

REQUEST FOR QUOTATION (RFQ) FOR APPOINTMENT OF EVENT LOGISTICS IMPLEMENTATION SUPPORT

Reference Number	IZIKO Advancement _RFQ_2023/08/14
Description	Request For Quotation (RFQ) for appointment of Event Logistics Implementation 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	22 August 2023 @ 11:00am
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	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	

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 is seeking to appoint an experienced service provider to assist the Marketing and Communications Unit with event logistics implementation support. Iziko **has several events planned over a period of eight weeks**. 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:	31 August 2023	Type: Special Event	Thought Leaders’ Hats and Heels
Event Description:		Requirements:	
<i>The Thought Leaders’ Hats and Heels event combines elements of a public talk, fashion show and cocktail into a single flagship event.</i>		<ul style="list-style-type: none">• Onsite event logistics coordination• Provision of the following:<ul style="list-style-type: none">➤ Photography and videography,➤ Stage 3x9➤ Audio-Visual equipment and onsite technician➤ Artists (3-piece ensemble for background music and 1x 20min performance total of 90mins)• 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 stage management and technical support	
Venue: Whale Well, Iziko South African Museum			
Event Timeline: 11:00 – 16:30 Set-ups and Arrivals 17:30 for 18:00 20:00 for 20:30 Event Concludes 21:00 – 22:30 Strike venue			

Event Date:	22 -25 September	Type: Campaign Event	<i>in_herit</i> FESTIVAL
Event Description:		Requirements:	
<p>The <i>in_herit</i> FESTIVAL, provides visitors with the opportunity to visit Iziko museums for *FREEE (*excluding museums currently closed, and those closed on Sundays).</p> <p>South Africa's multiplicities; to encourage respect for each other's beliefs and cultures, and to promote social cohesion and nation-building. Both Iziko and the <i>in_herit</i> FESTIVAL have a significant role to play in connecting people, and, in essence, provide the routes to our roots. Throughout the <i>in_herit</i> FESTIVAL, Iziko offers *free entrance to all Iziko Museums</p>		<ul style="list-style-type: none"> • Liaising with the City of Cape Town and secure event permit • Onsite event logistics coordination • Liaising with audio visual and lighting equipment, site and project managers, and other service providers, • Provision of the following event campaign requirements: <ul style="list-style-type: none"> ➢ Photography (4) and videography (1) (Heritage Day), ➢ Audio-Visual equipment (Heritage Day) and onsite technician ➢ Selfie mosaic wall (3x3 m) from 22–27 September. ➢ Artists/Performers (Heritage Day) ➢ Staff care/snack-packs ➢ Stage ➢ Furniture • Event day preparation, set-up and strike, • Event Day production stage management • Event Day crowd management (ISAM and Iziko Planetarium) • Event Day distribution of meals to all Iziko staff, performers, contractors at the various Iziko museums sites: <ul style="list-style-type: none"> ➢ Iziko South African Museum and Planetarium, National Gallery, Slave Lodge, Bo-Kaap Museum, Groot Constantia and Castle of Good Hope. 	
<p>Venue: Iziko South African Museum, South African National Gallery; Slave Lodge; Bo-Kaap Museum, Castle of Good Hope and Groot Constantia Museums.</p>			
<p>Event Timeline:</p> <p>Selfie Mosaic Wall: From 22 – 27 September.</p> <p>Heritage Day – 24 September</p>			

Event Date:	27 September	Type: Exhibition Gala Launch	hUmanlty
Event Description:		Requirements:	
New exhibition launch		<ul style="list-style-type: none">• Onsite event logistics coordination• Provision of the following:<ul style="list-style-type: none">➤ Stage 3x9➤ Audio-Visual equipment➤ Artist,➤ Furniture• 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 stage management	
Venue:			
Whale Well, Iziko South African Museum			
Event Timeline: 13:00 – 16:30 Set-ups and Arrivals 17:30 for 18:00 20:00 for 20:30 Event Concludes 21:00 – 22:30 Strike venue			

REQUIRED DOCUMENTATION

Each bidder is required to submit a

Stage 1 - Compliance Documents requirements	Stage 2 - Price and Specific Goals
Bidders must submit all documents as outlined in Table 3 Compliance Documents below. Note: Failure to supply any of the compliance documents stipulated below <u>may lead to disqualification</u>	Price – 80 points Specific Goals– 20 points Note: Price and quality of work/product are important factors as it ensures optimum value for money and total cost to Iziko and should cover all goods and services to be delivered to the best standard possible for specified products and assembly methods.

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:

4.1 Pricing

Price is an important factor as it ensures optimum value for money and should take into account 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:	31 August 2023	Type: Special Event	Thought Leaders' Hats and Heels
Event Description:			Cost
<ul style="list-style-type: none">• Onsite event logistics coordination• Provision of the following:<ul style="list-style-type: none">➤ Photography and videography,➤ Stage 3x9➤ Audio-Visual equipment➤ Artists (3-piece ensemble for background music and 1x 20min performance total of 90mins)• 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 stage management and technical support• Sundries			
Sub-total			
VAT			
Total			

Event Date:	22 -25 September	Type: Campaign Event	<i>in_herit</i> FESTIVAL
Event Description:		Cost	
<ul style="list-style-type: none"> • Liaising with the City of Cape Town and secure event permit • Onsite event logistics coordination • Liaising with caterers, audio visual and lighting equipment, site and project managers, and other service providers, • Provision of the following event campaign requirements: <ul style="list-style-type: none"> ➢ Photography and videography (Heritage Day), ➢ Audio-Visual equipment (Heritage Day) ➢ Selfie mosaic wall (3x3 m) from 22–27 September. ➢ Artists/Performers (Heritage Day) ➢ Staff meal-and-care-packs ➢ Stage ➢ Furniture • Event day preparation, set-up and strike, • Event Day production stage management • Event Day crowd management (ISAM and Iziko Planetarium) • Sundries • Event Day distribution of meals to all Iziko staff, performers, contractors at the various Iziko museums sites: Iziko South African Museum and Planetarium, National Gallery, Slave Lodge, Bo-Kaap Museum, Groot Constantia and Castle of Good Hope. 			
Sub-total			
VAT			
Total			

Event Date:	27 September	Type: Exhibition Gala Launch	hUmanItY
Event Description:			Requirements:
<ul style="list-style-type: none"> • Onsite event logistics coordination • Provision of the following: <ul style="list-style-type: none"> ➢ Stage 3x9 ➢ Audio-Visual equipment ➢ Artist, ➢ Furniture • 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 stage management • Sundries 			
Sub-total			
VAT			
Total			

Table: Cost Schedule Summary

No	Service Description	Costing per Event
1	Event No 1 Thought Leaders' Hats and Heels	
2	Event No 2 <i>in_herit</i> FESTIVAL	
3	Event No 3 hUmanity launch event	
	Total Excluding VAT	
	VAT 15%	
	Total including VAT	

5. Compliance Documents

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

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) (To be completed by the organ of state)	Number of points claimed. (80/20 system) (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

- 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.