

REQUEST FOR QUOTATION (RFQ) FOR APPOINTMENT OF EVENT PLANNING COORDINATOR

Reference Number	IZIKO ADV -RFQ-2024/01/28
Description	Request For Quotation (RFQ) for appointment of Event Logistics Implementation Support. Iziko Museums of South Africa in collaboration with its principal, the national Department of Sport Arts and Culture, is planning to host a media event at the Nelson Mandela Prison House Museum, located at the Victor Verster Prison, Paarl, Drakenstein, and requires the services of a suitably experienced organisation to implement and provide event logistics support.
Address	Iziko South African Museum, 25 Queen Victoria Street, Cape Town, 8001
Attention	Noleen Donson and Siphamandla Oupa
Closing date and time for submission	06 February 2024 @ 11:00am
Method of delivery	Quotations and accompanying documentation must be emailed to the Supply Chain Unit: ndonson@iziko.org.za and soupa@iziko.org.za Tel(021) 481 3917
Technical enquiries	Melody Kleinsmith Marketing and Communications Manager Tel: 021 481 3861 Email: mkleinsmith@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 / 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

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.

2.2 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**

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.

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.

- 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)

**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—
- 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
 - 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"> 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
- ☐ 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:

.....

.....

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.

Iziko, an isiXhosa word meaning ‘hearth’, embodies the spirit of a transformed institution and our vision of ‘African Museums of Excellence’. The hearth is traditionally and symbolically the social centre of the home; a place associated with warmth, kinship and the spirits of ancestors. *Iziko was thus envisaged as a space for all South Africans to gather, nourish body and soul, and share stories and knowledge passed from one generation to the next.* Iziko seeks to celebrate our heritage whilst generating new cultural legacies for future generations, and a society that has moved beyond the shackles of the past.

2. Scope of Services

Iziko Museums of South Africa in collaboration with its principal, the national Department of Sport Arts and Culture, is planning to host a media event at the Nelson Mandela Prison House Museum, located at the Victor Verster Prison, Paarl, Drakenstein. Iziko requires the services of a suitably experienced organisation to assist the Marketing and Communications Unit to implement and provide event logistics support. Event logistics implementation support includes a broad and diverse range of activities related to the hands-on, on-site coordination and actioning of event related outputs and deliverables.

Event Date:	11 February 2024 Final date to be confirmed	Type: Special Event	Ministerial Media Announcement – <i>Handover of the Nelson Mandela Prison House Museum</i>
Event Description:		Requirements:	
Media and Stakeholder Event at the Nelson Mandela Prison House Museum, to highlight the handover of the conservation, operational management, and content development of the NMPHM as a national heritage site, educational resource and visitor attraction.		Tent Solution <ul style="list-style-type: none">• Provision, installation and deinstallation of a Marquee or Bedouin/Strech Tent (please provide both price options in quotation).• To be held down with sandbags (no pegs to be hammered into the ground)• Engineering Certificate, fire extinguishers, and all Occupational Health and Safety Officer, certificates and requirements.• Draping, interior (including flooring) and air conditioning or cooling fans for either Marquee or Bedouin/Stretch Tent solution.• Installation day before on 10 February 2024.• Deinstallation on 12 February 2024.• Provision of onsite paramedic service inclusive of ambulance.• Provision of 5x VIP portable ablutions with washbasins, interior lights.• Provision of 2x Disabled/universal access VIP portable ablutions (Lux aloo’s) with washbasins, interior lights.• Provision of bale of 2-ply toilet paper (48 rolls), disposable paper hand towels (for drying), handwash and bins.• Tenting solution must be able to accommodate 120 persons.	
Venue: Nelson Mandela Prison House Museum Victor Verster Prison, Paarl, Drakenstein Municipality.			
Event Timeline: <ul style="list-style-type: none">• Installation day before, on 10 February 2024.• Deinstallation on 12 February 2024. Pre-Event Setup - 10 February 2024 Tent installation and delivery of ablutions and furniture.			

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Event Description:		Requirements:	
Media and Stakeholder Event at the Nelson Mandela Prison House Museum, to highlight the handover of the conservation, operational management, and content development of the NMPHM as a national heritage site, educational resource and visitor attraction.		Event Coordination <ul style="list-style-type: none"> Onsite event logistics coordination and implementation for the duration of the event set-up, event day and event strike. Provision of Event logistics support staff. Event day preparation, set-up and strike, Liaising with caterers, audio visual and lighting equipment, site and project managers, and other service providers, Event day production implementation oversight and technical support. 	
Venue: Nelson Mandela Prison House Museum Victor Verster Prison, Paarl, Drakenstein Municipality.		Event Décor and Furniture <ul style="list-style-type: none"> Stage 3x9m with steps, ramp and safety rail. 5 bucket chairs on stage plus 2 coffee tables. Lectern/ Podium (Clear Perspex). Event set-up cinema style (100). Upholstered black conference chairs. 15x Tall Cocktail Tables. 	
Event Timeline: Pre-Event Setup - 10 February 2024 Tent installation and delivery of ablutions and furniture. Event Day - 11 February 2024 07:00 Audio Visual installation testing 07:00 Arrival of mobile kitchen and caterer 10:30 Coffee/Water and breakfast snacks upon arrival of media and guests 11:30 Hand-over Programme commences. 13:00 Brunch Snacks/ Platters 14:00 Event Strike venue and event. Afternoon of 11 February 2024 and Morning of 12 February 2024.		Catering Provision <ul style="list-style-type: none"> Food Provision of the following: Halal Buffet breakfast/Brunch Menu including Vegetarian/Vegan options (labelled) numbers to be confirmed later. Chilled Water (still and sparkling) and Juice Station Filtered Coffee and Tea Ice Buffet set-up Cutlery, Crockery, Glassware, Ice Buckets plus tongs and Serviettes Provision of mobile kitchen unit. Waitrons and Cleaners (neatly dressed) 	
		Audio Visual Equipment <ul style="list-style-type: none"> Audio-Visual equipment and onsite technician Stage microphone plus sound equipment 6x roving mics. background music Event videography Livestreaming on via various social media platforms (DSAC and Iziko) Sourcing and provision of 2x sign language interpreters. Event Day production stage management and technical support 	
		Power Provision	
		Provision for Sundries	
		Provision for Contingencies	

7. Mandatory Requirements

Bidders must comply with all the mandatory requirements outlined below, in order to be able to proceed further to price and preference evaluation.

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

8. Pricing

Price is an important factor as it ensures optimum value for money and should consider all potential aspects of the event logistics implementation. A cost schedule detailing, inclusive of VAT, any disbursements, as well as sundries, if applicable, must be provided for each event as outlined in the Event Costing Tables included here below:

Event Specific Breakdown

Event Date:	11 February 2024	Type: Special Event	Ministerial Media Announcement – <i>Handover of the Nelson Mandela Prison House Museum</i>
Tent Solution			Cost
<ul style="list-style-type: none"> Provision, installation and deinstallation of a Marquee or Bedouin/Strech Tent (please provide both price options in quotation). To be held down with sandbags (no pegs to be hammered into the ground) Engineering Certificate, fire extinguishers, and all Occupational Health and Safety Officer, certificates and requirements. Draping, interior (including flooring) and air conditioning or cooling fans for either Marquee or Bedouin/Stretch Tent solution. Installation day before on 10 February 2024. Deinstallation on 12 February 2024. Tenting solution must be able to accommodate 120 persons. 			
Paramedic Services			Cost
<ul style="list-style-type: none"> Provision of onsite paramedic service inclusive of ambulance. 			
Portable Ablutions			Cost
<ul style="list-style-type: none"> Provision of 5x VIP portable ablutions with washbasins, interior lights. Provision of 2x Disabled/universal access VIP portable ablutions (luxaloo's) with washbasins, interior lights. Provision of bale of 2-ply toilet paper (48 rolls), disposable paper hand towels (for drying), handwash and bins. 			

Event Date:	11 February 2024	Type: Special Event	Ministerial Media Announcement – <i>Handover of the Nelson Mandela Prison House Museum</i>
Event Coordination			Cost
<ul style="list-style-type: none"> Onsite event logistics coordination and implementation for the duration of the event set-up, event day and event strike. Provision of Event logistics support staff. Event day preparation, set-up and strike, Liaising with caterers, audio visual and lighting equipment, site and project managers, and other service providers, Event day production implementation oversight and technical support. 			
Event Décor and Furniture			Requirements:
<ul style="list-style-type: none"> Stage 3x9m with steps, ramp and safety rail. 5 bucket chairs on stage plus 2 coffee tables. Lectern/ Podium (Clear Perspex). Event set-up cinema style (100). Upholstered black conference chairs. 15x Tall Cocktail Tables. 			
Catering Provision			
<ul style="list-style-type: none"> Food Provision of the following: Halal Buffet breakfast/Brunch Menu including Vegetarian/Vegan options (labelled) numbers to be confirmed later. Chilled Water (still and sparkling) and Juice Station Filtered Coffee and Tea Ice Buffet set-up Cutlery, Crockery, Glassware, Ice Buckets plus tongs and Serviettes Provision of mobile kitchen unit. Waitrons and Cleaners (neatly dressed) 			
Audio Visual Equipment			
<ul style="list-style-type: none"> Audio-Visual equipment and onsite technician Stage microphone plus sound equipment 6x roving mics. background music Event videography Livestreaming on via various social media platforms (DSAC and Iziko) Sourcing and provision of 2x sign language interpreters. Event Day production stage management and technical support Power provision – Back-up generator 			
Provision for Sundries			
Provision for Contingencies			
Sub-total			
VAT			
Total			

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.

8. 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.

9. 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.

10. 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/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.