

REQUEST FOR QUOTATION (RFQ) FOR APPOINTMENT OF A SERVICE PROVIDER TO UNDERTAKE THE GRAPHIC DESIGN AND LAYOUT OF THE EXHIBITION FOR THE NELSON MANDELA PRISON HOUSE.

Reference Number	IZIKO-RFQ-R-E-26/04/2026
Description	THE GRAPHIC DESIGN AND LAYOUT OF THE EXHIBITION FOR THE NELSON MANDELA PRISON HOUSE.
Address	Iziko South African Museum 25 Queen Victoria Street Cape Town 8001
Attention	Kagiso Themba
Advert Date	12 th of August 2026
Closing Date and Time for Submission	31 st of August 2026
Method of Delivery	Quotes / Proposals, and accompanying documentation, must be emailed to kthemba@iziko.org.za ; and SCM scm@iziko.org.za
Technical Enquiries	scm@iziko.org.za and Amy Sephton, asephton@iziko.org.za ; Lynn Abrahams, labrahams@iziko.org.za
Name of Company	
CSD Supplier Number (MA.....Number)	
B-BBEE Status Level of Contribution	
Quote Price (Incl. VAT)	
Signature	

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 / shareholder / 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 controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

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.

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;
- 3.2. 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.
- 3.3. 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)

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.

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:

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

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:

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

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	• Proof of B-BBEE certificate; • 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
- ☐ 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:

1. BACKGROUND IZIKO

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 **12** 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. SPECIFICATION

The Iziko Museums of South Africa intends to source and procure the development, design, fabrication, and installation of the exhibition for the Nelson Mandela Prison House Museum which is located near the Drakenstein Correctional Facility (previously the Victor Verster Prison).

Iziko Museums has appointed an exhibition designer to design the exhibition display infrastructure and to develop a design approach and guidelines for the display of the exhibition content.

The appointed layout artist / graphic designer / service provider will be responsible for the professional design execution and production of all exhibition materials, working strictly within the approved content and stylesheet.

Iziko Museums wants to appoint a service provider to undertake the graphic design and layout of the exhibition content in accordance with the already developed design approach and guidelines for the display of the exhibition content. **See Annexure C.**

A. Quantity and Materials

The exhibition will be made up of:

- **Indoor Displays:**
Approximately 30 free-standing Safety Glass (TLSG) indoor glass display panels:
1800mm (h) x 1000mm (w) x 12.76 mm. See diagram at **Annexure A.**
- **Outdoor Displays**
6 x 3mm Corten steel display panels: 1600 (h) x 700 (w) – see diagram at **Annexure B.**
15 x 3mm Corten steel “Milestone” display panels: 780 (h) x 340 (w) – see diagram at **Annexure B.**
- **Object Labels**
30 x 3mm Forex: 200 (h) x 200 (w)
- **Upscale/ retouch & scan images, documents, etc.**
40 as needed

B. Project Execution

Iziko Museums will provide:

- Approved **content** for each display panel including texts, photographs, images, etc.
- A detailed **stylesheet**, including fonts, font sizes, colours, layout templates, etc., to guide the final design and layout of the content of the exhibition panels. To be shared with appointed service provider.

C. The service provider is expected to:

- translate approved content into final exhibition layouts using the provided templates and design system;
- prepare complete design layouts for all panels and associated exhibition materials;
- undertake image preparation where required, including scanning, retouching, cleanup, and resolution optimisation for print production;
- attend site visits as required to assess spatial constraints, and implementation requirements;
- conduct printer visits and proofing sessions to review, adjust, and sign off on colour proofs, material samples, and production mock-ups;
- ensure all layouts adhere strictly to Iziko's curatorial direction and approved design framework, with no deviation from approved content or style parameters without written approval;
- produce final design layouts and print proofs for approval at each required stage;
- prepare and deliver fully print-ready artwork files in the required production specifications
- The appointed service provider will be required to participate in an initial project kick-off meeting with Iziko's project team to confirm project requirements, deliverables, timelines, milestones, approval processes, and communication protocols. A project implementation plan will be agreed upon, which will form the basis for monitoring progress, submission of deliverables, invoicing milestones, and the establishment of a Service Level Agreement (SLA) between Iziko and the appointed service provider.

D. Duration

The appointed service provider will be required to deliver print-ready design files within 12 weeks of appointment date. Overtime and additional designers must be factored into your cost schedule.

E. Deliverables

TIME	DELIVERABLES
Week 1:	Project Kick off
Weeks 2–4:	Layout (Rolling 1 st draft design layouts for approval via email).
Week 5-6:	Incorporation of feedback and submission of second draft design layouts for review and approval.
Week 7:	Presentation of final design layouts/print proofs of all display panels for signoff
Week 8 - 11:	Minor adjustments (spelling, incorrect caption etc) and preparation of print-ready files/artwork
Week 12:	Handover of print-ready files/artwork
Week 12 - 14: Thereafter (as required)	Printing commences Oversight of printing with Iziko Appointed Printers, as well as availability for consultation during the installation period

F. Intellectual Property

The intellectual property designs and interactive elements developed for the exhibition remain the sole property of Iziko Museums. All rights, including but not limited to

copyrights, trademarks, and proprietary rights, are retained by Iziko Museums, ensuring their exclusive ownership and control over these assets. All assets must be delivered with documentation handover, or directly after opening.

Supply of all Open Files and Print Files on external drive for possible future reprints, edits, updates, or modifications to the design. These can be in the file formats the designer works in but must also be accessible by Iziko Museums.

3. ADMINISTRATIVE DOCUMENTS

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

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 on your company letterhead: A cost schedule detailing full cost breakdown, inclusive of VAT, any disbursement, and escalations, if applicable, etc.
3	A Valid B-BBEE Certificate or Sworn Affidavit to determine the Service provider's status level.
4	Signed Request for Quotation Document
5	Company Profile: Detailed Graphic designer Company Profile

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

4. 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 Government's transformation objectives in terms of the Preferential Procurement Policy Framework Act.

Functionality scoring

- Company Profile and Portfolio,
- Reference Letters,
- Senior Project Lead CV, and
- Visual Portfolio.
- A minimum of four (4) verifiable reference letters from previous clients, that will be used for your assessment
- Detailed CV of the proposed senior team member, that will be used for your assessment

Table 1

Assessment of quality will be done in terms of the evaluation criteria, and the minimum threshold of **70 points** should be attained by bidders to move over to the next phase of

evaluation. A bid may be disqualified if it fails to meet the minimum threshold of **70 points** for functionality as per the bid invitation.

Functionality Evaluation	Scoring Criteria
1. Company Experience	
Maximum Weight = 30 Bidders must demonstrate a relevant track record and industry experience as an established layout artist, graphic designer, design studio, or creative agency; specifically producing high-quality design work for museums, art galleries, or print media publications, particularly magazines. Submission Requirement: Bidders must submit: • a detailed Company Profile with Portfolio; • Showing a minimum of seven (7) verifiable visual examples from previous projects.	Far Exceeds Baseline Requirements: Bidder provides conclusive visual evidence of seven (7) or more projects relevant to gallery and museum exhibitions or print media publications. 30 Points Meets Baseline Requirements: Bidder provides conclusive, visual evidence of five (5) projects relevant to gallery/ museum-grade exhibitions or print media publications. 20 Points Meets Below Baseline Requirements: Bidder provides conclusive, visual evidence of three (3) projects relevant to gallery/ museum-grade exhibitions or print media publications. 10 Points Non-Responsive / Inadequate Capacity: Bidder fails to prove delivery of 7 projects relevant to gallery/ museum-grade exhibitions or print media publications. No portfolio submitted, or the submission is fundamentally non-compliant with the instructions provided. 0 Points
2. Reference Letters	
Maximum Weight = 30 Provides a proven track record of successful delivery through at least three (3) recent contactable references and corresponding reference letters for comparable projects completed within the last five (5) years. The reference letters should clearly describe the scope of work undertaken, the year in which the project was completed, and demonstrate the bidder's experience relevant to this RFQ. References should also demonstrate the bidder's ability to work collaboratively, consistently deliver projects on time and within budget, and include sufficient contact details to enable the Evaluation Committee to verify the references. Mandatory Evidence Required: • a minimum of three (3) verifiable contactable references from previous clients of completed projects.	Exceeds Baseline Requirements: Bidder provides more than three (3) verifiable reference letters demonstrating strong evidence of successful project delivery, 30 Points Meets Baseline Requirements: Bidder provides two (2) verifiable reference letters that confirm relevant experience in graphic design, layout design, exhibition graphics, publication design, magazine design, or related services within museums, galleries, cultural institutions, or print publications. 20 Points

The reference letters must: • confirm the nature of the projects completed; • clearly indicate the bidder's experience in graphic design, layout design, exhibition graphics, publication design, magazine design, or related creative services; • demonstrate experience working with museums, galleries, cultural institutions, or print publications; • be dated, signed, and presented on the client's official company letterhead. Letters of appointment are not acceptable and will not be evaluated.	Non-Responsive / Inadequate Capacity: Bidder fails to submit four (4) verifiable reference letters, or submitted references do not clearly demonstrate relevant experience, are incomplete, undated, unsigned, not on official letterhead, or otherwise non-compliant. 0 Points
Project Leadership and Delivery Capacity	
Maximum Weight = 20 Senior Project Lead / Creative Lead The bidder must allocate at least one (1) senior team member who will be responsible for overseeing the successful delivery of the project. The proposed senior resource must demonstrate relevant experience in: • leading or overseeing magazine, publication, exhibition, or comparable design and production projects; • managing project delivery, production schedules, and workflow; • coordinating multidisciplinary teams and ensuring quality control throughout the project lifecycle; • reviewing and approving layouts, content, and final outputs to ensure editorial, design and production quality; • acting in a project lead, creative lead, production lead, studio manager, or similar senior oversight capacity on comparable projects. The Evaluation Committee will assess the bidder's ability to provide a suitably experienced individual with the leadership, technical knowledge and project management capability required to oversee the successful delivery of this project. Mandatory Evidence Required (CV) The bidder must submit a detailed CV of the proposed senior team member. The CV must clearly demonstrate: • relevant senior-level professional experience in publication, exhibition, design, creative production, or related industries; • experience managing project delivery, production schedules and workflow;	Meets Baseline Requirements: The proposed senior team member demonstrates relevant senior-level experience in overseeing magazine, publication, or museum exhibition layout processes The CV clearly demonstrates experience in a lead or oversight capacity on comparable projects. 20 Points Meets Below Baseline Requirements : The proposed senior team member demonstrates relevant professional experience in publication, exhibition, or design projects but provides limited evidence of senior-level leadership responsibility for complex project delivery. 10 Points Non-Responsive / Inadequate Capacity – 0 Points No suitable senior team member is allocated, or the submitted CV does not demonstrate the required senior-level experience, leadership responsibility, oversight capacity, or relevant experience in publication, layout, or exhibition production. 0 Points

• experience leading teams and coordinating multiple stakeholders; • responsibility for quality assurance and final approval of project deliverables; • examples of comparable projects undertaken in a lead or oversight capacity.	
4. Typography & Layout Quality	
Maximum Weight = 20 Bidders must demonstrate through portfolio evidence a strong applied understanding of professional typography and layout standards appropriate to museum, gallery, or print/publication environments. Assessment is based on visible, measurable execution of typographic and layout control across submitted visual examples. Mandatory Evidence Required • Visual Portfolio of completed work • Showing a minimum of five (5) verifiable visual examples from previous projects. • Examples must clearly show publication, exhibition, or editorial layout outputs (e.g. magazines, catalogues, exhibition panels, interpretive systems). This criterion is assessing: • Grid discipline (structure consistency, breaking only intentionally to draw the eye) • Typographic hierarchy (information clarity) • Typographic spacing control for readability (kerning, tracking, leading, font choices) • Attention to detail (absence of layout errors like widows/orphans) • Production readiness (print/exhibition standard output) • Consistency across multiple projects (not one “nice” example)	Exceeds Requirements: Portfolio demonstrates consistently high-level typographic control across multiple projects, including clear hierarchy, consistent grid systems, and advanced attention to readability and detail. Evidence includes appropriate kerning and tracking, controlled leading for legibility, balanced white space, absence of widows/orphans, consistent alignment, and disciplined use of type hierarchy across multi-page or multi-panel layouts. Execution is consistently professional across all submitted examples. 20 Points Meets Requirements: Portfolio demonstrates competent typographic and layout control across most projects. Clear hierarchy and readable layouts are evident. Minor inconsistencies may exist (e.g. occasional spacing issues, minor widows/orphans, or inconsistent alignment), but overall execution remains appropriate for museum/gallery or publication standards. 15 Points Below Requirements: Portfolio shows limited or inconsistent understanding of typography and layout principles. Frequent issues are evident such as poor hierarchy, inconsistent spacing, weak grid use, or readability problems affecting clarity of communication. 5 Points Non-Responsive / Inadequate Capacity: Portfolio not submitted, or submitted work does not demonstrate professional typographic or layout capability suitable for publication, museum, or exhibition contexts. 0 Points
Functionality Scores Total	=100

5. PREFERENTIAL POINTS

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

6. PRICING SCHEDULE

Item	Description	QTY	UNIT OF MEASURE	UNIT COST	TOTAL COST
Phase 1	Prepare 1 st draft design layouts	30	indoor panels		
	Full size colour print sample of 1 indoor panel	1	print proof		
	Prepare 1 st draft design layouts	6	outdoor panels		
	Object Labels	30	Labels		
	Full size colour print sample of 1 outdoor panel	1	print proof		
	Prepare 1 st draft design layouts	15	milestones		
	Full size colour print sample of 1 milestone panel	1	print proof		
	Meetings / Presentations to client	8	hours		
Phase 2	Prepare (2 nd draft) developed design layouts	30	indoor panels		
	Prepare (2 nd draft) developed design layouts	6	outdoor panels		
	Object Labels	30	Labels		
	Prepare (2 nd draft) developed design layouts	15	milestones		
	Upscale/ retouch & scan images, documents, etc.	40	Images		
	A3 full colour print proofs of all display panels	47	print proofs		
	Meetings / Presentations to client	8	hours		

Phase 3	Final design layouts/print proofs	30	indoor panels		
	Final design layouts/print proofs	6	outdoor panels		
	Object Labels	30	Labels		
	Final design layouts/print proofs	15	milestones		
	A3 full colour print proofs of all display panels	47	print proofs		
	Meetings / Presentations to client	8	hours		
Phase 4	Prep & handover of print-ready files/artwork	30	indoor panels		
	Prep & handover of print-ready files/artwork	6	outdoor panels		
	Prep & handover of print-ready files/artwork	15	milestones		
	Monitor printing & print quality	4	hours		
	External drive (minimum 2 terabytes) handover	1	drive		
	Oversight of printing in Cape Town with Iziko Appointed Printers, as well as being available for consultation during installation on site in Paarl, travel expenses included.	5	days		
SUB-TOTAL					R
VAT					R
TOTAL					R

Pricing Instruction

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. Quotes to be valid for **90** days from the bid closing date.

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.

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.

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.

9. 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 these 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/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.