



**REQUEST FOR QUOTATION (RFQ) FOR APPOINTMENT OF A SERVICE PROVIDER FOR GRAPHIC DESIGN OF EXHIBITION CONTENT.**

<b>Reference Number</b>	<b>IZIKO R&amp;E RFQ 2026/04/14</b>
<b>Description</b>	<b>Iziko <i>Matereality</i> Exhibition Graphic Design</b>
<b>Address</b>	Iziko South African Museum, 25 Queen Victoria Street, Cape Town, 8001
<b>Attention</b>	Andrea Lewis, Noleen Donson and Siphamandla Oupa
<b>Advert Date</b>	15 April 2026-
<b>Closing date and time for submission</b>	24 April 2026 @ 11:00am
<b>Method of delivery</b>	Quotes / Proposals, and accompanying documentation, <b>must be emailed</b> to Noleen Donson (SCM) 021 481 3917: <a href="mailto:ndonson@iziko.org.za">ndonson@iziko.org.za</a> ; <a href="mailto:scm@iziko.org.za">scm@iziko.org.za</a> and Andrea Lewis: <a href="mailto:alewis@iziko.org.za">alewis@iziko.org.za</a>
<b>Technical enquiries</b>	Andrea Lewis, <a href="mailto:alewis@iziko.org.za">alewis@iziko.org.za</a> ; 083680 4038 (text only)

<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 APPLICABLE POSITION HIGHLIGHTED IN BOLD).

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of **sole proprietor/ directors / trustees / shareholders / members/ partners** or any person having a controlling interest in the enterprise, in the table below.  
(PLEASE SELECT OR UNDERLINE THE APPLICABLE POSITION HIGHLIGHTED IN BOLD).

<b>Full Name</b>	<b>Identity Number</b>	<b>Name of State institution</b>

<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.

<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.

- 3.4 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.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder (Company Name)

(SBD 6.1)

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

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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
<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:

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

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:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10}
 \end{array}$$

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

Where

- Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmax = Price of highest acceptable tender

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

*(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.*

*Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)*

The specific goals allocated points in terms of this tender	Evidence	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Persons, or categories of persons, historically disadvantaged- (HDI) by unfair discrimination on the basis of	<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>	.....
	.....
	.....
	.....

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

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

Iziko Museums of South Africa is seeking a graphic designer/ agency for the exhibition *Materiality*. Various levels of design work are needed as outlined in the brief.

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

**QUOTE DEADLINES:**

- Quotations and documentation to be submitted by COB **24 April 2026**

**BACKGROUND:**

Iziko Museums of South Africa is seeking a graphic designer to develop the visual identity and exhibition graphics for *Materiality*, opening at the Iziko South African National Gallery on 15 August 2026 and running for approximately ten months. Curated by Andrea Lewis, the exhibition brings together contemporary artists whose practices explore the expressive and conceptual possibilities of materials. Working with substances such as soil, cloth, sugar, felt, wood, metal and found objects, the artworks consider how material choices can speak to identity, memory, land, belonging and lived experience, often linking personal narratives to wider social and political histories.

**PROJECT DELIVERABLES:**

Task	Responsibility	
Site Visits	Graphic Designer	May 2026
Onboarding and scamps	Full team & Graphic Designer	End May 2026
Completion of art direction + visual & material language	Graphic Designer	Mid-June 2025
The first draft of the final layout Edits	Graphic Designer	End June 2026
Additional content (labels invitations etc)	Graphic Designer	Mid-July 2026
Layout Second draft	Graphic Designer	Mid July 2026
Final Edit of Layout	Full Team	End July 2026
Print ready files	Graphic Designer	End July 2025
Open files	Graphic Designer	End project

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

## BRIEF: EXHIBITION BRANDING AND GRAPHIC DESIGN SERVICES

A clean, simple but bold layout is required.

The colours, aesthetics and look of the exhibition, as well as the sizes and materials of various printed collateral (titles, wall texts, labels etc), will be established with the curator during exhibition planning between May and July 2026. Guidance and ideas would be welcome.

### OUTPUT

#### Branding

- Completion of art direction + visual & material language for exhibition content registers (typography, iconography, graphic style, photographic treatment & colour palette).
- Offer a few options, allowing for up to 3 revisions of the chosen option.

#### Onboarding

- You will be required to join the team to discuss the timeline and for a short onboarding.

#### Titles and Quotes

- Design layout for 2 exhibition titles.
- The designer will also be asked to propose a **fabricated exhibition title** for *Materreality*. We are particularly interested in a non-traditional approach - moving beyond standard vinyl or printed wall text - to a title constructed from physical materials that resonates with the exhibition's focus on materiality.

#### Object Labels

- Design layout for 150 object labels, including appropriate fonts and sizes.

#### Wall Texts

- Design layout for main wall text

#### Other elements

- Design layout for 25 adverts for social media platforms (Instagram and Facebook) based on exhibition content
- Design layout for 2 website banners (image based)
- Design layout for Poster (image-based)
- Design layout for *Materreality* educational supplement (A5, 20 pages)
- Design layout for exhibition booklet (A5, 40 pages)
- Design for a 'Material Index Wall' of materials
- Design 8 digital invitations for artists' talks and seminars

**DELIVERABLES:**

1. Participate in onboarding meetings (can be held online).
2. Branding Finalisation / Art direction + visual & material language for exhibition completed and pitched (2 options with up to 3 revisions for chosen option).
3. Assist the curator to describe the requirements and specifics of **print production and fabrication** for ‘Request For Quotation’ purposes by mid-June 2026.
4. Participate in onboarding.
5. Design Layout of:
  - 5.1. 2 Exhibition Titles
  - 5.2. 150 object labels
  - 5.3. 2 x main wall texts
  - 5.4. Adverts: 25
  - 5.5. Website banner: 2
  - 5.6. Educational supplement: A5, 25 pages
  - 5.7. Exhibition booklet: A5, 40 pages
  - 5.8. A “Material Index” Wall for learners. Visitors encounter a wall displaying all the materials used in the exhibition.
  - 5.9. 8 digital invitations for artists’ talks and seminars.
6. Print-Ready Files:  
These might include layers in separate print-ready files for printing on different mediums.
7. Open Files:  
Compatible with Adobe programs. For future edits, updates, or modifications to the design.
8. Edits and Revisions:  
Up to three (3) rounds of changes and/or edits to the design before final sign-off.
9. Design Assets:  
This includes any additional design elements used in the exhibition panels, such as icons, borders, shapes, or image masks. These assets may be provided as separate files or included within the open files.
10. Site visit of 4 days for Production Management and print installation oversight. Please include flight costs if applicable.

**PROCUREMENT FRAMEWORK**

**1. VALIDITY PERIOD OF QUOTATION**

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

**2. COMPLIANCE DOCUMENTS**

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

1	Central Supplier Database Report – with supplier number and company details ( <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, including completed and signed SBD6.1 and SBD4 pages.
5	Portfolio of work used for functionally assessment in Table 3

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

### 3. EVALUATION CRITERIA

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

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

- Firstly, the bidder will have to comply with eligibility criteria as per Table 1
- Thereafter assessment of quality will be done in terms of the evaluation criteria (Table 3) and the minimum threshold of **80** points. A bid will be disqualified if it fails to meet the minimum threshold for functionality as per the bid invitation.
- Proposals will be evaluated on the 80/20 preference points scoring system: that is, 80% of the points awarded will be based on price, as indicated in the table below; and 20% of the points awarded will be based on specific goals, allocated as indicated in the table below:

**Table 2 PREFERENTIAL POINTS**

	Specific goals allocated points	Price
Total maximum points	<b>20</b>	<b>80</b>

**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	Assessment key:
Design Sense	Demonstrates a strong sense of design principles, including layout, typography, colour, and composition. Utilizes effective visual hierarchy and attention to detail. Creates visually appealing and cohesive designs.	<p>0 – does not meet criteria</p> <p>10 – Demonstrates a limited and inconsistent application of design principles. Portfolio shows some relevant work but lacks depth, cohesion, or clarity in layout, typography, colour and composition.</p> <p>20 – Demonstrates a competent understanding of design principles with generally clear layout and composition. Portfolio meets minimum requirements, with acceptable but not consistently refined visual hierarchy and attention to detail.</p> <p>30 – Demonstrates a strong and consistent application of design principles across the portfolio. Work shows clear visual hierarchy, thoughtful use of typography and colour, and a good level of detail and cohesion.</p> <p>40 – Demonstrates an excellent and highly resolved application of design principles. Portfolio is cohesive, visually compelling, and consistently executed, with sophisticated hierarchy, meticulous attention to detail, and a</p>

		strong, professional design sensibility.
Experience in Exhibition Graphic Design	Displays a portfolio that includes previous graphic design work in museum and art exhibitions.	<p>0 – less than 10 exhibitions</p> <p>20 – 10 to 14 exhibitions</p> <p>30 – 15 to 19 exhibitions</p> <p>40 – 20 exhibitions and more</p>
Innovation and Creativity	<p>Exhibits creative and innovative approaches to graphic design, pushing boundaries and exploring new ideas.</p> <p>Demonstrates the ability to bring a "wow factor" to the designs, capturing the attention and interest of viewers. Offers fresh and unique solutions that enhance the overall exhibition experience.</p>	<p><b>0 – Does not meet criteria</b> No evidence of creative or innovative thinking. Designs rely on generic and formulaic approaches with little to no attempt to engage or differentiate.</p> <p><b>2.5 – Meets criteria somewhat</b> Limited originality. Some attempts at creative expression are evident, but largely remain within familiar or predictable design approaches. "Wow factor" is minimal or inconsistent.</p> <p><b>5 – Adequately meets criteria</b> Demonstrates a competent level of creativity with occasional fresh ideas. Some elements move beyond standard design solutions, but innovation is not sustained across the work. Visual impact is present but moderate.</p> <p><b>7.5 – Meets criteria well</b> Shows strong creative thinking and a willingness to push beyond conventional design approaches. Work includes distinctive,</p>

Commented [S01]: How to evaluate

		<p>engaging elements that enhance viewer interest and contribute meaningfully to the exhibition experience.</p> <p><b>10 – Successfully meets criteria</b>                  Demonstrates exceptional innovation and originality throughout. Designs consistently move beyond textbook solutions, offering fresh, unexpected, and conceptually driven approaches. Work has a clear “wow factor,” is memorable and significantly enhances audience engagement and the overall exhibition experience.</p>
<p>Attention to Abstraction and Conceptualization</p>	<p>Appropriately incorporates abstraction and conceptualization in the design work. Demonstrates an understanding of how to visually represent complex ideas or themes in a captivating and engaging manner. Demonstrates the ability to effectively communicate a story through graphic elements. Shows experience in creating designs that align with the exhibition’s themes and objectives.</p>	<p><b>0 – Does not meet criteria</b>                  No clear evidence of conceptual thinking. Designs fail to engage with or communicate underlying themes, appearing superficial or disconnected from the exhibition content.</p> <p><b>2.5 – Meets criteria somewhat</b>                  Limited attempt at conceptualisation. Some ideas are present but not clearly or effectively translated into visual form. Communication of meaning is weak, unclear, or overly literal.</p> <p><b>5 – Adequately meets criteria</b>                  Demonstrates a basic ability to translate concepts into visual form. Designs communicate key</p>

		<p>ideas, though sometimes in a straightforward or predictable manner. Conceptual clarity is present but not consistently compelling.</p> <p><b>7.5 – Meets criteria well</b> Shows strong conceptual thinking and the ability to translate complex themes into clear and engaging visual language. Designs communicate ideas effectively, balancing abstraction with clarity, and supporting the exhibition narrative.</p> <p><b>10 – Successfully meets criteria</b> Demonstrates exceptional ability to distil complex concepts into simple, bold, and highly effective visual expressions. Work communicates the essence of the exhibition with immediacy and impact, using abstraction and visual storytelling in a sophisticated, cohesive, and memorable way.</p>
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**4. QUOTE FORMAT:**

The quote should be laid out for each of the object line items listed above in the brief. Please layout your quote as per the table provided below.

No.	Description	Quantities	Unit Cost Inc. VAT	Total Amount (incl. VAT)
1	<b>Materality</b>			
1.1	Site visits for production oversight	4 days		
1.2	Branding Finalization	1		
1.3	Onboarding	1		
1.4	Layout of all outlined elements indicated in the RTQ Output and Deliverables	As listed. in RTQ		
1.5	Drafting RTQ for Print and Production	N/A		
1.6	Print-Ready Files and Open Files	As listed. in RTQ		
1.7	Edits and Revisions	3		
1.9	Design Assets	As listed. in RTQ		
1.10	Contingency of R 10%	N/A		
<b>Total Amount</b>				<b>R</b>

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

**5. PRICING ON QUOTATIONS**

The price must be stated in South African Rand (incl. VAT) if registered for VAT. Detailed pricing schedule inclusive of VAT and any additional cost such as import taxes (if applicable) transport, accommodation, and flights for site visits etc.

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

**6. PRICING SCHEDULE**

1. Payment will be made based on the deliverables for the goods received.
2. Payment will only be made on the basis of work completed satisfactorily, and invoices provided and approved by the project manager.
3. Offer to be valid for 60 days from the bid closing date.

**7. FORMAL CONTRACT**

- a) The proposal and appended documentation read together form the basis for an agreement to be negotiated and concluded in a formal contract between Iziko and the preferred Service Provider.
- b) A mere offer and acceptance shall not constitute a formal contract of any nature for any purpose between Iziko and the preferred Service Provider/s.
- c) We reserve the right to remove line items and change quantities as per budget requirements.

**8. GENERAL PRINCIPLES**

- a) The lowest or only quotation received will not necessarily be accepted.
- b) Iziko and its Council reserves the right to accept or reject any quotation in response to the Request to Quote and to withdraw its decision to seek the provision of these services at any time.

**12. DECLARATION**

The undersigned, who warrants that they / he / she / is duly authorized to do so on behalf of the enterprise:

- i) confirms that neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
- ii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;
- iii) confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and ;
- iv) confirms that the contents of this questionnaire/forms (SBD 4, & 6.1) are within my personal knowledge and are to the best of my belief both true and correct
- v) accept that, in addition to cancellation of a contract, action may be taken against me should the Declaration prove to be false.

Signed	_____	Date	_____
Name	_____	Position	_____
Enterprise name	_____		

***Please note that if the supporting documentation is not provided then the submission will be classified as non-responsive.***

**1. Disqualification**

Please note that if a bid document is not filled in correctly or completely, or complied with the specification, or is delivered/sent after the bid closing date and time, or the supplier is not registered on the CSD or supplier has a non-compliant tax status, then unfortunately that bidder maybe disqualified. Please return this document with the supporting documents.

**2. Bid Document Submission**

Emailed tender documents will be accepted. However, the onus is on the tenderer to ensure that complete email documents have been received by the IZIKO by the due date and time. Please note that any alterations to the tender document other than filling in the tenderer's details and tender price will automatically disqualify the tenderer.