy of:
  - Opening balances against prior year audited financial statements;
  - Balances in the draft AFS against working papers, schedules, or supporting documents (including the Trial Balance);
  - Page numbers, note references, totals, and cross-references throughout the document**;**
  - the review of the AFS supporting working papers audit file.
- Assurance that the draft AFS is appropriately presented and disclosed in line with GRAP requirements.

ii. Review of Prior Year Audit Findings

The service provider will be expected to:

- Conduct a detailed review of audit findings raised during the 2023/24 audit cycle;
- Assess the current status of each finding based on the Audit Implementation Plan;
- Evaluate the adequacy and effectiveness of management's remedial actions;
- Identify unresolved issues or repeat findings, including underlying causes;
- Provide independent commentary on the progress made and any areas of concern or risk of non-compliance.

iii. Review of the 2023/24 Management Report

The review must include:

- An assessment of the 2023/24 Management Report issued by external auditors;
- Cross-referencing this report with the Audit Implementation Plan and management responses;
- Evaluating the effectiveness of internal controls implemented to address identified issues;
- Highlighting any significant or high-risk issues requiring urgent attention**.**

iv. Reporting and recommendations

The appointed service provider must:

- Submit a detailed report to the Audit Committee summarizing all findings and observations;
- Provide practical, prioritized recommendations to address recurring or unresolved audit findings;
- Attend at least one Audit Committee meeting (or more, if agreed) to present the findings and respond to queries.

3. Deliverables

The following deliverables are expected:

- Comprehensive Audit Review Report, including a summary of findings, progress assessments, and recommendations;
- Summary presentation tailored for the Audit Committee;
- Attendance at relevant Audit Committee meetings and provision of support documentation as required.

4. Timelines

- Project commencement: 12 May 2025
- Draft report submission: 20 May 2025
- Final report and presentation: 28 May 2025

5. Expertise Required

Interested service providers must demonstrate:

- Proven experience in audit support, financial statement reviews, and public sector audit processes;
- Expertise in GRAP and understanding of applicable regulatory frameworks;
- Strong analytical and reporting skills;
- Ability to communicate and collaborate effectively with senior management and oversight committees.

6. Bidding Stages

The Service Provider must comply with Iziko's Supply Chain Management policies and procedures by submitting the required documents.

The bidding requirements and stages are summarised in the table below:

Table 1: Bidding requirements and stages

Stage 1- Administrative Documents	**Stage 2 - Functionality Criteria**	**Stage 3 - Price and Specific Goals**
Bidders must submit all documents as outlined in **Table 2: Administrative Documents**. **Note: Failure to supply any of the administrative documents stipulated below <u>may lead to disqualification</u>** **Bidders will be given three (3) working days and one opportunity in which to submit any missing or incomplete administrative documents**	Bidders are required to achieve a minimum of 70% on functionality criteria to proceed to the next stage **Refer Table 3** – **Required documents to enable functionality scoring.** **Note: Failure to supply any of the administrative documents stipulated below <u>may lead to disqualification</u>** **Bidders will be given three (3) working days and one opportunity in which to submit any missing or incomplete documents**	Bidders that meet the minimum threshold for functionality will be evaluated based on Price & Preferential Procurement Specific Goals Evaluation Criteria as indicated in **Table 4**: **Price – 80 points** **Specific Goals– 20 points**

Compliance Documents

All bidders must be registered on the Central Supplier Database (CSD). A current CSD report (not older than 3 months) must accompany all bids. Failure to comply with this requirement will result in the bid not being considered.

Order	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

Table 2: Administrative Returnable Documents

If any of the required documents are not included in the bid, bidders will be requested in writing to submit the documents within three (3) working days and failure to do so by the third working day, will result in the relevant bid to rejected**.**

Administrative Returnable Documents	
2.	Completed SBD 1 - ***Invitation to Bid***
3.	Completed SBD 3.3 - ***Pricing Schedule*** 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.	Completed SBD 4 – Bidder's ***Disclosure***
5.	Completed SBD 6.1 - ***Preference Points Claim Form (Preferential Procurement Regulations 2022)***

Table 3: Documentation for Functionality Scoring

If any of the required documents are not included in the bid, bidders will be requested in writing to submit the documents within three (3) working days and failure to do so by the third working day, will result in the relevant bid to rejected**.**

No.	**In order to score the bid for functionality, the proposal should include the following:**
1	**Service Provider Reputation** Reference (s) letters for similar work performed in the past 5 years
2	**Service Provider experience** Portfolio of projects completed detailing: 1. Name of Client 2. Description of the project/work done 3. The value of the project
3	**Technical capability** CVs and recently certified copies of qualifications of key personnel
4	**Valid registration or membership to a professional body** Certificates indicating membership of team members to a relevant professional body

Price and Specific Goals evaluation

In terms of regulation 6 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated on the 80/20-preference point system in terms of which points are awarded to bidders based on:

- The bid price (maximum 80 points)
- Specific Goals (maximum 20 points

Table 4: Price and Specific Goals

Preference Point Criteria	**Points Allocation**
Price	**80**
Specific Goals A Valid B-BBEE certificate or Sworn Affidavit; Company Registration Certification Identification Documentation of shareholders. Latest CSD report	20

Ownership by HDIs (Who had no franchise on national elections before the 1983 and 1993 constitution) 50% or more black ownership = 20 points Less than 50% black ownership = 10 points 0% black ownership = 0 points	
TOTAL POINTS	**100**

7. Functionality

The maximum score attainable is 100 points. Only proposals that meet the Minimum Stipulated Threshold of 70% (80 points) of the Functionality Evaluation will be considered for further evaluation

Functionality Criteria		Points Allocation	Value
1.	**Service Provider Reputation**	25	
2.	**Service Provider experience**	25	
3.	**Technical capability**	25	
4.	**Valid registration or membership to a professional body**	25	
Sub Total		**100**	
Minimum Stipulated Threshold to be met		70 points (70%)	

The allocation of points for the evaluation of quality/functionality is set out in the table below

Description	Evaluation Criteria	Score
1. Service Provider Reputation Reference letters indicating the service provider reputation within the industry for the required service	Reference (s) letters for similar work performed in the past 5 years. The reference letters: 1. must be signed by the referee 2. Iziko reserves the right to verify the validity of the references. **(Max 25)**	
	5 or more reference letters for similar work done within the past 5 years	**25**
	4 reference letters for similar work done within the past 5 years	**15**
	3 reference letters for similar work done within the past 5 years	**10**
	No references letters/unsigned reference letters/reference letters do relate to the service required/relate to work done more than 5 years ago	**0**

Description	Evaluation Criteria	Score
2. Service Provider experience Relevant Experience in Audit Reviews and AFS Quality Assurance (past 5 years)	Provide a portfolio of projects completed detailing: 1. Name of Client 2. Description of the project/work done 3. The value of the project **(Max 25)**	

	5 or more similar projects	**25**
	4 but < 5 projects	**20**
	3 but < 4 projects	**15**
	2 but < 3 projects	**10**
	1 but < 2 projects	**5**
	No portfolio of projects/Projects not related to service provided	**0**

Description	Evaluation Criteria	Score
3. Technical capability Key personnel to be assigned to the project with relevant qualifications and relevant practical experience and knowledge of the GRAP Accounting Standards	Provide CVs and recently certified copies of qualifications of key personnel **(Max 25)**	
	5 or more years' experience in heritage asset valuations	**25**
	4 but < 5 years	**20**
	3 but < 4 years	**15**
	2 but < 3 years	**10**
	1 but < 2 years	**5**
	Less than 1 year	**0**

Description	Evaluation Criteria	Score
4. Valid registration or membership to a professional body The service provider or key team members must be registered with the South African Institute of Chartered Accountants (SAICA).	Provide certificates indicating membership of team members to a relevant professional body **(Max 25)**	
	5 or more team members are registered with the South African Institute of Chartered Accountants (SAICA).	**25**
	4 but < 5 team members are registered with SAICA.	**20**
	3 but < 4 team members are registered with SAICA.	**15**
	2 but < 3 team members are registered with SAICA.	**10**
	1 but < 2 team members are registered with SAICA.	**5**
	No team members are registered with SAICA.	**0**

8. Price

Price is an important factor as it ensures optimum value for money and Total Cost to Iziko and should take into account the full duration of the contracting period.

Please complete Annexure A, below. A cost schedule detailing hourly rates, inclusive of VAT, any disbursements and escalations, if applicable, etc. for the entire duration of the proposed contract must also be provided.

9. Validity Period

Offer to be valid for 60 working days from the bid closing date.

10. 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.

11. General Principles

a) The lowest or only quotation received will not necessarily be accepted.

b) Iziko and its Council reserves 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.

12. 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 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.

ANNEXURE A: PRICING SCHEDULE

A detailed and Comprehensive Pricing Schedule must be submitted, using the table below as a guideline

1. A detailed pricing structure indicating hourly rates must be submitted.
2. The pricing structure must be inclusive of VAT
3. Any disbursements and escalations must be indicated separately.
4. Payment will be made based on the deliverables for the service received.
5. Payment will only be made on the basis of work completed satisfactorily, and invoices provided and approved by the project manager.

DESCRIPTION	UNITS (Please indicate hours	UNIT PRICE	VAT	AMOUNT (Incl VAT)
TOTAL AMOUNT (INCLUDING VAT)				