

REQUEST FOR QUOTATION (RFQ) FOR APPOINTMENT OF A SPECIALIST CONSERVATION SERVICES FOR IZIKO MUSEUMS OF SOUTH AFRICA FOR A PERIOD OF THREE (3) YEARS

Reference Number	IZIKO Collections and Digitisation _RFQ_2023/08/15
Description	Request For Quotation (RFQ) Collections and Digitisation Department, for the appointment of a specialist on Conservation of Art Collection Services for Iziko Museums of South Africa for a period of three (3) Years
Address	Iziko Social History Centre 17 Church Square Cape Town, 8001
Attention	Noleen Donson and Siphamandla Oupa
Closing date and time for submission	24 August 2023 @11:30
Method of delivery	Quotes / Proposals, and accompanying documentation, must be emailed to (SCM) 021 481 3917: ndonson@iziko.org.za and soupa@iziko.org.za
Technical enquiries	Dr. Noel Solani, 076 448 2844, nsolani@iziko.org.za
Name of Company	
CSD Supplier Number (MA.....Number)	
B-BBEE Status Level of Contribution	
Quote Price (Incl Vat)	
Signature	

1. Background

Iziko Museums of South Africa (Iziko) is a schedule 3A public entity and non-profit organisation, partly subsidised by the National Department of Sport, Arts & Culture (DSAC), bringing together 11 national museums and a Social History Centre situated in the Western Cape under a single governance and leadership structure. Iziko was established in terms of the Cultural Institutions Act, 1998 (Act No. 119 of 1998) and is required to comply with the Public Finance Management Act (PFMA), 1999 (Act No. 1 of 1999, as amended) and its concomitant Regulations.

2. Scope of Services

Suitably qualified service providers with experience in conserving artworks compliant with national and international standards of museology are encouraged to respond. The service provider will work under the supervision of the Collections and Digitization department and will be expected to work in both the Social History and Art Collections.

The service required includes monitoring works that are currently on display to the public to addressing those that are being housed in storage, in an ongoing process that requires attention to detail.

The Conservation Service entails the following:

- Working with different pieces of historically significant art, including photographs, paintings, sculptures.
- Gathering information about works to determine what could be causing any environmental damage to the work/object and formulating a plan to prevent further degradation.
- Undertaking specialized conservation techniques and practices to keep artwork in its current condition.
- Working with and restore fragile artworks and heritage objects.
- Develop and write condition reports for loans and artworks to be exhibited.
- Working with the collections team, research team, restoration and conservation team to determine the appropriate conditions for storage, handling, or display.
- Monitoring pest management systems to ensure that works/objects are not exposed to damaging insects

Planning and coordinating with senior team members on emergency preparedness plans and providing solutions for removing and transporting artwork in an emergency situation, without causing any unnecessary or lasting damage.

REQUIRED DOCUMENTATION

Each bidder is required to submit a CV of a consultant/employee who will be placed on Iziko's site for the service required. The CV must include details of qualifications, experience, areas of specialisation and contactable references from clients where similar projects have been provided.

Certificates of professional qualifications, especially in conservation of artworks

In addition, the following list of compliance documentation should form part of the Quotation document (Neatly attached as Annexures)

3. Evaluation Criteria

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:

	Specific goals allocated points	Price
Total maximum points	20	80

The selected service provider shall be required to indicate their capacity to deliver the services required by Iziko as per the requirements below:

The functionality criteria will be evaluated based on the following.

EXPERIENCE:	Description	Weighting
Company Experience (Profile)	Bidder to provide a company profile) <ul style="list-style-type: none"> • Less than 5 years = (0 point) • 5 – 10 years= (20 points) • Greater than 10 years = (30 points) 	30
<ul style="list-style-type: none"> • Curriculum Vitae of Conservator(s) dedicated to the project. <ol style="list-style-type: none"> 1. More than 8 years of experience on similar collections/projects: 2. 5 years of experience on similar collections/projects: 3. Less than 3 years of experience on similar collections/projects: 	<ul style="list-style-type: none"> • 20 points • 10 points • 0 points 	20
ACADEMIC QUALIFICATIONS:		
<ol style="list-style-type: none"> 1. Master's Degree or above 2. Honours Degree: 3. Bachelor's Degree: 4. Other: 	<ul style="list-style-type: none"> • 20 points • 10 points • 5 points • 0 points 	20
Reference letters individual)	<ol style="list-style-type: none"> 1. Number of Letters 2. • greater than 5 references letters = (20 points) 3. • 5 reference letters = (10 points) • 3 reference letters = (5 point) 4 Less than 3 reference letters = (0 point) 	20
certificate Conservation (registration)	A combination of theory and practical skills in conservation Practical's & Theory -	10

Total Scoring		100
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Bidders are required to achieve a score of 70 points in order to be considered for the Objectives and Price evaluations.

4.1 Pricing

Price is an important factor as it ensures optimum value for money and should take into account the full duration of the contracting period. A cost schedule detailing, inclusive of VAT, any disbursements, as well as escalations, if applicable, etc. must be provided in the table below.

Table 2: Cost Schedule

No	Service Description	Costing per service
1	Year 1	
2	Year 2	
3	Year 3	
	Disbursement's escalations if applicable for the duration of the contract	
	Total Excluding VAT	
	VAT 15%	
	Total including VAT	

5. Compliance Documents

Service Providers must submit all documents as outlined in **Table 3 Compliance Documents** below.

Table 3: 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.
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	Annexure C - Confidentiality and Non-Disclosure Agreement.
5	SBD 4 – Bidders Disclosure.
6	Sb 6.1 Preference Points Claim Form In Terms Of The Preferential Procurement Regulations 2022

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

6. Preference Points Claim

SBD 6.1 Preference Points Claim form in terms of the Preferential Procurement Regulations of 2022. The points are allocated as follows:

Table 4: Preference Point System

	SPECIFIC GOALS ALLOCATED POINTS	Number of points allocated (80/20 system)	Number of points claimed. (80/20 system)
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		(To be completed by the organ of state)	(To be completed by the tenderer)
<ul style="list-style-type: none"> Persons, or categories of persons, historically disadvantaged- (HDI) by unfair discrimination on the basis of 			
	Proof of B-BBEE certificate; Company Registration Certification Identification Documentation. CSD report Race are black persons (ownership)* 50% or more black ownership = 20 points Less than 50% black ownership = 10 points 0% black ownership = 0 points	20	
TOTAL POINTS		20	

7. FORMAL CONTRACT

This quotation 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. A mere offer and acceptance shall not constitute a formal contract of any nature for any purpose between Iziko and the preferred provider.

8. REFERENCES

Please supply contactable details of clients for reference purposes.

15 CLOSING DATE FOR SUBMISSIONS

The closing date is 24 August 2023 @11:30

Proposals must be submitted via email or hand delivered or couriered/posted to Iziko.

Proposals that are submitted via email must be addressed to: ndonson@iziko.org.za, nsolani@iziko.org.za and soupa@iziko.org.za

9. ENQUIRIES

Technical Requirements:

Noel Solani, Tel: 076 448 2844, Email: nsolani@iziko.org.za

Supply Chain Management:

Please contact Noleen Donson 021 481 3917 ndonson@iziko.org.za

Siphamandla Oupa 021 481 3889 @ soupa@iziko.org.za