



### REQUEST FOR QUOTATION (RFQ) FOR PROPERTY RENTAL VALUATION SERVICES

<b>Reference Number</b>	<b>RFQ/FIN/VAL/04/2024</b>
<b>Description</b>	The determination of the market related rental value received from the occupation of a number of sites of Iziko Museums of South Africa.
<b>Address</b>	Iziko South African Museum, 25 Queen Victoria Street, Cape Town, 8001
<b>Attention</b>	Sikelwa Madlavu and Siphamandla Oupa
<b>Site Visit</b>	<b>Not Required, but will be arranged upon enquiry</b>
<b>Closing date and time for submission</b>	Friday 10 May 2024 at 16h00
<b>Method of delivery</b>	Quotes / Proposals, and accompanying documentation, <b>must be emailed</b> to (SCM) 021 481 3917: smadlavu@iziko.org.za and soupa@iziko.org.za
<b>Technical enquiries</b>	<b>Please contact CFO, Ronell Pedro:</b> Telephone 021 481 3825 (office hours) Email: <a href="mailto:rpedro@iziko.org.za">rpedro@iziko.org.za</a>
<b>Name of Bidding Company</b>	
<b>CSD Supplier Number (MA.....Number)</b>	
<b>B-BBEE Status Level of Contribution</b>	
<b>Quoted Price (Incl Vat)</b>	
<b>Signature</b>	

**BIDDER'S DISCLOSURE**

**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 interest<sup>1</sup> 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**

<sup>1</sup> 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.

2.2.1 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 consortium<sup>2</sup> 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

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<sup>2</sup> 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.

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:

	<b>POINTS</b>
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

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:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)} \end{array}$$

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:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)} \end{array}$$

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	<ul style="list-style-type: none"> <li>• Proof of B-BBEE certificate;</li> <li>• Company Registration Certification</li> <li>• Identification Documentation.</li> </ul>		
<p><b>Race: Black persons (ownership)*</b> 50% or more black ownership = 20 points</p> <p>Less than 50% black ownership = 10 points 0% black ownership = 0 points</p>			

**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

..... <b>SIGNATURE(S) OF TENDERER(S)</b> .....	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	..... ..... ..... .....



## REQUEST FOR QUOTATIONS:

### PURPOSE AND BACKGROUND

#### 1. PURPOSE

The purpose of this request for quote is to invite suitably qualified and experienced property valuers and appraisers to submit quotes for the valuation of market related rental value received from the occupation of all Iziko sites within the Central Business District of Cape Town (CBD) as well as from a site located at Groot Constantia, in Goodwood and Paarl.

#### 2. BACKGROUND

Iziko Museums of South Africa (Iziko) is a Schedule 3A Public Entity and an agency of the national Department of Sport, Arts and Culture (DAC), bringing together the national museums of the Western Cape under a single governance and leadership structure. Iziko Museums of South Africa is a declared national heritage institution established as a flagship museum bringing together 12 museums under a single governance and leadership structure. Iziko is governed by a Council appointed by the Minister of Sport, Arts and Culture.

Sites occupied by Iziko are owned by the Department of Public Works and the Groot Constantia Trust at no cost during the year. The lease of the buildings is open-ended with no lease term. Iziko is required to quantify the value of income related to service in kind as well as the corresponding lease expense for the buildings occupied for audit purposes.

The following Iziko sites used as exhibition spaces and for administrative and storage purposes and owned by the Department of Public Works (DPW), are occupied free of charge by Iziko.

- SA Museum and Planetarium
- Rust & Vreugd
- Slave Lodge
- Bo-Kaap
- SA National Gallery & Galley Annexe
- Old Townhouse
- Koopmans De Wet House
- Iziko Social History Centre
- Bertram House
- William Fehr
- Wingfield Hangar Storage

The following Iziko sites used as exhibition spaces and for administrative and educational purposes and owned by the Groot Constantia Trust are occupied free of charge by Iziko.

- The Manor House, Orientation Centre and Jonkershuis Restaurant at Groot Constantia Estate
- Nelson Mandela Prison House Museum in Paarl

### 3. SERVICE PROVIDER REQUIREMENT

The following is required from the potential service provider:

#### 3.1 Property Rental Valuations

The appointed Service Provider is expected to submit the below documents as proof that the task has been satisfactorily performed.

3.2 The Market related monthly rental of all sites, listed per site.

3.3 The Valuation certificate.

3.4 A valuation report which indicates which criteria were used to determine the rental values per site as well as an indication of valuation sources.

The above information should be completed and delivered by Friday 24 May 2024

The service provider is expected to consider all factors which may influence the rental value of Iziko's museums including the property's heritage value, the locations and other features, including the condition of the buildings.

The service provider is expected to have the requisite qualifications, experience and accreditation to provide the service.

The service provider must be registered on National Treasury's Central Supplier database (CSD).

### 4. QUOTATION

The Service provider must comply with Iziko's Supply Chain Management policies and procedures by submitting the documents listed in table below:

No.	Quotations must be accompanied by the following documents:
1	A company profile, proven track record and details of experience in the services required.
2.	<ul style="list-style-type: none"><li>Valid B-BBEE Verification Certificate</li><li>Relevant Professional Certificate</li><li>Central Supplier Database Report (CSD Report)</li></ul>
3.	<b>The following completed documents:</b>
	<b>SBD 4 - BIDDER'S DISCLOSURE</b> <b>SBD 6.1 PREFERENCE POINTS CLAIM FORM</b>

### 5. PRICING

A detailed pricing structure must be submitted.

1. The pricing structure must be inclusive of VAT, any disbursements, professional fees and escalations, where applicable.
2. Payment will be made based on the deliverables for the service received.
3. Payment will only be made on the basis of work completed satisfactorily, and invoices provided and approved by the project manager.

DESCRIPTION	AMOUNT (Incl VAT)
<b>TOTAL AMOUNT (INCLUDING VAT)</b>	

**6. VALIDITY PERIOD OF QUOTATION**

**QUOTATION shall be valid for a minimum period of 90 days calculated from the closing date for submissions.**

- The lowest or only quotation received will not necessarily be accepted.
- Iziko reserves the right to accept or reject any quotation in response to this invitation and to withdraw its decision to seek provision of these services at any time.

**7. 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.