

**REQUEST FOR QUOTATION (RFQ) TO APPOINT A SERVICE PROVIDER AND INITIATE A 30-MONTH (2.5 YEARS), RENEWABLE SERVICE LEVEL AGREEMENT FOR DESIGN, FABRICATION, PRINT, INSTALLATION, AND MAINTENANCE OF AN EXHIBITION CALLED, 'MAKING FREEDOM: FROM A HISTORY OF SLAVERY TO A PEOPLES HISTORY AT THE IZIKO SLAVE LODGE (ISL), IN CAPE TOWN.**

<b>Reference Number</b>	<b>IZIKO_R&amp;E_RFQ_SL2024/12/04</b>
<b>Description</b>	We require exhibition design, print, fabrication, and maintenance of built structures and installation of new exhibitions for 2 galleries at the Iziko Slave Lodge Museum: (1) the Hermanus Matroos Room and (2) the Galant Gallery. Please see quote requirements on page 11.
<b>Address</b>	Iziko Slave Lodge, corner Adderley street and Wale street, Cape Town, 8000
<b>Attention</b>	Noleen Donson
<b>Closing date and time for submission</b>	22 January 2025 @11am
<b>Site Visit</b>	By appointment
<b>Method of delivery</b>	Quotes / Proposals, and accompanying documentation, <b>must be emailed</b> to <a href="mailto:scm@iziko.org.za">scm@iziko.org.za</a> and Noleen Donson; 021 481 3917; <a href="mailto:ndonson@iziko.org.za">ndonson@iziko.org.za</a>
<b>Technical enquiries</b>	Shanaaz Galant: <a href="mailto:sgalant@iziko.org.za">sgalant@iziko.org.za</a>
<b>Name of Company</b>	
<b>CSD Supplier Number (MA.....Number)</b>	
<b>B-BBEE Status Level of Contribution</b>	
<b>Quote Price (Incl. Vat)</b>	
<b>Signature</b>	

## BIDDER'S DISCLOSURE (SBD 4)

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

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

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

### 2. Bidder's declaration

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

(please select or underline the 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 table below. (please select or underline the applicable position highlighted in bold).

Full Name	Identity Number	Name of State institution

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

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
.....

2.3 Does the bidder or any of its **directors / trustees / shareholders / members / partners** or **any person having a controlling interest in the enterprise** have any interest in any other related enterprise whether or not they are bidding for this contract?  
**YES/NO (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 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

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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.

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)

**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**

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**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:

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

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{min}$  = Price of lowest acceptable tender

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

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

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

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

.....  
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....

## **REQUEST TO QUOTE**

Iziko Museums of South Africa invites suitably qualified service providers to submit quotations for graphic design work for exhibition panels, object labels, vinyl lettering, print and installation of said material, including production oversight of print and installation. We also require a + 12 metre long wooden wall to be designed and built. The wall will show the names of more than 3600 enslaved and 10 hollowed out spaces for original slavery objects.

### **INSTALLATION ADDRESSES AND DEADLINES:**

<b>Project name</b>	<b>Installation Deadline</b>	<b>Location</b>
<b>'Making Freedom: from a history of slavery to a people's history'</b>	<b>29 May 2025</b>	<b>Iziko Slave Lodge</b>

#### 1. Scope of Services/Goods

<b>New Exhibitions at the Iziko Slave Lodge (ISL)</b>	
	<b>'Making Freedom: from a history of slavery to a people's history'</b>
	<b>Design and print for both spaces: the Hermanus Matroos room (Room 1) and the Galant Gallery (Room 2)</b>
	<b>Wall text: VINYL LETTERING</b>
	<b>Room 1: the Hermanus Matroos Room</b>
<b>Content</b>	Title and contextual text to fill the wall -on 1 wall only
<b>Quantity and Measurements</b>	Measurements to be taken in space during site visit (time to be arranged); an example of the text style is in Annexure A. Size: <b>the vinyl lettering will occupy 100cm horizontally x 100cm vertically.</b>
<b>Medium</b>	Vinyl directly applied onto the wall. Black matt
<b>Installation</b>	Installation is to be included in the quote.
<b>Details</b>	Include the cost of sampling x3.
	<b>Labels for both rooms</b>
<b>Quantity</b>	56
<b>Size</b>	Determined after appointment but maximum 30cm horizontally x 15cm vertically
<b>Medium</b>	Vinyl covered forex
<b>Installation</b>	Installation is to be included in the quote.
<b>Details</b>	Include the cost of sampling.
	<b>Image clipping and editing</b>
<b>Quantity</b>	20 images to be supplied by Iziko for editing and enlarging where needed
<b>Size</b>	Determined during and after site visit. Sizes approx.: 40 cm x 40 cm (10) 50 cm x 50 cm (10)
<b>Medium</b>	Digital
<b>Installation</b>	Editing to be included in the quote
<b>Details</b>	

	<b>Wallpaper printed- map of SA + TEXT</b>
	<b>Room 1: the Hermanus Matroos Room</b>
<b>Quantity</b>	<b>1 Wall paper</b>
<b>Measurements</b>	Estimated: 400cm horizontally x 300cm vertically
<b>Medium</b>	Vinyl
<b>Details</b>	See annexure A
<b>Installation</b>	Installation is to be included in the quote
	<b>Wall text: VINYL LETTERING</b>
	<b>Room 2: the Galant Gallery</b>
<b>Quantity 4</b>	Title and contextual text to fill the wall- wall 1 of Room 2 Contextual label for the commemorative all- wall 2 of Room Contextual label for the film- wall 3 of Room 2 Artist statement on wall 4 of Room 2  An example (image) in Annexure A
<b>Quantity and Measurements</b>	Determined during and after site visit. To fill the wall space: estimated 300cm horizontally x 200cm vertically.
<b>Medium</b>	Vinyl
<b>Details</b>	The title and text (contextualising the exhibition) to be placed in vinyl lettering directly onto the wall.
	<b>Fabrication and Installation</b>
	<b>Hanging banners (cases)</b>
	Room 1 and 2
<b>Quantity 4 (for 4 cases)</b>	Four printed vinyl banners to be inserted (hung) in the four cases to be used in the 2 spaces
<b>Quantity and Measurements</b>	4 69cm horizontally (x) x 220cm vertically (y)
<b>Medium</b>	Vinyl
<b>Details</b>	The banners should be printed on both sides so that that the lettering is visible from both sides- double sided prints.
	<b>Fabrication and Installation</b>
<b>Framing and mounting supplied photographs</b>	<b>Room 1: the Hermanus Matroos Room</b>
<b>Quantity 10</b>	<b>10</b> photographs to be printed, framed and installed
<b>Measurements</b>	Estimated: 45cm horizontally x 33cm vertically
<b>Photographic Paper</b>	The ten photographic prints to be printed onto matte or lustre photographic paper and then framed (447 mm x 321 mm)
<b>Mount Board</b>	Museum Grade off-white acid-free mount board
<b>Hangers</b>	Fitted with both portrait and landscape shark tooth hangers
<b>Glazing</b>	Non-reflective, shatterproof, clear UV glass
<b>10 wooden frames</b>	50cm x 35cm (500mm x 350mm)

	<b>Designers to include the cost of printing, paper, framing boards and wooden frames in the quotation.</b>
	<b>Wooden Commemorative Wall with built in cases - <u>Room 2: the Galant Gallery (Wall 2)</u></b>
<b>Quantity</b>	1
<b>Measurements</b>	12 metre horizontal by 2 metre vertical
<b>Medium</b>	<b>Wooden wall to be designed and built has to contain 3600 slave names with 10 built-in cases for slavery objects</b>
<b>Installation</b>	Installation is to be included in the quote.
<b>Details</b>	Full fabrication and installation of the wall as per heritage site regulations
	<b>Built structure for giant screen - <u>Room 2: the Galant Gallery (Wall 3)</u></b>
<b>Quantity 1</b>	<b>1 wooden structure</b> to be built for our 82 inch screen to house/hold our large monitor (Iziko to procure the monitor)
<b>Measurements</b>	exact measurements to be taken during site visit  220cm horizontally x 200cm vertically, floor to ceiling. On the side of the structure there should be a 60 cm entry and exit in order for maintenance etc. The side space (entry and exit) should have a lockable door/panel. <b>An example of the structure is on Annexure A.</b>
<b>Medium</b>	Wood
<b>Installation</b>	Installation is to be included in the quote.
<b>Details</b>	Installed flush to the floor
	<b>Screen/monitor to be supplied by Iziko and be mounted in the structure.</b>
<b>Built structure for medium sized screen</b>	<b><u>Room 2: the Galant Gallery (Wall 4)</u></b>
<b>Quantity 1 Mounted screen (frame- like mounting)</b>	1 Structure to be built to frame a 16 inch monitor. Film will show artist's process. Thus a frame like structure.
<b>Measurements</b>	Exact measurements to be taken during site visit Roughly: 70cm horizontally x 70cm vertically
<b>Medium</b>	Wood
<b>Installation</b>	Installation to be included in the quote
<b>Details</b>	See examples in Annexure A + Casing to be built and screens mounted inside the casing. Please allow an opening/space behind the frame for access for installation, maintenance and repairs.
	<b>Screen to be supplied by designers and to be mounted into the frame- see above.</b>
<b>Quantity</b>	1
<b>Measurements</b>	21.5 inch monitor framing and mounting
<b>Medium</b>	Wood
<b>Installation</b>	Monitor to be mounted in a protective frame to be included in the quote- the frame has to be slightly larger than the 21.4 inch monitor.

<b>Details</b>	Monitor to be mounted in a protective frame- sound is meant to emanate from the installation we will be showing sound clips/interviews for visitors
	<b>Screen/monitor to be supplied by Iziko and be mounted in the structure.</b>
	<b>Build a ramp structure that will cover a set of steps - <u>Room 2: the Galant Gallery</u></b>
<b>Quantity 1</b>	1 ramp to be built in the centre of the gallery to provide a gradual 'slope' over the steps. The ramp must be able to manage lots of foot traffic and weight.
<b>Measurements</b>	Exact measurements to be taken during site visit. Roughly 2m x 1m, sloped.
<b>Medium</b>	Wood
<b>Installation</b>	Installation to be included in the quote
<b>Details</b>	Build a drawing for approval – as per scamps developed collectively during the onboarding meeting
	<b>Benches required - <u>Room 2: the Galant Gallery</u></b>
<b>Quantity</b>	<b>2 Benches</b> to be supplied- examples of designs in Annexure A
<b>Measurements</b>	Exact measurements to be taken during site visit. 2 metres long x 70 cm deep
<b>Medium</b>	Wood and fabric
<b>Design, manufacture and delivery</b>	Design, manufacture and delivery to be included in the quote
	<b>Contingency</b>
<b>Quantity</b>	10% of total quote
<b>Use</b>	Only with Iziko Director of Research & Exhibitions approval
	<b>Maintenance plan</b>
	<p>2-year maintenance plan to be included in the quote. This includes call out if equipment installed is faulty. Designer to replace broken and or faulty equipment. Designer also to replace fallen and broken panels, problematic vinyl lettering, or reprints. This should include:</p> <ul style="list-style-type: none"> <li>- A maximum of 2 callouts per year</li> <li>- Technical or fabrication support (2 callouts per year)</li> <li>- Reprints of 2 panels per year</li> <li>- Replacements of 2 vinyl installations per year</li> </ul>

## 2. PROJECT DEADLINES:

**'Making Freedom: from a history of slavery to a people's history'**

**Site visit: On appointment before quote deadline ([sgalant@iziko.org.za](mailto:sgalant@iziko.org.za))**

**Quote deadline:  
22 January 2025, 11am**

**Print Ready design files: To be confirmed by end-April 2025.**

**Full Installation Deadline: 29 May 2025**

### **3. OUTPUT/DELIVERABLES:**

Design, print, fabrication and installation of all elements, sampling and print production management included.

### **4. 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.

### **5. COMPLIANCE DOCUMENTS**

Service Providers must submit all documents as outlined in the Table 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	Completed Request to quote
5	Company profile document outlining years of experience printing for exhibitions, portfolio if exhibition print and installation work done, assurance that turnaround time will be met, to be used to be used for functionality scoring.

**Note: Failure to supply any of the compliance 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 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:
Portfolio	Portfolio demonstrates high-end, museum grade quality prints, fabrication, and installation with impeccable colour continuity, fine detail, with professional finishing, showcasing exceptional end product.	40 points	<p>0 - does not meet criteria: none of the requirements are met  10 – meets criteria somewhat: if 3 of the requirements are met  20 - adequately meets the criteria: if 4 of the requirements are met  30 - meets criteria well: if 5 of the requirements are met  40 - successfully meets criteria: if all of the requirements are met</p> <p>Required: a portfolio of photographs, drawings and sketches of the work demonstrating the quality of design, prints, fabrication and installation with impeccable colour continuity, fine detail with professional finishing, showcasing exceptional end product</p>
Exhibition experience	The service provider has at least 5 years of experience in exhibition fabrication, printing industry, or similar.	30 points	<p>0 - does not meet criteria: no experience  10 - meets criteria somewhat: 3 years of experience  20 - adequately meets the criteria: 3 and a half to 5 years of experience  25 - meets criteria well: 5 years of experience  30 - successfully meets</p>

			<p>criteria: 5 years and more of experience</p> <p>Required: The supplier must include a company profile that includes the company history and work experience on exhibition related projects. At least 3 previous projects are to be included.</p>
Turnaround time	The service provider has demonstrated they are able to meet the turnaround time indicated from Print ready file availability to installation deadlines.	30 points	<p>0 - does not meet criteria: does not meet any of the determined deadlines</p> <p>10 - meets criteria somewhat: Completes project 1 month after the determined deadline</p> <p>20 - adequately meets the criteria: Completes the project 2 weeks after the determined deadline</p> <p>25 - meets criteria well: Completes the project on the determined deadline</p> <p>30 - successfully meets criteria: Completes the project 2 weeks before the determined deadline</p> <p>The supplier should include 3 exhibition related projects along with the duration of the project; it should be specified whether the deadline was met. The evidence must be included in the portfolio, along with photographs of the completed projects.</p>

## 7. PRICING SCHEDULE

### Pricing Instructions

1. Payment will be made based on the delivery and installation of all elements printed
2. Offer to be valid for 60 days from the bid closing date.

### 7.1 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 and installation costs etc.



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

#### **8. QUOTE FORMAT:**

Please lay out your quote as per the table provided below.

Where medium choice is between various options indicate the medium/finish you are quoting on.

DESCRIPTION	AMOUNT (Incl VAT)

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

#### **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.

- c) The contingency listed above is for Iziko's use only. Prior approval must be granted by project manager via email for use of contingency, which can be invoiced separately.

### **10.1. Consent**

The Bidder, by signing this document, hereby consents to the use of their personal information described herein and confirms that:

- they have obtained all the necessary consent from their shareholders/directors or counterparts, including the consent for Iziko to receive and process such personal information.
- Failure to provide the information will result in the objectives of the RFQ not being achieved, with the Bidder being disqualified.
- The Bidder voluntarily submits this bid/document containing personal information, for the purposes of the RFQ.

Iziko is committed to protecting the Bidder's privacy and recognises that it needs to comply with statutory requirements in collecting, processing, and distributing personal information. The Constitution of the Republic of South Africa provides that everyone has the right to privacy and the Protection of Personal Information Act 4 of 2013 ("POPI") includes the right to protection against unlawful collection, retention, dissemination, and use of personal information. In terms of section 18 of POPI, if personal information is collected Iziko, as responsible party, must take reasonably practical steps to ensure that the data subject is made aware of the information being collected.

## **11. CLOSING DATE FOR SUBMISSIONS**

**The closing date is 22 January 2025 at 11am.**

## **12. 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;
- v) 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
- vi) accept that, in addition to cancellation of a contract, action may be taken against me should the Declaration prove to be false.

- i) In terms of Preferential Procurement Regulation 11 and section 2(1) (f) of the Preferential Procurement Policy Framework Act, the IZIKO may consider the following objective criteria in the bid award:
- ii) The risk of fruitless and wasteful expenditure to the IZIKO.
- iii) The risk of an abnormally low bid.
- iv) The risk of a material irregularity.
- v) The IZIKO reserve the right not to consider bids from Bidders who are currently in litigation with the IZIKO; and
- vi) The IZIKO further reserve 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 the IZIKO 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 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.