

**REQUEST FOR QUOTATION (RFQ) FOR PRODUCTION OF HIGH- QUALITY DIGITAL DRAFTING OF GEOLOGICAL SECTIONS AND MAPS AND PALEOENVIRNMENTAL RECONSTRUCTIONS FOR PROF R. SMITHS’S RESEARCH PROJECTS.**

<b>Reference Number</b>	<b>IZIKO RFQ _ R&amp;E MAPS_ 01/03/2024</b>
<b>Description</b>	<b>Brief for production of high-quality digital drafting of geological sections and maps and paleoenvironmental reconstructions for Prof R Smith’s research projects.</b>
<b>Address</b>	Iziko South African Museum 25 Queen Victoria Street, Gardens, Cape Town, 8001
<b>Attention</b>	Noleen Donson
<b>Closing date and time for submission</b>	15 March 2024 @ 11:00
<b>Method of delivery</b>	Quotes / Proposals, and accompanying documentation, <b>must be emailed</b> to (SCM) 021 481 3917: <a href="mailto:ndonson@iziko.org.za">ndonson@iziko.org.za</a> and <a href="mailto:soupa@iziko.org.za">soupa@iziko.org.za</a> ; sgwampi@iziko.org.za
<b>Technical enquiries</b>	Prof R Smith Direct Line: 021 481 3879 <a href="mailto:rsmith@iziko.org.za">rsmith@iziko.org.za</a>
<b>Name of Company</b>	
<b>CSD Supplier Number (MA.....Number)</b>	
<b>B-BBEE Status Level of Contribution</b>	
<b>Quote Price (Incl Vat)</b>	
<b>Signature</b>	

## **BIDDER'S DISCLOSURE (SBD 4)**

### **1. PURPOSE OF THE FORM (SBD 4)**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### **2. Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise,  
employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

<b>Full Name</b>	<b>Identity Number</b>	<b>Name of State institution</b>

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<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2 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:

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;

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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.

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)

## 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
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

### 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

### 3. **FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES**

#### 3.1. **POINTS AWARDED FOR PRICE**

##### 3.1.1 **THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS**

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

<b>80/20</b>	<b>or</b>	<b>90/10</b>
$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$	or	$P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$

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:

<b>80/20</b>	<b>or</b>	<b>90/10</b>
$P_s = 80 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right)$	or	$P_s = 90 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right)$

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—
- 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
  - any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

The specific goals allocated points in terms of this tender	Evidence	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Persons, or categories of persons, historically disadvantaged- (HDI) by unfair discrimination on the basis of	<ul style="list-style-type: none"> <li>Proof of B-BBEE certificate;</li> <li>Company Registration Certification</li> <li>Identification Documentation.</li> <li>CSD report</li> </ul>		
<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

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



## **REQUEST FOR QUOTATIONS:**

**Brief for production of high-quality digital drafting of geological sections and maps and paleoenvironmental reconstructions for Prof R Smith's research projects.**

### **PURPOSE AND BACKGROUND**

#### **1. PURPOSE**

The purpose of this request for quote is to invite experienced service providers to submit quotes for the production of high-quality digital drafting of geological sections, maps, and 3-D paleoenvironmental reconstructions for Prof Smith's research projects.

#### **2. BACKGROUND**

Iziko Museums of South Africa (Iziko) is a Schedule 3A Public Entity and an agency of the National Department of Sports, Arts and Culture (DSAC). Iziko Museums of South Africa is a declared national heritage institution established as a flagship museum bringing together 11 museums under a single governance and leadership structure. Iziko is governed by a Council appointed by the Minister of Arts and Culture.

#### **3. SERVICE PROVIDER REQUIREMENT AND APPOINTMENT CONDITIONS**

- a. The service provider is required to deliver publication quality digital drawings the details of which are set out in Appendix 1 below.
- b. The service provider is expected to demonstrate the requisite competence to provide the service.
- c. The service provider must be a South African Citizen.
- d. It would be to the advantage of the service provider to be based in the Cape Town area to allow for regular feedback meetings with the principal researcher and to be able to view the specimens that need illustrating which are housed at Iziko SA Museum.

#### **4. Appendix 1- The Work**

The production of high-quality digital drafting of full colour geological sections, maps, and 3-D paleo-landscape reconstructions for Prof R Smith's research projects

Tanzania Usili bonebed

Fig 1a. Location and geological map

Fig 1b. Stratigraphic diagram

Fig. 2a Stratigraphic column

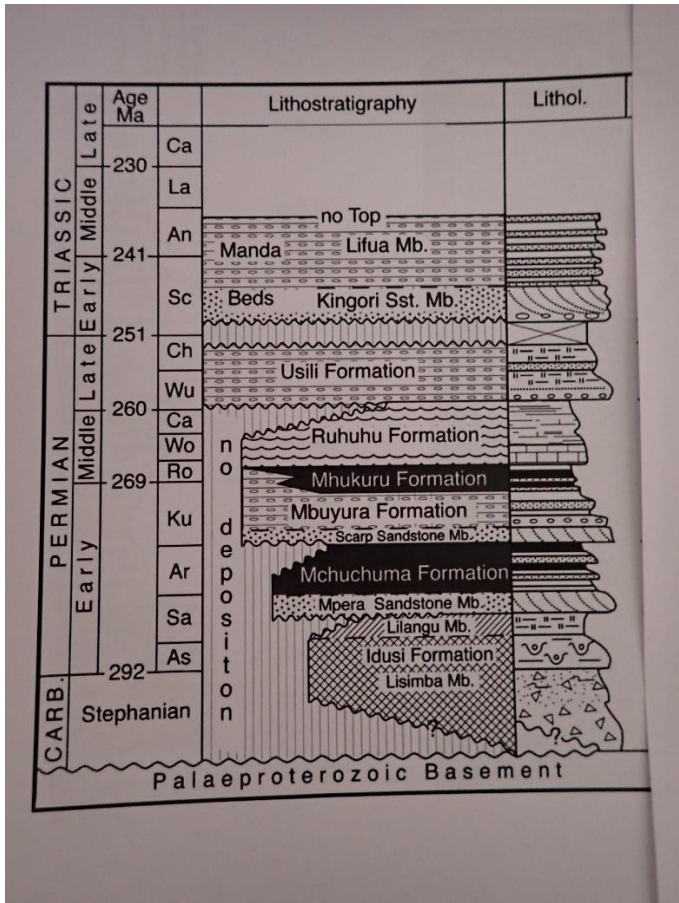
Fig. 2b Detailed sedimentological section.

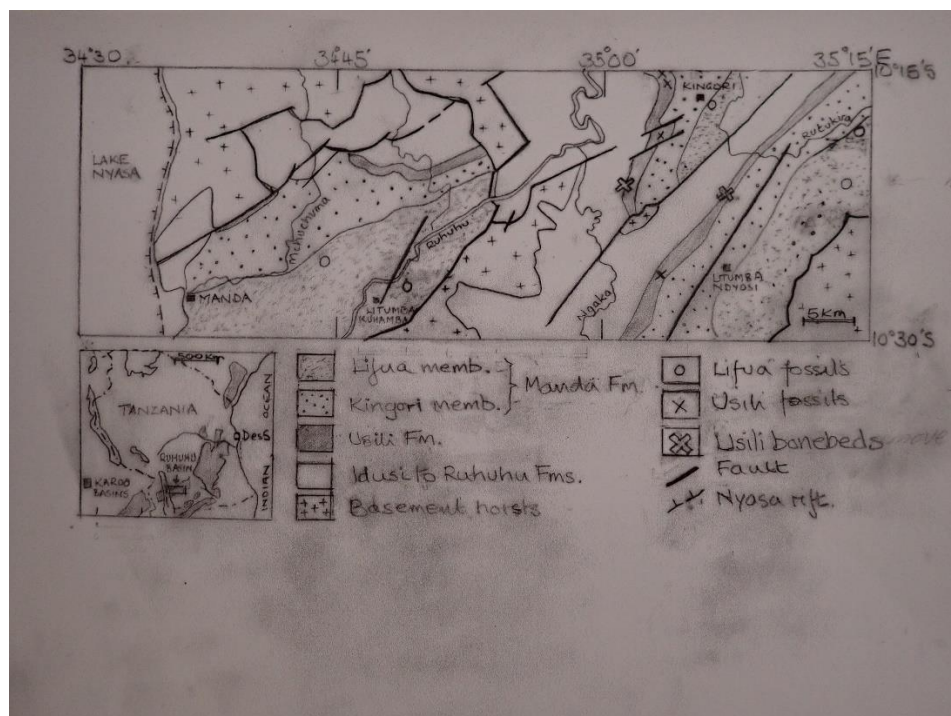
Fig. 2c Legend to sedimentological and stratigraphic sections

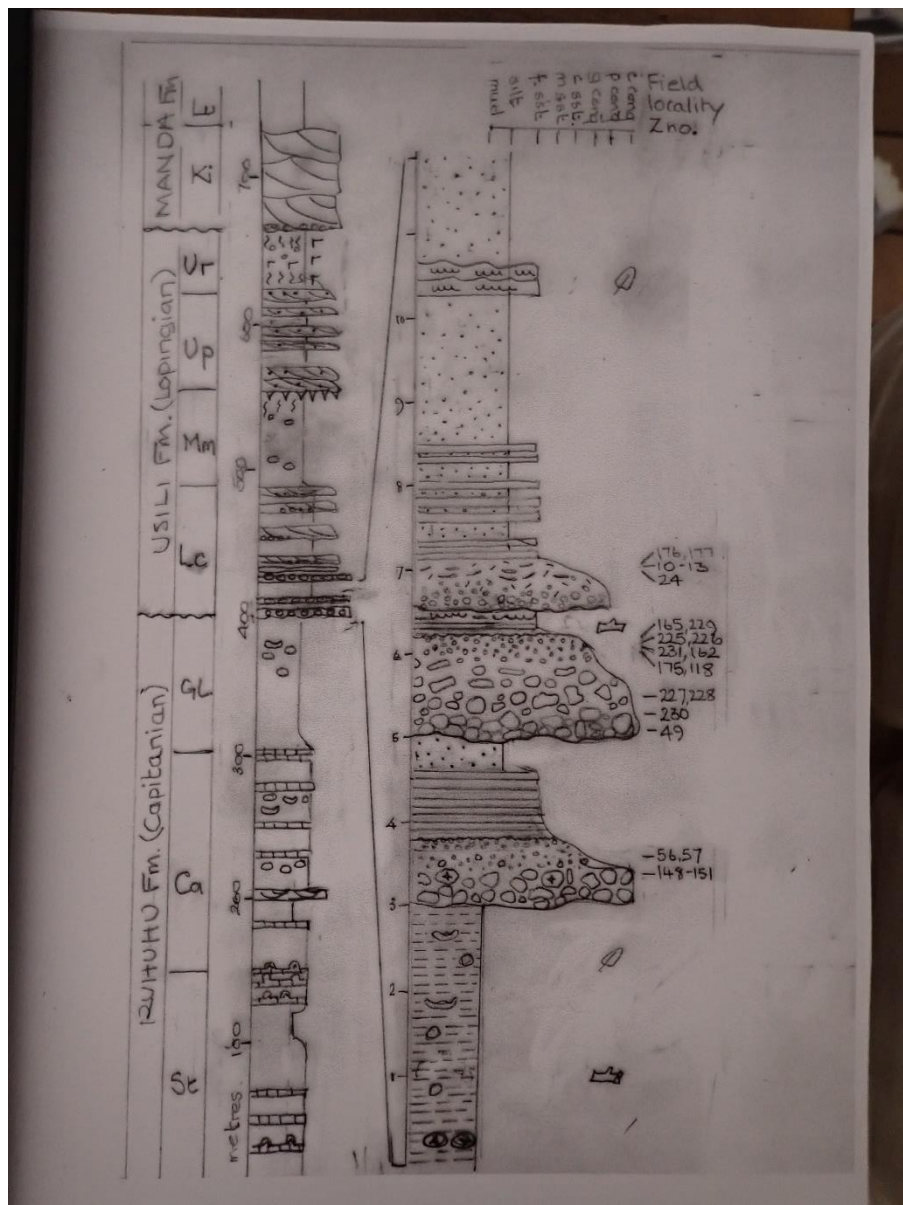
Fig. 7a Schematic stratigraphic section of Ruhuhu and Usili Fms.

Fig. 7b Palaeolandscape reconstructions of Ruhuhu Fm., Basal Usili Fm., and Mid Upper Usili Fm.

Here below pencil sketches/compilations of the figures required.

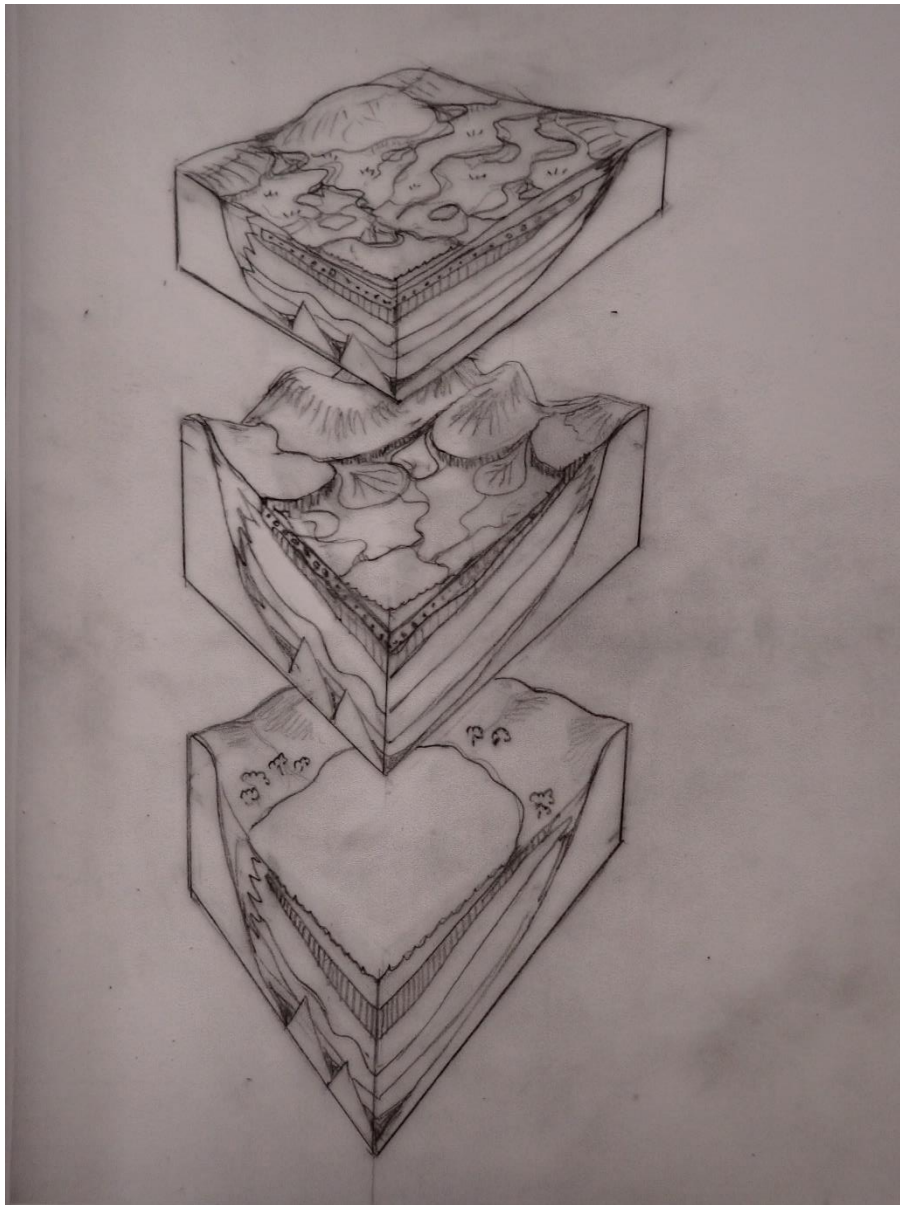






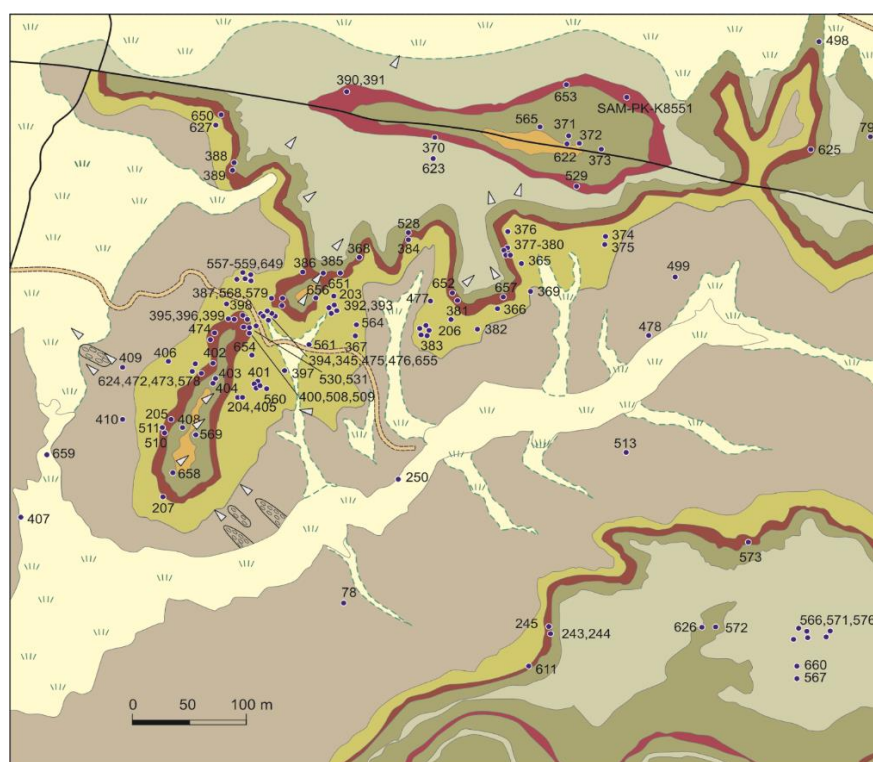
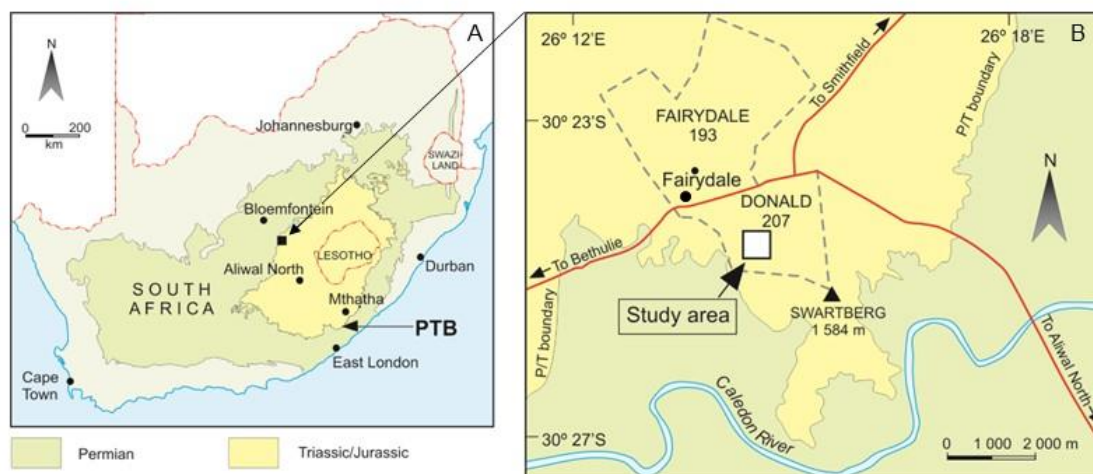
	Trough x-bedding		Horizontal lamination
	Intraformational conglomerate		Ripple x-lamination
	Pebbly sandstone		Clast-supported lsst. cobble conglom.
	Rubified mudrock + rhizocretions		Matrix-supported lsst. cobble conglom.
	Desiccation cracks		Clast-supported granule conglom.
	Septarian nodules		Claustone chip and pebble conglom.
	Calcareous nodules		Mudstone
	Stromatolitic concretions		Siltstone
	Columnar stromatolites		Limestone
	Glossopteris leaf mats		Silicified tree trunk



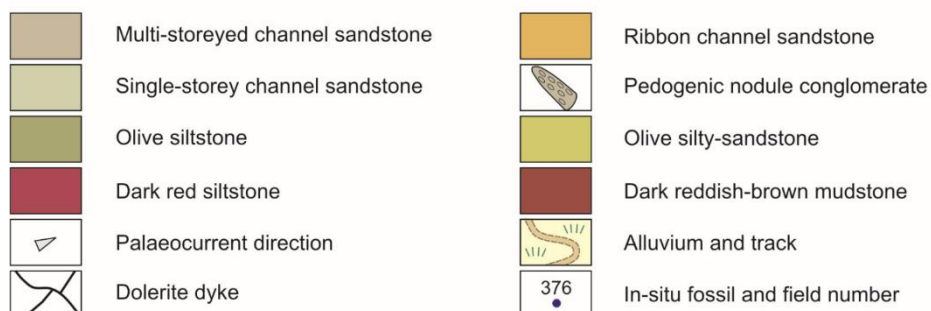


Below is a **demonstration set** of illustrations, maps, and sedimentological logs and paleoenvironmental reconstructions of the style and quality that are required for publication.

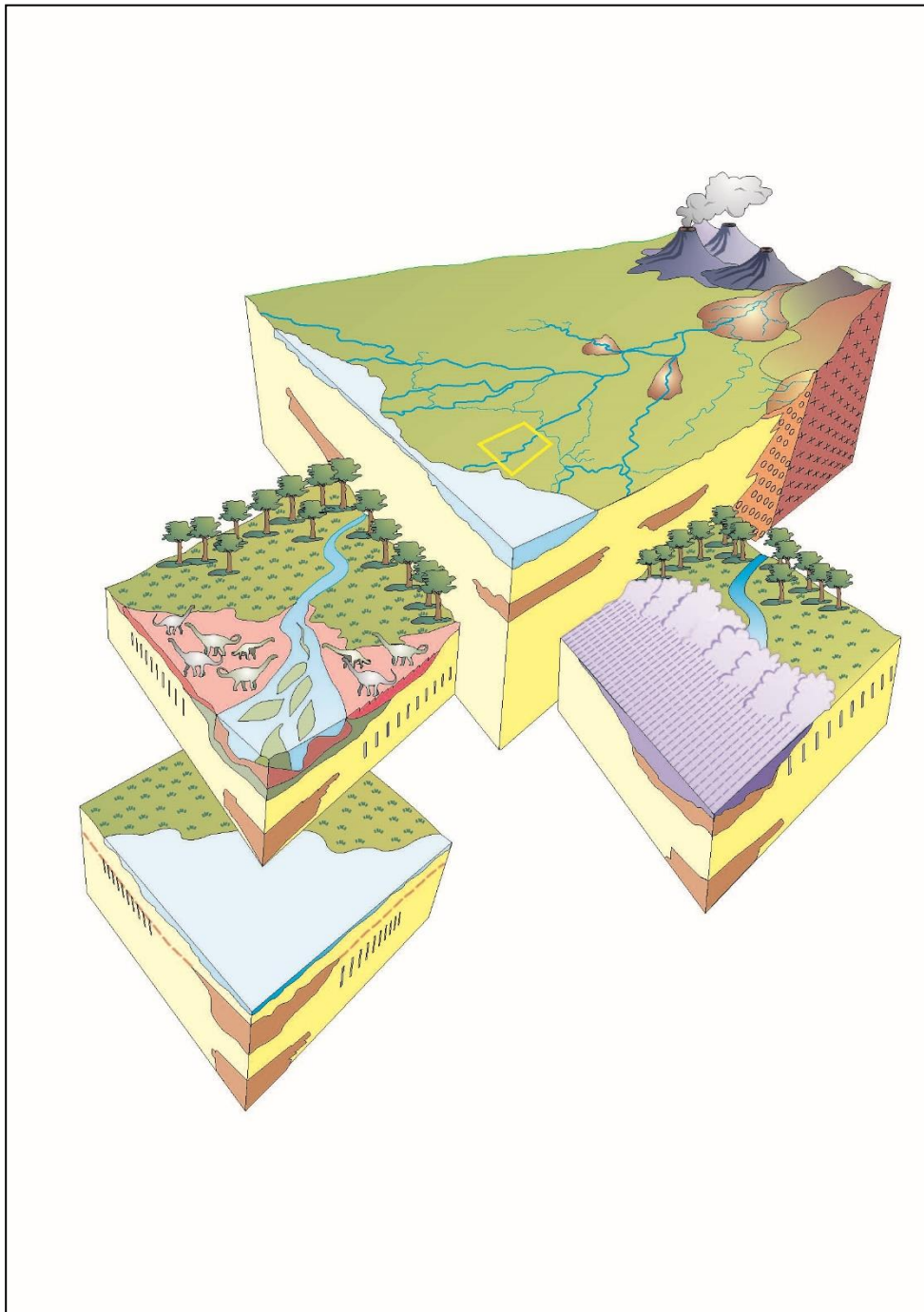
These must be generated from hand-drawn pencil compilations – see below.



### LEGEND









## 5. COMPLIANCE DOCUMENTS

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

1	A CV consisting of no longer than page that indicates a listing / description of similar previous projects including contactable references of the client / employer of each such project.
2	CSD Report with Tax Status Pin if supplier is tax non-compliant on the report.
3	A Valid B-BBEE Certificate or Sworn Affidavit to determine the Service provider's status level.
4	Signed Request for Quotation Document
5	Detailed pricing structure with the rate per hour and the number of hours for each section.
6	Proof of Address/Residence

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

## 6. QUOTATION

**Shall be valid for a minimum period of 90 days calculated from the closing date for submissions.**

- A detailed pricing structure (including hourly rates) must be submitted.  
The pricing structure must be inclusive of VAT, any disbursements, professional fees, and escalations, where applicable.
- The lowest or sole quotation received will not necessarily be accepted.
- Iziko reserves the right to accept or reject any quotation in response to this invitation and to withdraw its decision to seek provision of these services at any time.

Quotations to be submitted on or before the 15 March 2024 and must be emailed to all the following individuals:

- Noleen Donson - [ndonson@iziko.org.za](mailto:ndonson@iziko.org.za)
- Siphamandla Oupa [soupa@iziko.org.za](mailto:soupa@iziko.org.za)
- Sesethu Gwampi [@sgwanpi@iziko.org.za](mailto:@sgwanpi@iziko.org.za)

Enquiries may be directed to the individuals listed above. Professor Roger Smith [rsmith@iziko.org.za](mailto:rsmith@iziko.org.za)

**Table 2 Preferential Points**

	Specific goals allocated points	Price
Total maximum points	20	80

## 7. PRICING SCHEDULE

### Pricing Instructions

1. Payment will be made based on the deliverables for the goods received.
2. Payment will only be made on the basis of work completed satisfactorily, and invoices provided and approved by the project manager.
3. Offer to be valid for 90 days from the bid closing date.

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

## 8. 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.

## 9. 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.