

REQUEST FOR QUOTATION (RFQ) FOR LOCKSMITH TO REPAIR STRONGROOM LOCK

Reference Number	IZIKO_C & D_RFQ_2023/09/07
Description	Request For Quotation (RFQ) for Locksmith to Repair Strong Room Lock
Address	Iziko South African Museum, 25 Queen Victoria Street, Cape Town, 8001
Attention	Noleen Donson and Siphamandla Oupa
Site Visit	Not Compulsory but strongly recommended. Kindly arrange with: Jofred Opperman and Gabriel Lukoji
Closing date and time for submission	22 September 2023 @ 11:00am
Method of delivery	Quotes / Proposals, and accompanying documentation, must be emailed to (SCM) 021 481 3917: ndonson@iziko.org.za and soupa@iziko.org.za
Technical enquiries	Jofred Opperman Direct Line: 021 481 7240 or 073 980 1978 jopperman@iziko.org.za Gabriel Lukoji Direct Line: 021 481 7240 and 073 447 7173 glukoji@iziko.org.za
Name of Company	
CSD Supplier Number (MA.....Number)	
B-BBEE Status Level	
Quote Price (Incl Vat)	
Signature	

1. Background

Iziko Museums of South Africa (Iziko) is a schedule 3A public entity and non-profit organisation, partly subsidised by the National Department of Sport, Arts & Culture (DSAC), bringing together 11 national museums and a Social History Centre situated in the Western Cape under a single governance and leadership structure. Iziko was established in terms of the Cultural Institutions Act, 1998 (Act No. 119 of 1998) and is required to comply with the Public Finance Management Act (PFMA), 1999 (Act No. 1 of 1999, as amended) and its concomitant Regulations.

2. Scope of Services/Goods

Iziko requires the services of a locksmith to repair a strongroom door lock. This is very important as the strongroom contains value animal specimen that are used for research purposes. The strongroom door does not lock at moment.

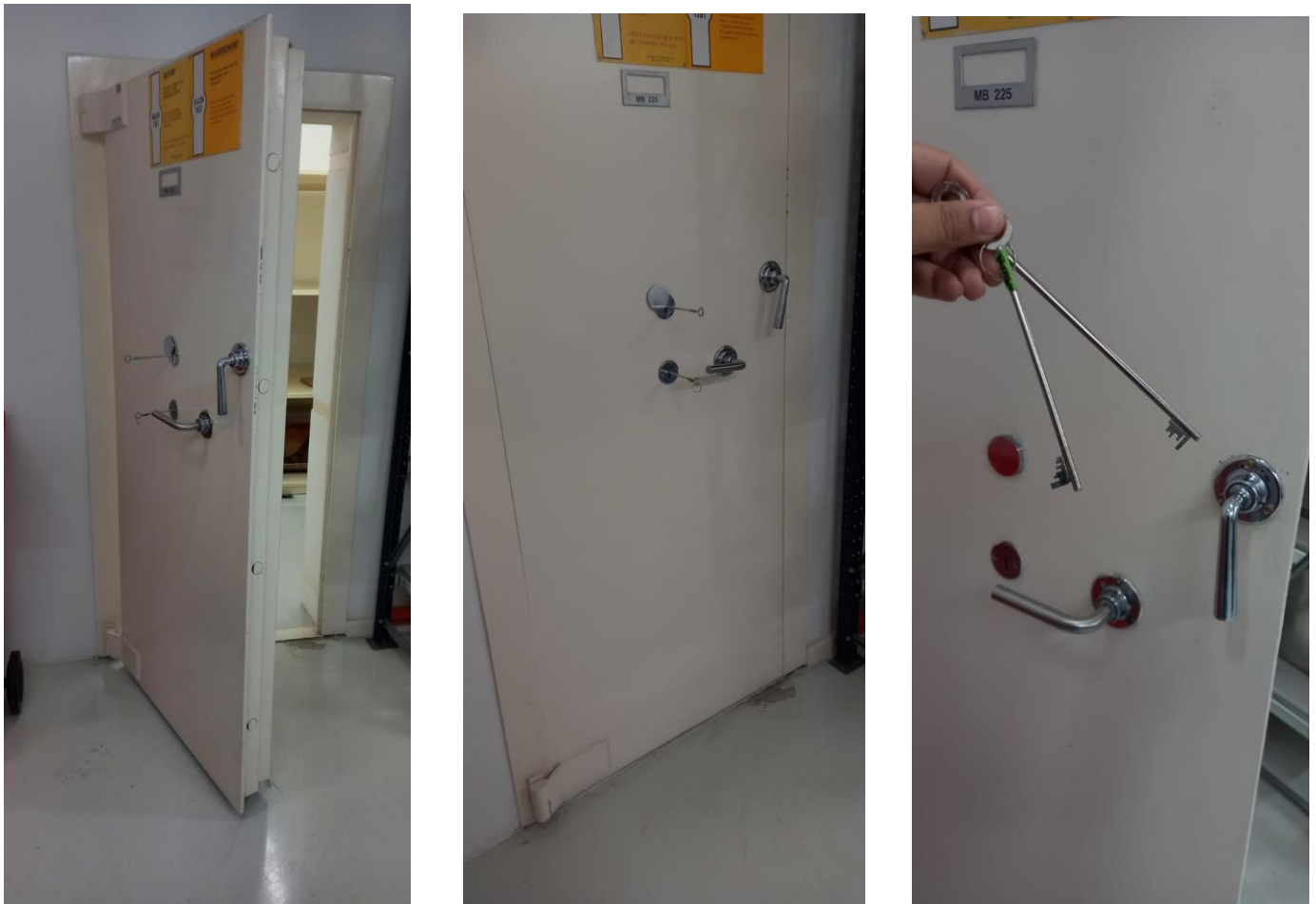


Fig.1. Images of strongroom door than can't lock and need repair.

3. Evaluation Criteria

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:

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

Specific goals allocated points		Price
Total maximum points	20	80

4. Compliance Documents

Service Providers must submit all documents as outlined in **Table 2 Compliance Documents** below.

Table 1: Compliance Documents

1	Central Supplier Database Report – with supplier number and company details (www.csd.gov.za) and Tax Status Verification Pin together with tax registration number.
2	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.
4	Annexure C - Confidentiality and Non-Disclosure Agreement.
5	SBD 4 – Bidders Disclosure.
6	Sb 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.

5. 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 2: Preference Point System

	SPECIFIC GOALS ALLOCATED POINTS	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)
<ul style="list-style-type: none"> Persons, or categories of persons, historically disadvantaged- (HDI) by unfair discrimination on the basis of 			
	Proof of B-BBEE certificate; Company Registration Certification Identification Documentation. CSD report Race are black persons (ownership)* 50% or more black ownership = 20 points Less than 50% black ownership = 10 points 0% black ownership = 0 points	20	
TOTAL POINTS		20	

7. Formal Contract

- 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.
- 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.

8. General Principles

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

Table 3: Cost Schedule

No	Service Description	Costing per service
1	Service Strong Room Safe Locks	
2	Replace Strong Room Safe Handle	
3	Long Duplicate Safey Key	
4	Service Call and Labour	
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	Total Excluding VAT	
	VAT 15%	
	Total including VAT	
	Company Name	
	Signature	