

**REQUEST FOR QUOTATION (RFQ) FOR APPOINTMENT OF A SPATIAL AUDIO ENGINEER
PROVIDER TO INSTALL AND CONFIGURE AV ELEMENTS IN AN UPCOMING EXHIBITION**

Reference Number	IZIKO RFQ- R and E -Multichannel - spatial audio engineer
Description	Iziko R&E RFQ Multichannel / spatial audio engineer with experience in sound installation, exhibition acoustics, loudspeaker system calibration and on-site mixing of discrete multichannel works.
Address	Iziko South African National Gallery, Government Ave, Cape Town, 8001
Attention	Noleen Donson and Amy Sephton
Issue Date	09 October 2026
Site Visit and Briefing	Iziko South African National Gallery, Government Ave, Cape Town, 8001 on 14 October 2026 @ 11H00
Closing date for submission	23 October 2026 @ 11h00
Method of delivery	Quotes / Proposals, and accompanying documentation, must be emailed to scm@iziko.org.za, ndonson@iziko.org.za;
Technical enquiries	Amogelang Maledu; ammaledu@iziko.org.za & Nkosingiphile Mazibuko nmazibuko@iziko.org.za
Name of Company	
CSD Supplier Number (MA.....Number)	
B-BBEE Status Level of Contribution	
Quote Price (Incl. Vat)	
Signature	

1. PURPOSE OF THE FORM

- 1.1 Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.
- 1.2 If a person is listed in the Register for Tender Defaulters and/or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

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

Full Name	Identity Number	Name of organ of state

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

- 2.3.1 If so, furnish particulars:

.....

- 2.4 Does the bidder or any of its directors/trustees/shareholders members/partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise, whether or not they are bidding for this contract?
YES/NO

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

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

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

3 GENERAL DECLARATION

I,, the undersigned, in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure.
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found to be false.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR

TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

.....
Signature

.....
Date

.....
Designation

.....
Name of bidder

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

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

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

1. GENERAL CONDITIONS

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

1.4. **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

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

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

2. DEFINITIONS

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

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where:

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

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where:

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

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

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

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

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm:

4.4. Company Registration number:
.....

4.5. TYPE OF COMPANY/FIRM

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

[TICK APPLICABLE BOX]

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

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

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

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

1. BACKGROUND

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

A **multichannel/spatial audio engineer** will be required to work on two artworks in Iziko's upcoming MTN UJ New Contemporaries - *Holding-sp(!!)ace for the in____between* exhibition at the Iziko South African National Gallery and to work on one ambient sound installation for the upcoming a *Amanzi eAfrica* exhibition at the Iziko South African Museum.

2. SCOPE OF SERVICES

Suitably qualified service providers are invited to submit quotations for the **acoustic assessment, AV installation, system calibration and spatial audio mixing** of three sound artworks in accordance with the attached drawings, specifications and plans in **Annexure A**. In addition, basic audio editing, soundscape production, looping and mastering will be needed for 1 of the three installations.

MTN UJ Artwork #1

Pneuma: For Mbizo & Mongezi (2026) — Zara Julius

What the Artwork Is *Pneuma* is a 6.1 multi-channel sound installation (7-channel playback) dedicated to exiled South African jazz musicians Johnny Mbizo Dyani and Mongezi Feza. Conceptually rooted in memory, land, and breath, the audio piece features a "chamber orchestra" ensemble of 6 voices of circular breathing; using continuous circular breathing. A stereo sample can be found here:

[https://soundcloud.com/zaharaj/circular-breathing-channel-1-sample/s-](https://soundcloud.com/zaharaj/circular-breathing-channel-1-sample/s-6heTBVCjYuV?si=f11b48d678644a82af9564a25a936b2e&utm_source=clipboard&utm_medium=text&utm_campaign=social_sharing)

[6heTBVCjYuV?si=f11b48d678644a82af9564a25a936b2e&utm_source=clipboard&utm_medium=text&utm_campaign=social_sharing](https://soundcloud.com/zaharaj/circular-breathing-channel-1-sample/s-6heTBVCjYuV?si=f11b48d678644a82af9564a25a936b2e&utm_source=clipboard&utm_medium=text&utm_campaign=social_sharing)

What to Expect On-Site

- **Physical Setup:** Centered in the 9.2 x12.2m gallery is field of sand (6.3m x 8.6m) with two dark-stained hardwood church pews facing each other.
- **Audio & Hardware Layout:** Six active studio monitors (JLP Control 2) on 1.2m stands form a wide hexagon around the seating area, paired with an active 11" subwoofer positioned for optimal bass response. Playback runs via BrightSign XT4 player via USB through a 7+ channel audio interface (Behringer U-Phoria UMC1820)
- **Acoustic Expectation:** A looped soundscape must be calibrated for intimate yet relatively loud listening, requiring precise spatial balancing of mids, lows, and highs across all channels to suit the room's specific reverberation. A full day of calibration is necessary as the artist is very particular.

MTN UJ Artwork #2

It's Us O Lord (2022/2026) — Simnikiwe Buhlungu

What the Artwork Is *It's Us O Lord* is an 11-minute, 12-second 4.1 surround sound installation that sample-loops Gerard Sekoto's 1959 Paris recording of the spiritual *It's Me O Lord*. The work explores sound as a social record, using acoustic reverberation, gospel, and diasporic memory to engage with Black mobility, historical circularity, and collective listening. A stereo sample can be found here <https://audius.co/sbuhlungu/its-us-o-lord-2026>

What to Expect On-Site

- **Physical Setup:** A room-scale installation featuring modular wooden platforms ("khuaya stands") of variable dimensions that visitors are invited to climb, sit on, and view the space from multiple elevated perspectives.
- **Audio & Hardware Layout:** A 4.1 surround sound audio setup (4 directional surround channels + 1 subwoofer/LFE channel Titan 8 Active's) playing an 11:12 looped audio track via Brightsign LS OB and Behringer Xenyx x1003B requiring spatial balancing to manage how sound bounces off the room's walls and structures playing.
- **Acoustic & Spatial Expectation:** An impactful sensory entry point where sound interacts directly with the room's architecture. The provider should prepare for sound leakage and acoustic reverberation assessments based on the gallery's unique wall reflections and platform arrangement.

Amanzi eAfrica: Ambient Sound Installation #3

What the sound experience is: *Amanzi eAfrica* is a continuous, multi-zone ambient soundscape that conceptualizes the visitor's physical pathway through the exhibition as a river journey. It uses layered environmental field recordings—such as rainfall, children playing, flowing streams, frogs, hippos, and fish eagles—to evoke the presence of water and wildlife, treating the displays as the river's banks. Links to sounds can be found in annexure A.

What to Expect On-Site

- **Physical & Spatial Setup:** Audio is distributed across 8 speakers integrated into landscape elements and displays rather than in a standard surround configuration. Zone 1 pairs a standalone composition synced with video, while Zones 2–8 utilize hidden speakers dispersed throughout the exhibition layout.
- **Audio & Hardware Layout:** Optimal Audio Cuboid 5TX loudspeakers distributed throughout the environment, will be supported by powered by one to two Wharfedale Pro DP-8015i 8-channel power amplifiers and managed via an Allen & Heath CQ digital mixer. (The speaker and amp brand might change but the specs will remain similar).
- **Atmosphere & Sound Delivery:** A continuous, non-triggered looping backdrop that shifts in prominence as visitors move through the space, creating an organic, location-sensitive environmental transition without dominating the visual displays. Loop should be approximately 10 mins long.
- **Acoustic & Tuning Expectation:** Requires multi-zone level balancing across all eight-channel amplifier paths to ensure smooth spatial bleed between adjacent zones, maintaining a calm, understated backdrop that avoids harsh audio spill or acoustic clashing. Special attention must be given to the gradual reduction and fading of the soundscape towards the *Lucid Dreams* installation. *Lucid Dreams* is a separate immersive installation with its own soundscape, and the ambient soundscape must transition appropriately to avoid audio overlap or interference. The location of the *Lucid Dreams* installation is indicated on the floor plan in Annexure A.

3. OUTPUTS/DELIVERABLES

The appointed service provider will be responsible for the acoustic assessment, installation, calibration, tuning and documentation of each sound artwork. Services must be undertaken in accordance with the drawings, specifications and artwork requirements outlined above and contained in Annexure A.

For **each artwork**, the following services are required:

2.1 Acoustic Room Analysis

Undertake an acoustic assessment of the exhibition space prior to installation, ideally soon after appointment considering reverberation, reflections, frequency response, room modes, low-frequency behaviour and architectural conditions. The assessment must inform the proposed speaker positioning, system configuration and any required acoustic adjustments. **The supplier must provide a brief written assessment and recommendations for the space.**

2.2 AV Installation

Install and configure the complete audio playback system in accordance with Annexure A, including loudspeakers, subwoofer, playback equipment, interfaces, signal routing, cabling and associated equipment. Installation must be safe, discreet and suitable for a public museum environment and reliable long-duration operation. **The completed system must be fully installed, connected and operational.**

2.3 System Calibration, Tuning and On-Site Mix Adaptation

Calibrate and tune the installed system using appropriate measurement equipment and software, including level, EQ, delay, phase/polarity and bass management. The multichannel/spatial audio work must then be tested and adapted in situ to account for the gallery acoustics, ensuring accurate spatial localisation, movement, channel relationships and overall listening experience.

The supplier must allow for the minimum number of on-site days specified in Annexure A for calibration, tuning and final mix adaptation and must be available for the full duration specified. The final calibrated system and mix must be signed off by Iziko.

2.4 User / Technical Manual

Prepare a concise user and technical manual documenting the final installed system for each artwork, including equipment, signal routing, channel assignments, playback requirements, calibration settings and basic operating procedures. **The completed manual must be submitted to Iziko on completion of the installation.**

On top off all the above *Amanzi eAfrica* Ambient Sound Installation required the following additional services

2.5 Audio Editing and Soundscape Production (only for Amanzi Exhibition)

Review and edit environmental audio recordings supplied by Iziko and/or source additional recordings where required and agreed. Develop 8 designated sound zones, including a standalone composition for the first zone synchronised with the associated video, and continuous ambient soundscapes for the remaining 7 zones. Soundscapes must incorporate appropriate environmental and riverine sounds and maintain a natural, subtle and cohesive balance across the exhibition.

2.6 Looping and Mastering (only for Amanzi Exhibition)

Master each sound zone as a continuous, seamless playback loop, with no audible gaps, clicks, abrupt transitions or changes in perceived loudness at loop points. Audio must be prepared as playback-ready, uncompressed files suitable for the installed multi-zone audio system, with consistent perceived loudness and tonal balance across zones while retaining the natural dynamics of the recordings. The first zone must be synchronised with the supplied video.

2.7 Stock Audio Licensing Allowance (only for Amanzi Exhibition)

We need the inclusion of a capped allowance for licensed third-party recordings or the creation of original recordings where suitable free recordings are unavailable. All expenditure must receive prior written approval from Iziko and be supported by relevant invoices, receipts and licensing documentation. The allowance is not a guaranteed payment to the supplier; any unused portion will remain unspent and cannot be invoiced as a fee or profit.

4. KEY SKILLS

The appointed service provider must demonstrate **specialist experience in multichannel and spatial audio installations**, particularly within museum, gallery or contemporary art environments. The service provider must have competence in:

- Acoustic assessment and room analysis
- Multichannel/spatial audio systems and discrete channel routing
- Loudspeaker deployment and system design
- System measurement, calibration and tuning
- DAW and multichannel playback systems
- Bass management and subwoofer integration
- On-site mixing and adaptation of sound works
- Long-duration and unattended exhibition playback
- Installation within public museum/gallery and other similar public environments
- **Experience with 6.1 sound installations is required.**

Bidders must provide verifiable evidence of **at least 3 relevant projects completed within the past 10 years**, demonstrating experience in sound installation, spatial/multichannel audio and working within public gallery, museum or contemporary art contexts.

5. PROJECT DEADLINES

MTN UJ - The onsite installation is scheduled for 16 -20 November 2026. The completed installation is required no later than by 20 November 2026 as the exhibition opens on 21 November 2026. Acoustic room analysis and assessment can take place on appointment, prior to 19 November 2026. User / technical manual can be delivered the week after 19th.

Amanzi e Afrika- Appointment is anticipated for late October/early November 2026. The workshop and sound shortlisting are scheduled to take place between 4–10 November 2026. Speaker placement to be determined at this workshop prior to set dressing commencement. Audio editing, soundscape production, looping and mastering is scheduled for 10 November to 1 December 2026. With Sign off and final edits 2-6 December. On-Site Calibration, Tuning and Mix Adaptation is scheduled for 7-11 December. Exhibition opens 12 December 2026

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

6. PRICING

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

	Description	QTY	Unit Price	Cost ex. VAT	Total Amount (Incl. VAT)
A	Acoustic room analysis and assessment	X3 Artworks			
B	AV installation and system setup	X3 Artworks			
C	System calibration, tuning and on-site mix adaptation	2 Days for MTN UJ 2 x artworks 1 Days for <i>Amanzi eAfrica</i> installation			
D	Additional calibration / tuning / mix adaptation days, if required	2 Days for MTN UJ 2 x artworks 2 Days for <i>Amanzi eAfrika</i> installation			
E	User / technical manual	3 Artworks			
F	Audio Editing and Soundscape Production	<i>Amanzi eAfrica</i> Installation			
G	Looping and Mastering	<i>Amanzi eAfrica</i> Installation			
H	Capped allowance for licensed third-party recordings or the creation of original recordings where suitable free recordings are unavailable where required and approved by Iziko	A maximum VAT-inclusive allowance of up to R10,000, subject to prior approval and supporting documentation.			R10 000
I	Travel, Disbursements and Other Incidental Costs. Must be in Rand value	As per Annexure A			
	Vat				
	Sub Total				
	Total				R

6.2 Bidders must review Annexure A and determine whether additional time is required. Any additional days considered necessary must be included and clearly identified in Item D.

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

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

6.5 Stock Audio Licensing Allowance – Terms and Conditions

6.5.1 The R10,000 allowance is provided specifically for the licensed third-party recordings or the creation of original recordings. All expenditure against this allowance must receive prior written approval from Iziko and must be tracked and supported by the relevant invoices, receipts and licensing documentation.

6.5.2 The allowance is not a guaranteed payment to the supplier. Any unused portion will remain unspent and will not be payable to the supplier as a fee or profit.

7. EVALUATION PROCESS & CRITERIA

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

5.1 Evaluation of Quotation

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

5.2 Preferential Points

Bidders must comply with all the mandatory requirements outlined below, 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:

	Specific goals allocated points	Price
Total maximum points	20	80

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

SBD documents to be completed are supplied below.

Table 3: Administrative Documents

1	Central Supplier Database (CSD) Requirements: Bidders must submit a full, current CSD Report reflecting an active and Compliant tax status, complete company details, and the CSD MAAA number. To ensure the information is current, the CSD report must not be older than the publication date of this advertisement. Tax Compliance Status (TCS) PIN: Bidders must provide a valid SARS Tax Compliance Status (TCS) PIN along with their Income Tax Reference Number. This allows real-time tax compliance verification in accordance with National Treasury Practice Notes and (Compliant) Tax Status Verification Pin together with tax registration number.
2	Detailed pricing structure: A cost schedule detailing the full cost breakdown, inclusive of VAT, any disbursement, and escalations, if applicable, etc. for the entire duration of the proposed contract must be provided. A separate quote can accompany this as an additional document.
3	A Valid B-BBEE Certificate or Sworn Affidavit to determine the Service provider's status level.
4	SBD 6.1 - Preference points claim form
5	SBD 4 – Bidders disclosure.
6	Completed Request to quote submission (all pages of this file filled in where applicable and submitted)
7	The bidder must provide verifiable evidence of at least three comparable projects completed within the last five years. Projects should demonstrate experience in multichannel/spatial audio and/or calibration and/or sound design for exhibition and/or immersive theatre and/or gallery and/or theatre, and/or similar environments. Verify experience by submitting a portfolio with at least three (3) relevant projects completed within the past five years. The portfolio must include: • Pictures of each project • Descriptions work done on the project • Date project was completed. • The contact details of the relevant client Where the term “and/or” is used, it means one or more of the listed requirements, individually or in combination.
8	Bidders are required to sign every page of Annexure A. By doing so, the bidder acknowledges that the drawings and specifications have been reviewed, that all requirements have been considered in the submitted quotation, and that the quoted price includes all works necessary to complete the scope as specified.

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

8. 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

9. 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.

10. 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.

11. 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.

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

Signed

Date

Name

Position

Enterprise
name

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

1. Disqualification

Please note that if a bid document is not filled in correctly or completely, or complied with the specification, or is delivered/sent 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.