

REQUEST FOR QUOTATION (RFQ)

THE APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE VALUATION OF HERITAGE ASSETS IN TERMS OF GRAP 103 FOR A PERIOD OF THREE (3) YEARS ON AD HOC BASIS

Reference Number	RTQ/HAV/03/2025
Description	A PANEL OF SERVICE PROVIDERS FOR THE VALUATION OF HERITAGE ASSETS IN TERMS OF GRAP 103 FOR A PERIOD OF THREE (3) YEARS ON AD HOC BASIS.
Name of the responsible unit/department	Finance and Administration
Address	Iziko South African Museum, 25 Queen Victoria Street, Cape Town, 8001
Attention	Sikelwa Madlavu
Compulsory briefing session and site visit	No
Issued Date	24 April 2025
Closing date and time for submission	Friday 16 May 2025 at 11h00
Method of delivery	Quotes / Proposals, and accompanying documentation, must be emailed to (SCM) 021 481 3917: scm@iziko.org.za ; smadlavu@iziko.org.za
Technical enquiries	Please contact CFO, Ronell Pedro: Telephone 021 481 3825 (office hours) Email: rpedro@iziko.org.za
Name of Bidding Company	
CSD Supplier Number (MA.....Number)	
B-BBEE Status Level of Contribution	
Quoted Price (Incl Vat)	
Signature (Bidder)	

BIDDER'S DISCLOSURE (SBD 4)

1. PURPOSE OF THE FORM (SBD 4)

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise,

employed by the state?

YES/NO

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

YES/NO

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a

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

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 consortium² will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the 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.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written

offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20	or	90/10
-------	----	-------

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

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)	<ul style="list-style-type: none"> Proof of B-BBEE certificate; 		

by unfair discrimination on the basis of	<ul style="list-style-type: none"> • Company Registration Certification • Identification Documentation. • CSD report 		
Race: Black persons (ownership)* 50% or more black ownership = 20 points Less than 50% black ownership = 10 points 0% black ownership = 0 points			

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are

correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary

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

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

.....

REQUEST FOR QUOTATION (RFQ)

THE APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE VALUATION OF HERITAGE ASSETS IN TERMS OF GRAP 103 FOR A PERIOD OF THREE (3) YEARS ON AD HOC BASIS

Iziko Museums of South Africa (Iziko) invites service provider(s) to submit a proposal for assistance with the valuation of Heritage assets in terms of the Accounting Standard of Generally Recognised Accounting Practice (GRAP 103) on Heritage Assets

1. Background

Iziko Museums of South Africa (Iziko) is a schedule 3A public entity and non-profit organisation, subsidised by the National Department of Sport, Arts & Culture (DSAC), bringing together 12 national museums of 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 must comply with the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA) and its concomitant regulations.

2. Overview

The implementation of GRAP 103 is a huge challenge due to the uniqueness of Iziko's collection of Heritage Assets coupled with the fact that until now very little guidance has existed on how to practically implement GRAP 103. The heritage asset collections have been verified and valued but it was not possible to verify and value some items due to the fact that they had not previously been accessioned or unpacked and/or were in storage.

The heritage asset collections held by Iziko are particularly diverse in terms of their nature. The collections are classified into four (4) main categories. Service providers must indicate, by means of a tick in the table below, the area(s) in which they specialise and are quoting for.

SERVICE CATEGORIES	PLEASE TICK [<input type="checkbox"/>]
Natural History Collections	
Social History Collections	
Art Collections	
Library Book Collections	

3. The Scope of work

Iziko requires the services of a panel of experienced professional valuers to assist with the valuation of heritage assets that have been donated to Iziko as well as the valuation of heritage assets that had previously not been accessioned and unpacked.

The preferred service provider is a company with experience and knowledge of the Public Finance Management Act (Act No. 1 of 1999) as amended and Treasury Regulations in relation to Public Entities and should have practical experience in the application of GRAP Standards as well as a strategy for the valuation of Heritage Assets.

The service provider will utilise their experience and knowledge and make resources available to assist Iziko with the valuation of Heritage assets in terms of the accounting standard, GRAP 103 on Heritage Assets.

Iziko receives donations on an ongoing basis, and these items need to be valued. The number of items varies, depending on donations received, which may be fewer than 100 per annum.

Most of Iziko's Natural History Collections were assessed by the valuers previously and were not valued because they were deemed to have no commercial (open market) value. This collection is primarily of research significance and due to building works a large portion of it is currently in temporary storage.

However, new additions in the collection needs to be assessed each year to confirm that all items with commercial value have been valued.

The Social History Collections are the most diverse of the collections and consist of, amongst others, textiles, large and small furniture, artworks, coins, precious metals, stamps, ceramics and rock art and have been valued with the exception of new donations which must now be valued or in instances where valuation gaps exist.

Art Collections consist of various art works and have been valued with the exception of new donations which must now be valued or in instances where valuation gaps exist.

The Library Book collections consist of books that are assets (either Heritage or Property, Plant and Equipment) or reference material that is not valued. The collection has been valued with the exception of new donations or in instances where valuation gaps exist

4. Requirements

The service required therefore includes the following elements:

- An assessment of additions to the Natural History Collections to confirm that all heritage assets that needed to be valued have been valued.
- Valuation of donated, unpacked and previously unvalued items in the Social History Collection.
- Valuation of donated, unpacked and previously unvalued items in the Art Collection.
- Valuation of donated, unpacked and previously unvalued items in the Library Book Collection.
- Verification services, where required
- Provide a consultancy service in terms of GRAP 103
- Assistance with verifications, where required

- Assistance with various administrative elements where required, including assistance with developing policies and procedures, compilation of loan registers, and assistance with reconciliations.

All valuations must be accompanied by a valuation report as well as valuation sources per item valued.

5. Consortiums/Joint ventures

Service Providers may assume any number of forms including but not restricted to a consortium/joint venture that draws on multiple disciplines, practices and experiences.

Each party to a consortium/joint venture must comply with the requirements of this request to quote.

It is also strongly recommended that in selecting their partners, consortia consider “smaller” but capable organisations which, while strengthening the proposal, will also receive some developmental benefit from partnering with larger organisations. In the event the selected proposal is a consortium/joint venture, the contract will be signed with the lead organisation, which must be identified in the proposal.

6. Allocation of work

Iziko reserves the right to allocate part or all of the work to one service provider; allocate the work on a rotational basis or request quotes at each instance per engagement, taking into account the final ranking, expertise, availability and performance of the service providers on the panel.

7. Duration

The successful bidder will be expected to be available for commencing the project from the date of signing of the agreement by the last party. The appointed service provider will enter into contractual agreement with Iziko for a period of 36 months.

8. Risk Assessment and Due Diligence

To ensure a comprehensive evaluation of all potential risks arising from the appointment of any bidder, Iziko may seek external assistance to provide assurance that the appropriate bid is selected. Iziko also reserves the right to conduct a thorough due diligence review on any relevant aspects of a bidder’s proposal to confirm compliance with all required standards and mitigate any potential risks.

9. Bidding Stages

The Service Provider must comply with Iziko’s Supply Chain Management policies and procedures by submitting the required documents.

The bidding requirements and stages are summarised in the table below:

Table 1: Bidding requirements and stages

Stage 1- Administrative Documents	Stage 2 - Functionality Criteria	Stage 3 - Price and Specific Goals
<p>Bidders must submit all documents as outlined in Table 2: Administrative Documents.</p> <p>Note: Failure to supply any of the administrative documents stipulated below <u>may lead to disqualification</u></p> <p>Bidders will be given three (3) working days and one opportunity in which to submit any missing or incomplete administrative documents</p>	<p>Bidders are required to achieve a minimum of 70% on functionality criteria to proceed to the next stage</p> <p>Refer Table 3 – Required documents to enable functionality scoring.</p> <p>Note: Failure to supply any of the administrative documents stipulated below <u>may lead to disqualification</u></p> <p>Bidders will be given three (3) working days and one opportunity in which to submit any missing or incomplete documents</p>	<p>Bidders that meet the minimum threshold for functionality will be evaluated based on Price & Preferential Procurement Specific Goals Evaluation Criteria as indicated in Table 4:</p> <p>Price – 80 points</p> <p>Specific Goals– 20 points</p>

10. Compliance Documents

All bidders must be registered on the Central Supplier Database (CSD). A current CSD report (not older than 3 months) must accompany all bids. Failure to comply with this requirement will result in the bid not being considered.

Order	Compliance Documents
1.	Central Supplier Database Report – with supplier number and company details (www.csd.gov.za) and Tax Status Verification Pin together with tax registration number

11. Table 2: Administrative Returnable Documents

If any of the required documents are not included in the bid, bidders will be requested in writing to submit the documents within three (3) working days and failure to do so by the third working day, will result in the relevant bid to rejected.

Administrative Returnable Documents	
2.	Completed SBD 1 - <i>Invitation to Bid</i>
3.	Completed SBD 3.3 - <i>Pricing Schedule</i> Detailed pricing structure: A cost schedule detailing full cost breakdown, inclusive of VAT, any disbursement and escalations, if applicable, etc. for the entire duration of the proposed contract must be provided
4.	Completed SBD 4 – Bidder's <i>Disclosure</i>
5.	Completed SBD 6.1 - <i>Preference Points Claim Form (Preferential Procurement Regulations 2022)</i>

12. Table 3: Documentation for Functionality Scoring

If any of the required documents are not included in the bid, bidders will be requested in writing to submit the documents within three (3) working days and failure to do so by the third working day, will result in the relevant bid to rejected.

No.	In order to score the bid for functionality, the proposal should include the following:
1	Service Provider Reputation Reference (s) letters for similar work performed in the past 5 years
2	Service Provider experience Portfolio of projects completed detailing: 1. Name of Client 2. Description of the project/work done 3. The value of the project
3	Technical capability CVs and recently certified copies of qualifications of key personnel
4	Valid registration or membership to a professional body Certificates indicating membership of team members to a relevant professional body

13. Price and Specific Goals evaluation

In terms of regulation 6 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated on the 80/20-preference point system in terms of which points are awarded to bidders based on price and specific goals as follows:

Table 5: Price and Specific Goals

Preference Point Criteria	Point Allocation
Price	80
Specific Goals A Valid B-BBEE certificate or Sworn Affidavit; Company Registration Certification Identification Documentation of shareholders. Latest CSD report Ownership by HDIs (Who had no franchise on national elections before the 1983 and 1993 constitution) 50% or more black ownership = 20 points Less than 50% black ownership = 10 points 0% black ownership = 0 points	20
TOTAL POINTS	100

14. Functionality

The maximum score attainable is 100 points. Only proposals that meet the Minimum Stipulated Threshold of 70% (80 points) of the Functionality Evaluation will be considered for further evaluation

Functionality Criteria		Points Allocation	Value
1.	Service Provider Reputation	25	
2.	Service Provider experience	25	
3.	Technical capability	25	
4.	Valid registration or membership to a professional body	25	
Sub Total		100	
Minimum Stipulated Threshold to be met		70 points (70%)	

The allocation of points for the evaluation of quality/functionality is set out in the table below

Description	Evaluation Criteria	Score
1. Service Provider Reputation Reference letters indicating the service provider reputation within the industry for the required service	Reference (s) letters for similar work performed in the past 5 years. The reference letters: 1. must be signed by the referee 2. Iziko reserves the right to verify the validity of the references. (Max 25)	
	5 or more reference letters for similar work done within the past 5 years	25
	4 reference letters for similar work done within the past 5 years	15
	3 reference letters for similar work done within the past 5 years	10
	No references letters/unsigned reference letters/reference letters do not relate to the service required/relate to work done more than 5 years ago	0

Description	Evaluation Criteria	Score
2. Service Provider experience Experience gained in organisations of similar size, complexity, sector, or industry	Provide a portfolio of projects completed detailing: 1. Name of Client 2. Description of the project/work done 3. The value of the project (Max 25)	

	5 or more similar projects	25
	4 but < 5 projects	20
	3 but < 4 projects	15
	2 but < 3 projects	10
	1 but < 2 projects	5
	No portfolio of projects/Projects not related to service provided	0

Description	Evaluation Criteria	Score
3. Technical capability Key personnel to be assigned to the project with relevant qualifications and relevant practical experience	Provide CVs and recently certified copies of qualifications of key personnel (Max 25)	
	5 or more years' experience in heritage asset valuations	25
	4 but < 5 years	20
	3 but < 4 years	15
	2 but < 3 years	10
	1 but < 2 years	5
	Less than 1 year	0

Description	Evaluation Criteria	Score
4. Valid registration or membership to a professional body The service provider or key team members must have valid registration or membership to a professional body applicable to the different categories of Iziko's collections	Provide certificates indicating membership of team members to a relevant professional body (Max 25)	
	5 or more team members are members of the South African Council for the Property Valuers Profession (SACPVP) or members in the South African Institute of Valuers (SAIV)	25
	4 but < 5 team members are members of SACPVP or SAIV	20
	3 but < 4 team members are members of SACPVP or SAIV	15
	2 but < 3 team are members of SACPVP or SAIV	10
	1 but < 2 team members are members of SACPVP or SAIV	5
	No team members are members of SACPVP or SAIV	0

15. Price

Price is an important factor as it ensures optimum value for money and Total Cost to Iziko and should take into account the full duration of the contracting period.

Please complete Annexure A, below. A cost schedule detailing hourly rates, inclusive of VAT, any disbursements and escalations, if applicable, etc. for the entire duration of the proposed contract must also be provided.

16. Validity Period

Offer to be valid for 60 working days from the bid closing date.

17. 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.

18. 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.

19. 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
- 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.

A detailed and Comprehensive Pricing Schedule must be submitted, using the table below as a guideline

- | DESCRIPTION | UNITS
(please indicate
hours/ no of items) | UNIT PRICE | VAT | AMOUNT (Incl
VAT) |
|------------------------------|--|------------|-----|----------------------|
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| TOTAL AMOUNT (INCLUDING VAT) | | | | |