

**REQUEST FOR QUOTATION (RFQ) FOR THE APPOINTMENT OF A CHANGE MANAGEMENT SERVICE PROVIDER**

<b>Reference Number</b>	<b>IZIKO_HR_RFQ_2024/06/27</b>
<b>Description</b>	<b>CHANGE MANAGEMENT SERVICE PROVIDER</b>
<b>Address</b>	25 Queen Victoria Street, Cape Town, 8001
<b>Attention</b>	Olga Jeffries (Acting Human Resources Director)
<b>Site Visit</b>	N/A
<b>Closing date and time for submission</b>	10 July 2024 @ 11H:00
<b>Method of delivery</b>	Quotes / Proposals, and accompanying documentation, <b>must be emailed</b> to (SCM) 021 481 3889: Sikelwa Madlavu <a href="mailto:smadlavu@iziko.org.za">smadlavu@iziko.org.za</a> and Siphamandla Oupa <a href="mailto:soupa@iziko.org.za">soupa@iziko.org.za</a>
<b>Technical enquiries</b>	Olga Jeffries, <a href="mailto:ojeffries@iziko.org.za">ojeffries@iziko.org.za</a> (021) 481 3992
<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 (SBD4)**

**1. PURPOSE OF THE FORM**

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**

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

\_\_\_\_\_

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.

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.
- 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.

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<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.

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)

**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:

$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right) \text{ or } Ps = 90 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

80/20                      or                      90/10

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:

$$P_S = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or } P_S = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = 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	<ul style="list-style-type: none"> <li>• Proof of B-BBEE certificate:</li> </ul>		

of persons, historically disadvantaged- (HDI) by unfair discrimination on the basis of	<ul style="list-style-type: none"> <li>• Company Registration Certification</li> <li>• Identification Documentation.</li> <li>• CSD report</li> </ul>		
<b>Race: Black persons (ownership)*</b> 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)	
NAME OF ORGANISATION:	.....
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 Labour relations Act of 1995 and the Basic Conditions of Employment Act of 1997 (as amended) and its concomitant Regulations.

## 2. Overview

Iziko Museums is undergoing a significant transformation process involving the amalgamation of two separate entities, namely the William Humphreys Art Gallery (Kimberly) and the National Museums (Bloemfontein) into Iziko Museums of South Africa. To ensure a smooth and successful transition and integration for all stakeholders, we are seeking a qualified Change Management Service Provider to partner with us. Our goal is to create a seamless and efficient organisation while fostering a positive and collaborative work environment.

## 3. Scope of Services

- **Comprehensive Change Management Plan:** Develop a strategic plan encompassing all aspects of the amalgamation and integration. This plan should address communication strategies, stakeholder engagement, training and development programs, resistance management, and a clear timeline with defined milestones.
- **Policy Integration and Harmonization:** Analyse and review existing policies and procedures from all three entities. Develop a plan for integrating and harmonizing these policies to create a consistent and compliant framework. Facilitate workshops and discussions to ensure clear understanding and adoption of policies.
- **Organizational Development:** Conduct activities to create a shared vision for the future organization. This will involve fostering collaboration, team building, and a sense of belonging among employees from all three legacy entities.
- **Benefits and Remuneration Analysis:** Evaluate the current benefits and remuneration structures across all entities. Develop and recommend a unified and equitable system for the organization, ensuring fairness and transparency.
- **Organisational Design:** Analyse the organizational structures of the three entities and recommendations from DSAC reports identifying strengths, weaknesses, and potential redundancies. Recommend an optimal organizational design for the new Iziko that promotes efficiency, effectiveness, and clear lines of reporting. This may involve creating new departments, teams, or positions.
- **Job Description, Review and Development:** Review existing job descriptions and revise them to reflect the new structure and responsibilities within the amalgamated organization. Develop new job descriptions where necessary.
- **Communication and Stakeholder Engagement:** Develop a comprehensive communication strategy to

keep all stakeholders informed throughout the amalgamation process. This includes employees at all levels, management teams, external partners, and relevant government agencies. Utilize various communication channels to ensure clear and consistent messaging.

- **Change Management Training:** Provide training programs for leaders and managers on effective change management practices. Equip them with the skills and knowledge to lead their teams through the transition effectively.
- **Resistance Management:** Develop strategies to identify and address potential resistance to change from employees. Provide support mechanisms to help employees adjust to the new structure and working environment.
- **Feasibility studies and blue-blue prints:** Consider and incorporate recommendations from studies and reports generated through DSAC to improve efficiency, economy and effectiveness in the operations of Iziko Museums.

#### **4. Competency and expertise requirements**

The preferred service providers assigned to Iziko's should be equipped to guide Iziko Museums Executive Management Team and assist with the implementation of the Change Management plan, providing ongoing support and guidance through establishing key performance indicators (KPIs) to measure the success of the amalgamation process

#### **5. Duration of contract**

The contract will be for 12 months.

#### **6. EVALUATION PROCESS & CRITERIA**

Responses will be evaluated on the functional criteria, where after qualifying responses will be evaluated on the Price and Preference Points:

##### **6.1 EVALUATION PROCESS**

###### **6.1.1. COMPLIANCE WITH MINIMUM REQUIREMENTS**

All quotations duly lodged will be examined to determine compliance with bidding requirements and conditions. Quotations with obvious deviations from the requirements/conditions will be eliminated from further consideration.

###### **6.1.2 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.

All quotations will be evaluated according to the criteria, weightings and threshold scores as Indicated in 6.2 below:

##### **6.2 EVALUATION CRITERIA**

The criteria and weights referred to in paragraph 6.1. above are as follows:

(Table 1) Phase 1 - Critical Evaluation Criteria

#	<b>CRITICAL EVALUATION CRITERIA</b>  Non-weighted, mandatory requirements to be met, for the bidder's submission to qualify. Bidders, who do not meet all the below mentioned requirements will be disqualified:	<b>Comply (YES/NO) - Provide supporting documents where required.</b>	
		<b>YES</b>	<b>NO</b>
<b>1.</b>	<p>Service provider must have a proven track record of success in managing large-scale organizational change projects, particularly those involving amalgamations. The ideal candidate will have demonstrable experience in the following areas:</p> <ul style="list-style-type: none"> <li>• Change Management methodologies and best practices</li> <li>• Entity amalgamation</li> <li>• Policy integration and harmonization</li> <li>• Organizational development and culture change</li> <li>• Benefits and remuneration design and implementation</li> <li>• Organizational design and restructuring expertise</li> <li>• Communication and stakeholder engagement strategies</li> <li>• Training and development programs for change management</li> <li>• Resistance management techniques</li> <li>• Project management expertise</li> </ul>		
<b>2.</b>	Bidders to submit their CVs, copies of their academic and professional qualifications; admission and enrollment; letters of good standing with their professional body. (bidder should provide proof should they be waiting for the valid certificate).		

All tenders that do not comply with the Critical Requirement shall not be considered for further evaluation against Table 1 – Functionality Criteria.

## 7. Mandatory Requirements

Bidders must comply with all the mandatory requirements outlined below, in order to be able to proceed further to price and preference evaluation.

Proposals will be evaluated on the 80/20 preference points scoring system: that is, 80% of the points awarded will be based on price, as indicated in the table below; and 20% of the points awarded will be based on specific goals, allocated as indicated in the table below:

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

The selected service provider shall be required to indicate their capacity to deliver the services required by Iziko as per the requirements below:

**Table 1: Functionality Criteria**

<b>1.Relevant Experience</b>	<b>Description</b>	<b>Weighting</b>
Track record of previous work done for clients in terms of amalgamation/ restructuring and change management. This must be demonstrated by: <ul style="list-style-type: none"> <li>• 5 reference letters from five different clients</li> <li>• The reference letters must be on the client's letterhead and must be related to labour law services provided.</li> <li>• Reference letters must not be older than 3 years</li> </ul>	<ul style="list-style-type: none"> <li>• 5 and above reference letters from previous projects.</li> </ul>	30
	<ul style="list-style-type: none"> <li>• 3-4 reference letters from previous projects.</li> </ul>	15
	<ul style="list-style-type: none"> <li>• Less than 3 reference letters</li> </ul>	0
<b>2. Proposed approach/methodology:</b>		
Proposed approach and provisional project plan being proposed to execute the assignment.	<ul style="list-style-type: none"> <li>• Excellent: Proposed approach includes innovative suggestions that goes to a significant extent beyond the minimum requirements as per these Terms of Reference and the project plan is realistic and achievable.</li> </ul>	30
	<ul style="list-style-type: none"> <li>• Average: Proposed approach addresses only the minimum requirements as per these Terms of Reference and the project plan is realistic and achievable.</li> </ul>	15
	<ul style="list-style-type: none"> <li>• Poor: Both the proposed approach does not address the minimum requirements as per these Terms of Reference and the project plan is not realistic and achievable</li> </ul>	0
<b>3. Relevant Skills and Internal Capacity</b>		
Bidders are required to provide the CVs of the proposed Project team that will assist Iziko with required service. The project team members must have at least 10 years' experience as per the required scope of work.	<ul style="list-style-type: none"> <li>• 10 years and more</li> </ul>	15
	<ul style="list-style-type: none"> <li>• 5 years</li> </ul>	5
	<ul style="list-style-type: none"> <li>• less than 5 years</li> </ul>	0
Director or Project lead are required to possess qualification in Psychology or an HR related field or equivalent (from a recognised institution):	<ul style="list-style-type: none"> <li>• Masters in HR or psychology or a relevant field</li> </ul>	25
	<ul style="list-style-type: none"> <li>• Bachelor in HR or psychology or a relevant field</li> </ul>	10
	<ul style="list-style-type: none"> <li>• Diploma in HR, psychology or a relevant field</li> </ul>	0
<b>Total Scoring</b>		100

**Bidders are required to achieve a score of 80 points in order to be considered for the Specific Goals and Price evaluations.**

## **8. Pricing**

Price is an important factor as it ensures optimum value for money and should take into account the full duration of the contracting period. A cost schedule detailing, inclusive of VAT, any disbursements, including delivery costs, as well as escalations, if applicable, etc. must be provided in the table below:

**Table 2: Cost Schedule**

<b>No</b>	<b>Service Description:</b>	<b>Costing per service (hourly rate):</b>
1.1	Developing a comprehensive change management plan	
1.2	Policy integration and harmonisation	
1.3	Organisational Development	
1.4	Benefits and remuneration analysis	
1.5	Organisational design and restructuring	
1.6	Job description review and development	
1.7	Communication and stakeholder engagement	
1.8	Change Management training	
1.9	Resistance Management	
1.10	Implementation and development	
1.11	Feasibility studies and blue-blue prints	
	<b>Any other applicable costs:</b>	
	<b>Total Excluding VAT</b>	
	<b>VAT 15%</b>	
	<b>Total including VAT</b>	

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

**Table 3: Compliance Documents**

1	Central Supplier Database Report – with supplier number and company details ( <a href="http://www.csd.gov.za">www.csd.gov.za</a> ) and (Compliant) Tax Status Verification Pin together with tax registration number.
2	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.
3	A Valid B-BBEE Certificate or Sworn Affidavit to determine the Service provider's status level.
5	SBD 4 – Bidders Disclosure.

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

## 9. Preference Points Claim

SBD 6.1 Preference Points Claim form in terms of the Preferential Procurement Regulations of 2022. The points are allocated as follows:

**Table 4: Preference Point System**

Description		Points Allocated
1.	Price	80 Points
2.	Specific Goals	20 Points

## 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. 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.

### 13. Declaration

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

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

Signed

Date

Name

Position

Enterprise  
name

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

#### 1. Disqualification

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

#### 2. Bid Document Submission

Emailed tender documents will be accepted. However, the onus is on the tenderer to ensure that complete email documents have been received by 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.