

REQUEST FOR QUOTE (RFQ) FOR OFFICE REFURBISHMENT ON THE 4TH AND 2ND FLOOR AT ISAM - IZIKO MUSEUMS OF SOUTH AFRICA

Reference Number	IZIKO_SS_1/06/2023
Description	REQUEST FOR QUOTE (RFQ) FOR OFFICE REFURBISHMENT ON THE 4TH AND 2ND FLOOR AT ISAM - IZIKO MUSEUMS OF SOUTH AFRICA
Name of the responsible unit/department	Support Services
Address	25 Queen Victoria Street Cape Town 8001
Attention	F. Johadien / T. Diketane
Closing date and time for submission	01 August 2023 at 16:00
Method of delivery	Documents must be emailed to Siphamandla Oupa (SCM) 021 481 3889 soupa@iziko.org.za and Noleen Donson ndonson@iziko.org.za 021 481 3917
Contact Details: Technical Requirements	T Diketane tdiketane@iziko.org.za / 021 481 3821

REQUEST FOR QUOTE (RFQ) FOR OFFICE REFURBISHMENT ON THE 4TH AND 2ND FLOOR AT ISAM - IZIKO MUSEUMS OF SOUTH AFRICA

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 WORK

Iziko Museums of South Africa (Iziko) invites reputable service providers to submit a quotation for office refurbishment for the 4th floor and 2nd floor offices at the South African

Museum.

Phase 1

4th floor – New R&E offices

- ✚ Supply and installation of dry way partitioning for new offices 1 and 2, new reception area and new meeting area on the 4th floor as per the attached drawing.
- ✚ Supply and installation of new carpet tiles in new reception area, new office 2 and new meeting area, as per the attached drawing.
- ✚ Dismantle and removal of existing lab tables and equipment to be relocated.

Phase 2

4th floor - New HR offices

- ✚ Supply and installation of dry way partitioning for new HR office 1 and 2 as per the attached drawing
- ✚ Dismantle and remove existing lab tables on the 4th floor Biodiversity lab which must be re-installed on the 2nd floor Marine Dry Collection lab. Supply, installation and remodel existing 4th floor Biodiversity lab into new open plan HR offices as per the attached drawings in the current 4th floor Biodiversity lab. Existing lab sink on the 4th floor Biodiversity lab to be removed and relocated.

2nd floor lab – New Biodiversity Lab

- ✚ Dismantle and removal of existing lab equipment in the 2nd floor Marine Dry Collection lab.
- ✚ Supply and installation of new 4 electrical power sockets as per the attached drawings.
- ✚ Supply and installation of new power skirting along the walls as per the attached drawings.
- ✚ Reconfigure and install the lab tables and equipment from the 4th floor Biodiversity lab into the 2nd floor Marine Dry Collection lab as per the drawings.

3. SITE VISIT / INSPECTION

A site visit can be arranged with **Frederick Paynter 021 481 3801 / fpaynter@iziko.org.za** at Iziko SA Museum, 25 Queen Victoria Street, Cape Town 8000.

4. CLOSING DATE FOR SUBMISSIONS

Submissions must be submitted via email to the Property Services Manager, T. Diketane tdiketane@iziko.org.za no later than **01 August 2023 at 16h00**

NO LATE SUBMISSIONS WILL BE ACCEPTED.

5. DOCUMENTS ATTACHED

- 5.1 ANNEXURE A - ANNEXURE A - PRICING SCHEDULE
- 5.2 ANNEXURE B - BIDDER'S DECLARATION (SBD 4)
- 5.3 ANNEXURE C – SBD 6.1
- 5.4 ANNEXURE D – PROJECT DRAWING PLANS

Annexure A

PRICE SCHEDULE

No	Description	Amount
1	Phase 1 - 4th floor – New R&E offices	
2	Phase 2 - 4th floor - New HR offices	
3	Phase 3 - 2nd floor lab – New Biodiversity Lab	
4	Other costs (Specify)	
5		
Vat		
Total		