

MEMORANDUM

FROM : Iziko Museums of South Africa

REGARDING : Event Management/Planning and Coordination (IZIKO_RFQ_2024/10/4)

DATE : 15 October 2024

IMPORTANT:

In request for Quotation (RFQ) For Quotation: Event Management/Planning and Coordination.

We would like to provide amendments to the original RFQ for the document. Please take note of the following changes:

Purpose of Addendum:

- **The purpose of this addendum is to extend the closing date from 17 October 2024 to 24 October 2024**
- And to provide clarity in terms of the existing RFQ as follows.

Children's Event Activation - 2 November 2024.

Iziko South African Museum and Iziko South African National Gallery Annex.

Clarification on the following:

- The event to take place from 10:00 to 14:00
- Total number of children expected to include up to 200 children/persons
- Lighting installation for the Whale Well, on 2 November 2024 at the Iziko South African Museum comprising of 4 LED lights to light up the space for safety purposes.
- Source and administer the acquisition of 1000 units (700 still and 300 sparkling) 500ml bottles of Iziko branded ethically sourced and bottled water.

Performance activation for the opening event and launch of the new exhibition: *The Sea and Us*

Clarification on the following:

- Date to be confirmed – November/December 2024.

Commemorative Days

- Clarification on the following:
- 3x Commemorative Days (1, 16 December 2024 and 21 March 2025)
- 4x Face painters as agreed to between the parties on 16 December 2024, as well as 21 March at the Iziko South African Museum and Iziko South African National Gallery Annex.

Excluded from the RFQ

Reopening of OLD Town House on Green Market Square

Sue Williamson Retrospective – exhibition launch opening event February 2025

The original closing date of 17 October 2024 is hereby extended to 24 October 2024. All other terms and conditions of the original agreement remain unchanged and in full effect.

Please ensure that you consider these amendments in your quotations. If you have any further questions or require clarification, feel free to reach out before the submission deadline.

We hereby acknowledge receipt of the above referenced Addendum to the Request to RFQ and the RFQ Addendum shall be incorporated into our submission.

Name of Company.....

Signature of Authorised.....

Representative.....

Name/Title [print].....

Date.....