

**REQUEST FOR QUOTATION (RFQ) FOR MAINTENANCE AND REPAIRS HR BOARDROOMS, 4TH FLOOR LIBRARY WALLS AND CEILING DUE TO CRACKS MAINTENANCE TO ALSO INCLUDE REPLACING OF FLASHING, ROOF SHEETS AND CLADDING ON THE 6TH FLOOR ROOF OF THE IZIKO SOUTH AFRICAN MUSEUM.**

<b>Reference Number</b>	<b>IZIKO-SS/20/05/2025 MAINTENANCE AND REPAIRS</b>
<b>Description</b>	<b>MAINTENANCE AND REPAIRS HR BOARDROOMS, LIBRARY ON 4<sup>TH</sup> AND 6<sup>TH</sup> FLOOR ROOF</b>
<b>Address</b>	Iziko South African Museum 25 Queen Victoria Street Cape Town 8001
<b>Issue Date</b>	03 June 2025
<b>Compulsory Briefing</b>	12:00 pm 12 June 2025 Address: Iziko Museums 25 Queen Victoria Str Cape Town
<b>Attention</b>	F. Paynter/A. Arendse
<b>Site</b>	Iziko South Museums of South Africa
<b>Closing date and time for submission</b>	23 June 2025 @ 11:00 am
<b>Method of delivery</b>	Noleen Donson (SCM) 021 481 3917/ ndonson@iziko.org.za & <a href="mailto:scm@iziko.org.za">scm@iziko.org.za</a> ,
<b>Technical enquiries</b>	Contact: Mr Andre Arendse Email: <a href="mailto:aarendse@iziko.org.za">aarendse@iziko.org.za</a> 021 481 3821
<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.

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**

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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.

2.2.1 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; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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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.

- 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>
$Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$	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:

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

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	<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>	.....
	.....
	.....
	.....



## **1. BACKGROUND IZIKO**

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

## **2. OVERVIEW**

Iziko invites suitably qualified service providers to submit a bid to provide the following services as detailed in the Scope of work at the various Iziko sites.

## **3. IZIKO SITE**

The service will be required at the site listed in the table below.

**Table # 1: Site and Location**

<b>Iziko Site</b>	<b>Address</b>
1.South African Natural History Museum	25 Queen Victoria Street Cape Town

## **4. SCOPE OF WORK:**

- **Repair leaks, holes and cracks to include replacement of Ridge Flashing and repainting of affected areas, internally as well as externally for 4<sup>th</sup> Floor HR Boardrooms**
- **Repair leaks and crack in 4<sup>th</sup> floor Library walls to include waterproofing and repainting of affected areas, internally as well as externally**
- **Repair flashing, copping and roof sheets on the 6<sup>th</sup> Floor to include waterproofing of affected areas**

**Please note: the size of buildings will be communicated in the briefing session.**

## 5. Administrative Documents

Service Providers must submit all documents as outlined in Table #2 below.

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.	CIPC Document and the Directors ID;s
5	Signed Request for Quotation Document
6.	Health and Safety File

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

## 6. 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 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 4
- 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 # 3 Preferential Points**

	Specific goals allocated points	Price
Total maximum points	20	80

## 7. ELIGIBILITY CRITERIA

*To be eligible for functionality evaluation, the bidder must submit the following as per Table 4 below. If there is “No” on the Table 4 below, the bidder who didn't submit the required document (s) with their bid will be requested in writing to submit them within three (3) working days for inclusion in the Bid*

Evaluation Committee item, if a bidder fails to submit on the 3rd working day, the relevant bid will be rejected.

**Table #4: Eligibility Criteria**

Criteria	Attached (Yes/No)	Comments
CIDB GB 2 or above		
CSD Registration Summary Report with a compliant tax status		

## **8. PRICING SCHEDULE**

### **Pricing Instructions**

1. Payment will be made on the basis of completion of the work satisfactorily and on receipt of invoices as approved by the Iziko Project Manager
2. Offer to be valid for 60 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.**

## **9. FORMAL CONTRACT**

- a) The proposal and appended documentation read together form the basis for an agreement to be negotiated and concluded in a formal contract between Iziko and the preferred Service Provider.
- b) A mere offer and acceptance shall not constitute a formal contract of any nature for any purpose between Iziko and the preferred Service Provider/s.

## **10. GENERAL PRINCIPLES**

- a) The lowest or only quotation received will not necessarily be accepted.
- b) Iziko and its Council 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.

## **11. CIDB NOTES:**

Only those tenderers who are registered with the cidb or are capable of being so prior to the evaluation of submissions, in a contractor grading designation equal to or higher than a contractor grading designation determined in accordance with the sum tendered, or a value determined in accordance with Regulation 25 (1B) or 25(7A) of the Construction Industry Development Regulations, for a 2GB or Higher class of construction work, are eligible to have their tenders evaluated.

Joint ventures are eligible to submit tenders provided that:

- 1) every member of the joint venture is registered with the cidb,
- 2) the lead partner has a contractor grading designation in the 3GB class of construction work; or not lower than one level below the required grading designation in the class of construction works under consideration and possess the required recognition status
- 3) the combined contractor grading designation calculated in accordance with the Construction Industry Development Regulations is equal to or higher than a contractor grading designation determined in accordance with the sum tendered for a 3GB class of construction work or a value determined in accordance with Regulation 25 (1B) or 25(7A) of the Construction Industry Development Regulations.

## 12. EVALUATION OF PROPOSALS

Proposals will be evaluated on price and functionality in accordance with the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

### 12.1. Stage 2 - Functionality Criteria

A proposal which scores lower than the minimum overall percentage of 70% (70 points) will be eliminated from further evaluation; will be regarded as non-responsive and will not be evaluated further. All proposals which score 70% (70 points) and more for functionality will be eligible for further evaluation. Refer to table 8 below for Evaluation Criteria.

**Table 5: Evaluation Criteria**

<b>Evaluation Area</b>	<b>Evaluation Criteria</b>	<b>Points</b>
<b>Company Experience in building construction maintenance</b>	<p><b>Cumulative experience in number of years in building construction and maintenance</b> (Bidder to provide a company profile)</p> <ul style="list-style-type: none"> <li>• More than 10 years = (35 points)</li> <li>• 5 – 10 years = (20 points)</li> <li>Less than 5 years = (0 points)</li> </ul> <p>The following proof must be submitted:</p> <ul style="list-style-type: none"> <li>• Company Profile</li> <li>• A list of building construction maintenance projects undertaken.</li> </ul> <p>The list must include:</p> <ul style="list-style-type: none"> <li>- Client contact name and number</li> <li>- Project name</li> <li>- Start &amp; end date of the project /Project duration</li> <li>- Contract value</li> </ul>	<b>35</b>
<b>Reference letters</b>	<p>Number of Letters</p> <ul style="list-style-type: none"> <li>• more than 3 references letters = (20 points)</li> <li>• 3 reference letters = (10 points)</li> <li>• 2 or fewer reference letters = (0 points)</li> </ul> <p>NB: Letters of Reference must not be older than 5 years. must be on the company letter head and must state the contract value and the project duration.</p>	<b>20</b>

	The reference letters should NOT be appointment or award letters.	
<b>#4. Construction Programme</b>	<p>Proposed construction programme for the works indicating the logical sequence and estimated duration of all activities to be completed by the contractors, subcontractors, and suppliers, in appropriate detail.</p> <p>The programme should take into consideration anticipated risks such as weather constraints, factors such as site conditions and conditions of the working building during the project.</p> <p>Bidder must provide project programme with estimated timelines</p> <ul style="list-style-type: none"> <li>• No plan or incomplete/partial plan= 0</li> <li>• Comprehensive Plan covering deliverables and realistic timelines for the scope of work = 20</li> <li>•</li> </ul>	<b>30</b>
<b>Organogram of project team working on this project.</b>	<p>Bidder to submit team structure and size of team that will be working on the project.</p> <p>Provide detailed CVs and proof of qualifications of team members working on the project.</p> <p>The team must include a Foreman, and artisans.</p> <p><b>Foreman</b></p> <ul style="list-style-type: none"> <li>• Minimum of 5 years' experience as a Construction Foreman (10 Points)</li> </ul> <p>Artisans must have a minimum of 5 years' experience in building construction. (5points)</p>	<b>15</b>
<b>Total</b>		<b>100</b>

### 13. 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

i) accept that, in addition to cancellation of a contract, action may be taken against me should the Declaration prove to be false.

ii) 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:

iii) The risk of fruitless and wasteful expenditure to Iziko Museums.

iv) The risk of an abnormally low bid.

v) The risk of a material irregularity.

vi) Iziko Museums reserves the right not to consider bids from Bidders who are currently in litigation with Iziko; and

vii) 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. 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.