

**REQUEST FOR QUOTATION (RFQ) CURATION, SOURCING, AND CO-FACILITATION OF THE INTERNATIONAL TRANSGENDER DAY OF VISIBILITY (TDOV) PROGRAM AT IZIKO SLAVE LODGE MUSEUM**

<b>Reference Number</b>	IZIKO-EDU TDOV-RFQ-2026/02
<b>Description</b>	Suitably experienced service providers are invited to submit quotations for the Curation, Sourcing, and Co-Facilitation of the International Transgender Day of Visibility (TDOV) Program on behalf of the Iziko Museums of South Africa.
<b>Address</b>	Iziko Slave Lodge Museum, 49 Adderley Street, Cape Town, 8001
<b>Attention</b>	Sikelwa Madlavu
<b>Date Issued</b>	02 February 2026
<b>Closing date and time for submission</b>	10 February 2026 @11:00am
<b>Method of delivery</b>	Quotes / Proposals, and accompanying documentation, <b>must be emailed</b> to (SCM) 021 481 3833 <a href="mailto:scm@iziko.org.za">scm@iziko.org.za</a> and smadlavu@iziko.org.za
<b>Technical enquiries</b>	Najumoeniesa Damon 021 481 3817 <a href="mailto:ndamon@iziko.org.za">ndamon@iziko.org.za</a>

<b>Name of Company</b>	
<b>CSD Supplier Number (MAAA.....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.

Full Name	Identity Number	Name of State institution

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:

.....  
.....

<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.

### 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.
- 3.5 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.
- 3.5.1 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)

---

<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.

## 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:

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

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:

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

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 race	<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 proprietor
- 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:** .....

.....

.....

.....

## **REQUEST FOR QUOTATION (RFQ) CURATION, SOURCING, AND CO-FACILITATION OF THE INTERNATIONAL TRANSGENDER DAY OF VISIBILITY (TDOV) PROGRAM AT IZIKO SLAVE LODGE MUSEUM**

Iziko Museums of South Africa (Iziko) invites suitably experienced service providers are invited to submit quotations for the Curation, Sourcing, and Co-Facilitation of the International Transgender Day of Visibility (TDOV) Program on behalf of the Iziko Museums of South Africa.

### **1. Background**

Iziko is a schedule 3A public entity and non-profit organisation, partly subsidised by the National Department of Sport, Arts & Culture (DSAC), bringing together 12 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 African 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. Similarly, the museums that make up Iziko are central spaces for cultural interaction - where we can gather, share, learn and connect with our history, art, nature, the planets and stars. *Iziko was thus envisaged as a space for people to gather, nourish body and soul, and share stories and knowledge passed from one generation to the next.*

In this spirit, Iziko museums serve as vital spaces for cultural interaction where we gather to share stories and knowledge across generations. By hosting the International Transgender Day of Visibility (TDOV), Iziko extends this "hearth" to the transgender and gender-diverse community, recognizing their histories as an integral part of our collective South African story.

In alignment with our vision of "African Museums of Excellence," Iziko seeks to move beyond the shackles of the past to generate new cultural legacies. By centering TDOV at the Slave Lodge, the program acknowledges the site's history of "Human Wrongs" while actively participating in "Human Rights" through:

Queer Education: Using cinema and facilitated dialogue to dismantle prejudice.

Visibility: Providing a tangible space of healing and reflection for a community often rendered invisible.

Access: Breaking down barriers to entry and ensuring that the "Museum Without Walls" philosophy includes the marginalized voices of the LGBTQIA+ community.

### **2. Project Description: TDOV 2026 at The Slave Lodge**

**Theme: "From Human Wrongs to Human Rights: Echoes of Visibility"**

International Transgender Day of Visibility (TDOV) is an annual global celebration dedicated to uplifting the resilience, achievements, and lived experiences of transgender, non-binary, and gender-diverse people. While

the world often focuses on the hardships faced by the trans community, TDOV is a day of joy, defiance, and radical presence.

**Why the Slave Lodge?** Choosing the Slave Lodge—a site defined by the Iziko theme "From Human Wrongs to Human Rights"—is a deliberate act of historical reclamation. This program seeks to:

- **Bridge Histories:** Draw a line between the historical erasure of marginalized bodies at the Cape and the modern-day struggle for trans visibility and bodily autonomy.
- **Educate through Narrative:** Use the power of queer cinema to provide an accessible entry point into transgender education, moving beyond statistics to human stories.
- **Facilitate Connection:** Host expert-led dialogues that empower queer youth and educate the broader public on fostering an inclusive South Africa.

**The Program:** On 31 March 2026, we will transform this historic site into a space of learning and liberation. The event will feature a curated selection of films exploring the intersection of race, gender, and heritage, followed by deep-dive "facilitated reflections" led by prominent voices in the Cape Town queer community.

### 3. Scope of Services

**Iziko Museums of South Africa (Iziko) invites suitably experienced service providers to submit quotations for the for the Curation, Sourcing, and Co-Facilitation of the International Transgender Day of Visibility (TDOV) Program on behalf of the Iziko Museums of South Africa.**

Iziko Museums of South Africa requires a service provider to implement the TDOV 2026 Program on 31 March 2026. This includes:

1. Sourcing and Licensing of films that promote queer education and transgender visibility.
2. Provision of Queer Facilitators to lead programs at the Slave Lodge, ensuring a safe and transformative environment for all visitors.
3. Coordination and Administration of the event logistics in accordance with Iziko's mandate of "connecting, exploring, and experiencing" our rich, diverse heritage.

### 4. BRIEF & SPECIFICATIONS

Service Required	Description/ Clarification detail/Comment
Number of Participants	60 participants from various areas including Paarl and Worcester

TDOV Event Coordination, Logistics Implementation, and Talent Acquisition.	<p>Event logistics coordination, implementation, and onsite management for the International Transgender Day of Visibility (TDOV) program on behalf of Iziko Museums of South Africa.</p> <p><b>Logistics Implementation Support</b></p> <p>Support includes a broad range of activities related to the coordination of queer-centric educational outputs:</p> <ul style="list-style-type: none"> <li>• Initiation meeting, onsite and virtual meetings.</li> <li>• Project updates, administration, and reporting.</li> <li>• Sourcing, proposing, and management of specialized talent: specifically queer facilitators, educators, and film licensing agents.</li> <li>• Distribution of catering and educational materials as agreed.</li> <li>• Onsite oversight and logistics for the TDOV program on 31 March 2026.</li> <li>• Ad hoc duties as agreed between parties.</li> </ul>
Film Screening & Facilitated Dialogue Activation	<p>International Transgender Day of Visibility (TDOV) – 31 March 2026</p> <p>Liaising with Iziko Project staff to source, appoint, and manage the implementation administration for:</p> <ul style="list-style-type: none"> <li>• Film Sourcing: Securing screening rights/licenses for films focusing on Transgender visibility and queer education.</li> </ul>
Content & Talent Management	<ul style="list-style-type: none"> <li>• Specialist Facilitators: Appointing six (6) facilitators experienced in Queer/Transgender advocacy to lead educational "Talk-Back" sessions.</li> <li>• Technical Coordination: Ensuring AV compatibility for high-quality film projection within the Slave Lodge heritage space. Photographer to document the programme.</li> </ul>
Transport	<p>Source transportation for participants</p> <p>Source catering for Refreshment on arrival, tea break and lunch</p>
Catering	
<b>Time</b>	<b>Museum sites</b>
09h00-16h30	<p>Iziko Slave Lodge</p> <p>(Set-up before 10:00, Strike after 15:00)</p>

Description/ Clarification detail/Comment	
<ol style="list-style-type: none"> <li>1. Event Day Oversight: Onsite coordination and management of the screening schedule and facilitator panels.</li> <li>2. Educational Collateral: Design and production of branded TDOV digital programs or "Zines" that link the Slave Lodge history to modern trans visibility.</li> </ol>	

3. Social Media Engagement: Coordination of a digital "Visibility Wall" or social media sharing station where visitors can post messages of solidarity.
4. Documentation: High-quality digital copies/recordings of the facilitated discussions for Iziko's archives.
5. Installation & Dismantling: Safe setup and removal of all AV and branding equipment, ensuring no impact on the historical fabric of the Slave Lodge.

#### Description/ Clarification / Detail Comment for Facilitators

##### **1. Objective**

To provide high-level facilitation that bridges the gap between historical disenfranchisement (the Slave Lodge site) and contemporary Transgender/Gender-Diverse visibility. The goal is to move beyond "awareness" toward transformative education and community healing.

##### **2. Key Responsibilities**

###### Pre-Event Content Development:

- Consult with Iziko curators to understand the specific sensitivities of the Slave Lodge as a site of memory.
- Develop a "Facilitation Guide" that outlines key terminology, safe-space protocols, and discussion prompts related to the curated films.

###### Film Post-Screening "Talk-Backs":

- Lead two (2) 45-minute moderated discussions following the film screenings.
- Expertly manage audience Q&A, ensuring a safe environment for trans attendees while providing educational clarity for the general public.
- Expertly manage short meditation sessions during sessions.

###### Thematic Interlinking:

- Explicitly link the theme of agency, identity and visibility to queer identities, helping participants see transgender history as a part of the broader South African social fabric.

###### Resource Navigation:

- Be prepared to provide "next-step" resources (NGO contacts, legal rights info, mental health support) to attendees who may require further support

###### Competency, Requirement

- Lived Experience/Advocacy, Strong preference for facilitators with lived experience within the Trans/Non-binary community or a proven track record of Trans-specific advocacy.
- Historical Literacy, "Ability to speak to the intersection of race, colonialism, and gender (Intersectional lens)."
- Conflict Resolution, Proven ability to de-escalate sensitive or high-emotion conversations in a public forum.

- Bilingualism, Ability to facilitate in English and either Afrikaans or isiXhosa is highly advantageous to ensure community accessibility at the Cape.

#### Standard of Conduct

- Facilitators are expected to uphold the "Iziko Hearth" philosophy: creating an atmosphere of kinship, warmth, and respect for ancestors—including queer ancestors whose stories were previously untold.

<b>Service Required</b>	<b>Requirements</b>
Subsistence implementation	To source, procure, to deliver and serve meals to all participants.
<b>Time</b>	<b>Refreshment</b>
09h00-09h30 11h30 14h00	Registration: Refreshment Tea break seated Lunch Break seated
<b>Description/ Clarification detail/Comment</b>	
<ul style="list-style-type: none"> <li>• Tea / Coffe/ water and biscuits</li> <li>• Tea Break: Tea/ Coffee/ juice / water fresh pastrami lettuce and tomato, tuna mayo, smoked chicken on whole wheat and brown and white bread sandwiches and a muffin</li> <li>• Lunch: a cooked meal ( meat stew/ chicken with a sauce, rice, colourful vegetables with desert malva pudding with custard</li> </ul>	

<b>Service Required</b>	<b>Requirements</b>
Photography to the value of R26 000	In consultation with the Education Department, source 1x photography crew to capture, document, record, edit, and delivery of event photography as agreed to between the parties.
<b>Time</b>	<b>Museum sites</b>
10:00 – 15:00	Iziko Slave Lodge
<b>Description/ Clarification detail/Comment</b>	
<p>Gear: Full frame camera required, with fast, sharp lenses to capture the programme. Amazing perspectives of participants and facilitators (limiting faces) enjoying and engaging with the programme include branding in the footage as much as possible, include a diverse variety of angles to ensure the images are interesting.</p> <p>Edit: 100-150, colour graded, edited 300DPI final high-resolution images required, sent via Google Drive link 5-8 Days after event.</p>	

Service Required	Requirement
Videography to the value of /R28 000	In consultation with the Education Department, source X1 Videographer to document the event
Time	Museum sites
10:00 – 15:00	Iziko Slave Lodge
Description/ Clarification detail/Comment	
<p>Gear: High resolution video footage minimum 4K, with a variety of fast and sharp lenses to capture the programme. Amazing perspectives of participants and facilitators (limiting faces) enjoying and engaging with the programme include branding in the footage as much as possible, include a diverse variety of angles to ensure the images are interesting.</p> <p>Edit: A colour graded final highlight video 60-90 seconds long, with interesting effects/transitions, text on screen including Iziko Museums' logos. Sourcing and inclusion of upbeat track with commercial licensing. Video must be fast and flowing for use across Iziko website and YouTube.</p> <p>The highlights video should also be rendered into 4x 30 second vertical reels, 1 for each site and 1 highlight reel of the entire day for the Iziko social media accounts.</p>	

## 5. Compliance Documents

Service Providers must submit all documents as outlined in the **Table** 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> )
2	Tax Status Verification Pin together with tax registration number.
3	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.
4	A Valid B-BBEE Certificate or Sworn Affidavit to determine the Service provider's status level.
5	SBD 4 – Bidders Disclosure.
6	Sb 6.1 Preference Points Claim Form in Terms of The Preferential Procurement Regulations 2022

## 6. Functionality Scoring

**The Minimum qualifying score for functionality to advance is 60 out of 80 (75%).**

All bidders achieving less than the minimum qualifying score will be declared non-responsive and will not qualify to be evaluated on Price and specific goals.

Evaluation Area	Evaluation Criteria	Min Points	Max Points	Points Allocation
Previous work experience in Event Management and similar projects.	<p>Company Profile (10)</p> <ul style="list-style-type: none"> <li>- 1-5 years = 2</li> <li>- 6-10 years = 5 points</li> <li>- More than 10 years = 10 points</li> </ul> <p>Supply signed references. (5)</p> <ul style="list-style-type: none"> <li>- 1 X letter = 2 points</li> <li>- 2 X letters = 3 points</li> <li>- 3 letters = 5 points</li> </ul>	2	20	
Knowledge and experience of performance/talent management/ production management	<p>Portfolio of past work demonstrating competency in all required project management aspects (30)</p> <ul style="list-style-type: none"> <li>o <i>Diversity of events presented in portfolio</i> <ul style="list-style-type: none"> <li>- Main event type (predominantly) = 5</li> <li>- Diverse event types = 10 points</li> <li>- Diverse and dynamic event types = 15 points</li> </ul> </li> <li>o <i>Level of complexity and technicality of past event specifications worked.</i> <ul style="list-style-type: none"> <li>- Straight forward event type (no event permit needed less than 100 people) = 10</li> <li>- Complex, technical events (sound, AV, talent management, OHS and Eventing Compliance) = 15 points</li> </ul> </li> </ul>	5	30	
Staff Compliment. Company organogram, credentials of key staff members that will be working on the project as well as skills development initiatives in support of Youth Development and employment.	<p>Company organogram demonstrates adequate resources capacity to manage projects implementation: (30)</p> <ul style="list-style-type: none"> <li>- Client service/Account Manager's experience 5 years = 5</li> <li>- Event Logistics Staffer &gt;3 years experience = 5</li> <li>- Technical/AV Team &gt;5 years = 5</li> </ul> <p>Evidence of Youth and Skills Development programme implemented.</p> <ul style="list-style-type: none"> <li>- No evidence = 0</li> <li>- Recently established (&lt;1 year) = 5</li> <li>- Established (&gt;2 years) = 10</li> </ul>	0	30	
Total points allocations			80	
Minimum threshold required			60	
Final Score obtained by bidder				

## 7. Costing Breakdown

Price is an important factor as it ensures optimum value for money and should consider all potential aspects of the coordination, logistics implementation, event day management, oversight and talent acquisition, management and administration for the *in\_herit* FESTIVAL campaign on behalf of the Iziko Museums of South Africa.

**Table: Cost Schedule**

Service Description	Amount
Project Management Fee	
Subsistence	
Photography	
Videography	
Facilitators	
Source of short films	
Sourcing Transport	
Sourcing Catering	
Contingency Fee 15% of the value	
<b>Sub Total (Excluding VAT)</b>	
<b>VAT 15%</b>	
<b>Total including VAT</b>	

## 8. 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:

Description	Specific goals	Price
Total maximum points	20	80

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

## 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. 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.

## 10. 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 these 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.
- vi) In terms of Preferential Procurement Regulation 11 and section 2(1) (f) of the Preferential Procurement Policy Framework Act, Iziko Museums may consider the following objective criteria in the bid award:
- vii) The risk of fruitless and wasteful expenditure to Iziko Museums.
- viii) The risk of an abnormally low bid.
- ix) The risk of a material irregularity.
- x) Iziko Museums reserves the right not to consider bids from Bidders who are currently in litigation with Iziko; and
- xi) Iziko Museums 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 Iziko Museums 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/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 Iziko Museums 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.