



REQUEST FOR QUOTATION (RFQ) FOR APPOINTMENT OF A SERVICE PROVIDER FOR FABRICATION, PRINT & INSTALLATION OF EXHIBITION CONTENT.

Reference Number	IZIKO R&E 2023/11/13 (2)
Description	Iziko UN Exhibition Graphic Design
Address	Iziko South African Museum, 25 Queen Victoria Street, Cape Town, 8001
Attention	Amy Sephton, Noleen Donson and Siphamandla Oupa
Closing date and time for submission	20 November 2023
Method of delivery	Quotes / Proposals, and accompanying documentation, must be emailed to Noleen Donson (SCM) 021 481 3917: ndonson@iziko.org.za , Siphamandla Oupa at 021 481 3889 soupa@iziko.org.za and asephthon@iziko.org.za;
Technical enquiries	Amy Sephton; asephthon@iziko.org.za ; 071 761 3331

Name of Company	
CSD Supplier Number (MA.....Number)	
B-BBEE Status Level of Contribution	
Quote Price (Incl Vat)	
Signature	

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 interest¹ in the enterprise**, employed by the state?

YES/NO

(PLEASE SELECT OR UNDERLINE APPLICABLE POSITION HIGHLIGHTED IN BOLD).

- 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 the table below.

(PLEASE SELECT OR UNDERLINE THE APPLICABLE POSITION HIGHLIGHTED IN BOLD).

Full Name	Identity Number	Name of State institution

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.

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**

(PLEASE SELECT OR UNDERLINE THE APPLICABLE POSITION HIGHLIGHTED IN BOLD).

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 consortium² 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

² 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.

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.

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

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:

80/20	or	90/10
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	or	$Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$

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:

80/20	or	90/10
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$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \quad \text{or} \quad Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmax = 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
☐ 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)	
SURNAME AND NAME:	
DATE:	
ADDRESS:	
	
	
	

Iziko Museums of South Africa invites suitably qualified service providers to submit quotations for:

Design elements for an upcoming exhibitions at Iziko Museums of South Africa.

We require branding, exhibition panels, interpretive/didactic panels, interactive panels, object labels, layouts for low-tech interactives, marketing materials, and digital assets. Please review the details below and provide a quote for your services.

This will be a panel-based appointment. You need not have to quote on all jobs. Please clearly indicate which phase(s) / project(s) you are quoting on.

QUOTE DEADLINES:

- **Quotations and documentation to be submitted by COB 20 November 2023**

BACKGROUND:

Iziko Museums of South Africa is seeking graphic designers to work on an exhibition that will be put on at the United Nations Lobby in NYC. The exhibition will draw from the existing exhibition *Who Where the Enslaved*.

Exhibition	Deadline
<i>Who Were the Enslaved? UN.</i>	Print-ready files by 6 February 2024

PROJECT DELIVERABLES:

Task	Responsibility
Onboarding and scamps	Full team & Graphic Designer
Branding Match Sign off 2x edits	Graphic Designer
First draft of the final layout	Graphic Designer
First draft of final layout Edits	Graphic Designer
Additional content (labels invitations etc)	Graphic Designer
Layout Second draft	Graphic Designer
Final Edit of Layout	Full Team
Print ready files	Graphic Designer
Open files	Graphic Designer

The detailed project schedule can be discussed on appointment, but print deadlines as outlined must be met.

BRIEF: EXHIBITION BRANDING AND GRAPHIC DESIGN SERVICES

WHO WERE THE ENSLAVED? UN.	6 FEB 2024	ANNEXURE B
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Images of the existing exhibition can be found in Annexure B

We will be exhibiting on the curved wall highlighted in the floor plan in Annexure B.

360 tour of the GA Lobby at UNHQ can be found here : [360 tour of the GA Lobby at UNHQ - YouTube](#)

The panels will be printed in New York using the system outlined in Annexure B.

OUTPUT

Scamp/onboarding:

- You will be required to join the full team to have a short onboarding session. No site visits are needed the exhibition will be installed in New York. Onboarding can be done online.

Panel Layouts and Infographics:

- The exhibition consists of 22 panels of 762 mm (w) x 154 mm (h). Design the content to fit on these.

Please note that the descriptions given provide a general overview.. Adjustments may be necessary during the actual implementation phase.

OUTPUT/DELIVERABLES:

1. Participate in onboarding.
2. Match existing exhibition style outlined in annexure B
3. Layout of 22 Panels
4. Print-Ready Files:
These might include layers in separate print-ready files for printing on different mediums.
5. Open Files:
Compatible with Adobe programs. For future edits, updates, or modifications to the design.
6. Edits and Revisions:
Up to three (3) rounds of changes and/or edits to the design before final sign-off.
7. Design Assets:
This includes any additional design elements used in the exhibition panels, such as icons, borders, shapes, or image masks. These assets may be provided as separate files or included within the open files.

PROCUREMENT FRAMEWORK

1. VALIDITY PERIOD OF QUOTATION

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

2. COMPLIANCE DOCUMENTS

Service Providers must submit all documents as outlined in Table 1 below.

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	Completed Request to quote, including completed SBD6.1 and SBD4 pages.
5	Portfolio of work used for functionality assessment

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

3. EVALUATION CRITERIA

Iziko promotes the concept of “best value” in the award of contracts, as opposed to merely looking for the cheapest price, which does not necessarily provide the best value. Best value incorporates the expertise, experience and technical proposal of the organisation and individuals who will be providing the service and the organisational capacity supporting the project team.

Iziko is committed to achieving the Government's transformation objectives in terms of the Preferential Procurement Policy Framework Act.

- Firstly, the bidder will have to comply with eligibility criteria as per Table 1
- Thereafter assessment of quality will be done in terms of the evaluation criteria (Table 3) and the minimum threshold of **80** points. A bid will be disqualified if it fails to meet the minimum threshold for functionality as per the bid invitation.
- 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:

Table 2 PREFERENTIAL POINTS

Total maximum points	Specific goals allocated points	Price
	20	80

Table 3 FUNCTIONALITY ASSESSMENT

A proposal which scores lower than the minimum overall percentage of 70% (70 out of 100) will be disqualified.

Criteria	Description	Weight	Assessment key:
Design Sense	Demonstrates a strong sense of design principles, including layout, typography, colour, and composition. Utilizes effective visual hierarchy and attention to detail. Creates visually appealing and cohesive designs.	40 points	0 - does not meet criteria 10 - meets criteria somewhat 20 - adequately meets the criteria 30 - meets criteria well 40 - successfully meets criteria.
Experience in Exhibition Graphic Design	Displays a portfolio that includes previous work in exhibition graphic design. Demonstrates the ability to effectively communicate a story through graphic elements. Shows experience in creating designs that align with the exhibition's themes and objectives.	40 points	0 - does not meet criteria 10 - meets criteria somewhat 20 - adequately meets the criteria 30 - meets criteria well 40 - successfully meets criteria.
Innovation and Creativity	Exhibits creative and innovative approaches to graphic design, pushing boundaries and exploring new ideas. Demonstrates the ability to bring a "wow factor" to the designs, capturing the attention and interest of viewers. Offers fresh and unique solutions that enhance the overall exhibition experience.	10 points	0 - does not meet criteria 2.5 - meets criteria somewhat 5 - adequately meets the criteria 7.5 - meets criteria well 10 - successfully meets criteria.
Attention to Abstraction and Conceptualization	Appropriately incorporates abstraction and conceptualization in the design work. Demonstrates an understanding of how to visually represent complex ideas or themes in a captivating and engaging manner.	10 points	0 - does not meet criteria 2.5 - meets criteria somewhat 5 - adequately meets the criteria 7.5 - meets criteria well 10 - successfully meets criteria.

4. QUOTE FORMAT:

The quote should be laid out for each of the object line items listed above in the brief.

Please layout your quote as per the table provided below.

No.	Description	Quantities	Unit Cost Inc. VAT	Total Amount (Inc. VAT)
2	WHO WERE THE ENSLAVED? UN.			
2.1	Branding Match	1		
2.2	Scamps & Onboarding.	1		
2.2	Panel Layouts and Infographics	22		
2.4	Print-Ready Files and Open Files	22		
2.5	Edits and Revisions	3		
2.6	Design Assets			
2.7	Contingency of R 15 000	N/A		
Total Amount				R

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

5. PRICING ON QUOTATIONS

The price must be stated in South African Rand (incl. VAT) if registered for VAT.

Detailed pricing schedule inclusive of VAT and any additional cost such as import taxes (if applicable) transport, accommodation, and flights for site visits etc.

Cost considerations must encompass all expenses related to site visits, including but not limited to travel and accommodation. The proposed cost should provide comprehensive coverage for all activities and requirements pertaining to on-site engagements.

6. PRICING SCHEDULE

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 60 days from the bid closing date.

7. 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.
- c) We reserve the right to remove line items and change quantities as per budget requirements.

8. 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. DECLARATION

The undersigned, who warrants that they / 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/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.

9. CLOSING DATE FOR SUBMISSIONS

The closing date is **20 November 2023.**

Proposals must be submitted via email addressed to: ndonson@iziko.org.za, and Amy Sephton; asephton@iziko.org.za;

10. ENQUIRIES

Technical Requirements:

Amy Sephton; asephton@iziko.org.za; 071 761 3331

Supply Chain Management:

Noleen Donson; 021 481 3917; ndonson@iziko.org.za

Siphamandla Oupa; 021 481 3889; soupa@iziko.org.za