

## REQUEST FOR QUOTATION (RFQ) FOR APPOINTMENT OF EXHIBITION LAUNCH ACTIVATIONS IMPLEMENTATION

<b>Reference Number</b>	<b>IZIKO Advancement Exhibition Launch_RFQ_2023/10/31</b>
<b>Description</b>	Request For Quotation (RFQ) for appointment of Exhibition launch Activation Implementation.
<b>Address</b>	Iziko South African Museum, 25 Queen Victoria Street, Cape Town, 8001
<b>Attention</b>	Noleen Donson and Siphamandla Oupa
<b>Closing date and time for submission</b>	9 November 2023 @ 13:00
<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>
<b>Technical enquiries</b>	Melody Kleinsmith Marketing and Communications Manager Tel: 021 481 3861 Email: <a href="mailto:mkleinsmith@iziko.org.za">mkleinsmith@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>	

## 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, an isiXhosa word meaning 'hearth', embodies the spirit of a transformed institution and our vision of 'African Museums of Excellence'. The hearth is traditionally and symbolically the social centre of the home; a place associated with warmth, kinship, and the spirits of ancestors. *Iziko was thus envisaged as a space for all South Africans to gather, nourish body and soul, and share stories and knowledge passed from one generation to the next.* Iziko seeks to celebrate our heritage whilst generating new cultural legacies for future generations, and a society that has moved beyond the shackles of the past.

## 2. Scope of Services

Iziko Museums of South Africa is seeking to appoint an experienced service provider to assist the Marketing and Communications Unit with public activation of new exhibitions. Iziko plans to open a series of new exhibitions between 1 December and 31 March 2023. The logistics implementation of a new exhibition launch includes a broad and diverse range of activities related to the hands-on, on-site coordination and actioning of related outputs and deliverables.

Exhibition launch date:	1 December 2023	Type: Partnership Engagement	<i>Names of Freedom</i>
<b>Project Description:</b>		<b>Requirements:</b>	
<i>Names of Freedom exhibition opening combining elements of a public talk or speeches, entertainment and launch event.</i>		<ul style="list-style-type: none"><li>● Onsite logistics coordination</li><li>● Provision of the following:<ul style="list-style-type: none"><li>○ Photography and videography,</li><li>○ Audio-Visual equipment and onsite technician</li></ul></li><li>● Activation day preparation, set-up, and strike.</li><li>● Refreshments for 80 pax with service staff.</li><li>● Liaising with, audio visual and lighting equipment service provider, site and project managers, and other service providers;</li><li>● Portable lighting solution for Courtyard</li><li>● Furniture hire – R10 000</li><li>● Contingency for sundries R5000</li></ul>	
<b>Venue:</b> Courtyard, Iziko Slave Lodge Museum			
Timeline: 10:00 – 16:30 Set-ups and Arrivals 17:00 for 117:30 20:00 for 20:30 Activation 21:00 – 22:30 Strike			

Exhibition launch date:	17 February 2024	Exhibition activation	Esther Mahlangu, A Retrospective
Project Description:		Requirements:	
“Then I Knew I was Good at Painting”: Esther   Mahlangu, A Retrospective exhibition opening event combines elements of a large opening event under a marquis with entertainment, speeches, and refreshments.		<ul style="list-style-type: none"><li>· Production stage management and technical support</li><li>· City of Cape Town permit application and process.</li><li>• Marquis hire</li><li>• Production Day preparation, set-up and strike;</li><li>· On site event logistics coordination</li><li>· Provision of the following:<ul style="list-style-type: none"><li>Ø Photography and videography,</li><li>Ø Audio-Visual equipment and onsite technician</li><li>Ø Cultural Performance (5-piece musical ensemble 120mis)</li></ul></li><li>· Refreshments for 300 pax with service staff;</li><li>• • Liaising with, audio visual and lighting equipment service provider, site and project managers, and other service providers;</li><li>• Exhibition specific décor related to Ndebele style (TBC with curators) – R10 000</li><li>• Furniture hire i.e. bean bags and couches – R10 000</li><li>• Contingency for sundries R15 000</li></ul>	
Venue:			
Iziko South African National Gallery, rooms 2,3,4,5 and Liberman.			
Production Timeline: 08:00 – 10:00 Set-ups 10:30 for 11:00 Arrivals 13h30 for 14:00 Event Concludes 15:00 – 17:00 Strike venue			

Exhibition launch date:	20 March 2023	Type: Commemorative Day activation	Sea and US
Event Description:		Requirements:	
The Sea and Us’ is an exhibition that focuses on our interaction and interdependence with the marine realm. The opening event will be simple activation to inspire children and evoke curiosity		<ul style="list-style-type: none"><li>• Production management and on-site logistics coordination</li><li>• Provision of the following:<ul style="list-style-type: none"><li>○ Photography and videography,</li><li>○ Audio-Visual equipment and onsite technician</li><li>○ Museum related Children-focused puppet show production.</li></ul></li><li>• Activation preparation, set-up and strike;</li><li>• Refreshments for <u>100 pax</u> with service staff;</li><li>• Liaising with, audio visual and lighting equipment service provider, site and project managers, and other service providers;</li><li>• Furniture hire i.e. bean bags and couches – R10 000.</li></ul>	
Venue:			
Whale Well, Iziko South African Museum			
Activity schedule			
15:00 – 17:00 Set-ups			
17:30 for 18:00 Arrivals			
20h30 for 21:00 Concludes			

## REQUIRED DOCUMENTATION

Each bidder is required to submit the following:

Compliance Documents requirements	Price and Specific Goals
<p>Bidders must submit all documents as outlined in <b>Table 3 Compliance Documents</b> below.</p> <p><b>Note: Failure to supply any of the compliance documents stipulated below <u>may lead to disqualification</u></b></p>	<p><b>Price – 80 points</b> <b>Specific Goals– 20 points</b></p> <p><b>Note:</b> Price and quality of work/product are important factors as it ensures optimum value for money and total cost to Iziko and should cover all goods and services to be delivered to the best standard possible for specified products and assembly methods.</p>

### 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:

	Specific goals allocated points	Price
Total maximum points	20	80

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

#### 4.1 Pricing

Price is an important factor as it ensures optimum value for money and should take into account all potential aspects of the project activation logistics implementation. A cost schedule detailing, inclusive of VAT, any disbursements, as well as sundries, if applicable, must be provided for each event as outlined in the Activation Specific Costing Tables included here below:

#### Activation Specific Breakdown

Exhibition launch date:	1 December 2023	Type: Partnership Engagement	Names of Freedom
<b>Project Description:</b>			<b>Cost</b>
• Project Management Fee			
• Staffing Fees			
• Onsite logistics coordination			
• Provision of the following:			
○ Photography and videography,			
○ Audio-Visual equipment and onsite technician			
• Activation day preparation, set-up and strike;			
• Refreshments for 80 pax with service staff;			

<ul style="list-style-type: none"> <li>• Liaising with, audio visual and lighting equipment service provider, site and project managers, and other service providers; Portable lighting solution for Courtyard</li> <li>• Furniture hire – R10 000</li> <li>• Contingency for sundries R5000</li> </ul>	
Sub-total	
VAT	
Total	

Exhibition launch date:	17 February 2024	Exhibition activation	<i>Esther Mahlangu, A Retrospective</i>
Event Description:			Cost
<ul style="list-style-type: none"> <li>• Project Management Fee</li> <li>• Staffing Fees <ul style="list-style-type: none"> <li>• production stage management and technical support</li> </ul> </li> <li>• City of Cape Town permit application and process.</li> <li>• Marquis hire</li> <li>• Production Day preparation, set-up and strike;</li> <li>• On site event logistics coordination</li> <li>• Provision of the following: <ul style="list-style-type: none"> <li>Ø Photography and videography,</li> <li>Ø Audio-Visual equipment and onsite technician</li> <li>Ø Cultural Performance (5-piece musical ensemble 120mins)</li> </ul> </li> <li>• Refreshments for 300 pax with service staff;</li> <li>• Liaising with, audio visual and lighting equipment service provider, site and project managers, and other service providers;</li> <li>• Exhibition specific décor related to Ndebele style (TBC with curators) – R10 000</li> <li>• Furniture hire i.e. bean bags and couches – R10 000</li> <li>• Contingency for sundries R15 000</li> </ul>			
Sub-total			
VAT			
Total			

Exhibition launch date:	20 March 2023	Type: Commemorative Day activation	Sea and US
Description:			Requirements:
<ul style="list-style-type: none"> <li>• Project Management Fee</li> <li>• Staffing Fees</li> <li>• Production management and on-site logistics coordination</li> <li>• Provision of the following: <ul style="list-style-type: none"> <li>○ Photography and videography,</li> <li>○ Audio-Visual equipment and onsite technician</li> <li>○ Museum related Children-focused puppet show production.</li> </ul> </li> <li>• Activation preparation, set-up and strike;</li> <li>• Refreshments for 100 pax with service staff;</li> <li>• Liaising with, audio visual and lighting equipment service provider, site and project managers, and other service providers;</li> </ul>			

• Furniture hire i.e. bean bags and couches – R10 000. • Sundries Contingencies R5000	
Sub-total	
VAT	
Total	

**Table: Cost Schedule Summary**

No	Service Description	Costing per Event
1	Partnership Engagement: Names of Freedom	
2	Exhibition Activation: Esther Mahlangu Retrospective	
3	Exhibition Activation: Sea and US	
	<b>Total Excluding VAT</b>	
	<b>VAT 15%</b>	
	<b>Total including VAT</b>	

## 5. Compliance Documents

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 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.**

## 6. Preference Points Claim

6. 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

	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"> <li>Persons, or categories of persons, historically disadvantaged- (HDI) by unfair discrimination on the basis of</li> </ul>			
	Proof of B-BBEE certificate; Company Registration Certification Identification Documentation. CSD report  <b>Race are black persons (ownership)*</b> 50% or more black ownership = 20 points Less than 50% black ownership = 10 points 0% black ownership = 0 points	20	
<b>TOTAL POINTS</b>		<b>20</b>	

#### 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.