

REQUEST FOR QUOTATION (RFQ) FOR THE REVIEW OF IZIKO'S PROCUREMENT, SUPPLY CHAIN MANAGEMENT POLICY AND STANDARD OPERATING PROCEDURES. CONDUCT THE PROVISION OF PUBLIC PROCUREMENT AND RELATED FINANCE POLICY TRAINING SERVICES

Reference Number	IZIKO-RFQ-FIN-PROFESSIONAL SERVICE-POL 25/09/26
Description	THE REVIEW OF IZIKO'S PROCUREMENT, SUPPLY CHAIN MANAGEMENT POLICY AND STANDARD OPERATING PROCEDURES. CONDUCT THE PROVISION OF PUBLIC PROCUREMENT AND RELATED FINANCE POLICY TRAINING SERVICES
Address	Iziko South African Museum 25 Queen Victoria Street Cape Town 8001
Attention	Kagiso Themba
Advert Date	25 September 2026
Closing Date and Time for Submission	13 October 2026 11h00am
Method of Delivery	Quotes / Proposals, and accompanying documentation, must be email SCM scm@iziko.org.za ; (SCM) 021 481 3889; kthemba@iziko.org.za
Technical Enquiries	Supply Chain; scm@iziko.org.za ; Sifiso Sifunda ssifunda@iziko.org.za +27 (0) 21 4813809
Name of Company	
CSD Supplier Number (MA Number)	
B-BBEE Status Level of Contribution	
Quote Price (Incl. VAT)	
Signature	

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

- 1.1 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, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.
- 1.2 If a person is 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. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

- 2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES/NO**
- 2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	Identity Number	Name of organ of state

2.3 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.3.1 If so, furnish particulars:

.....

2.4 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

2.4.1 If so, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	Status (active/inactive/deleted)

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification.

3 GENERAL DECLARATION

I ,....., the undersigned, 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 to be false.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.
- 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.
- 3.5 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.
- 3.6 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.
- 3.7 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, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

.....

Signature.....

Date

.....

Designation

Name of bidder

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

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \text{ or } P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where:

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = 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

$$P_s = 80 \left(1 - \frac{P_t - P_{max}}{P_{max}} \right) \text{ or } P_s = 90 \left(1 - \frac{P_t - P_{max}}{P_{max}} \right)$$

Where:

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{max} =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			
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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:

.....

.....

.....

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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 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. DESCRIPTION

Iziko Museums of South Africa invites qualified, experienced and suitably qualified service providers to Review Iziko's Procurement, supply Chain Management Policy and Standard Operating Procedures. Conduct the Provision of Public Procurement and Related Finance Policy Training Services

3. SCOPE OF WORKS

The assignment comprises two linked workstreams: an initial policy and SOP review, followed by initial and ongoing training and capacity-building services

3.1. Phase 1: Review of Procurement / SCM Policy and Standard Operating Procedures:

The successful service provider must make available a suitably experienced public procurement professional to undertake a comprehensive technical and operational review of Iziko's Procurement / SCM Policy together with all related SOPs. The review must be completed within five (5) working days from the date on which the relevant documents are formally provided by Iziko.

The review must provide meaningful, practical and implementable inputs and must assess, at a minimum, whether the Policy and SOPs:

- are aligned with each other and are free from material contradiction, duplication or gaps;
- are aligned to applicable South African public procurement legislation, Treasury Regulations, prevailing National Treasury Instructions, Practice Notes, Circulars and other applicable requirements;
- appropriately reflect Iziko's procurement thresholds, delegations, approval requirements, bid committee arrangements and internal control environment;
- clearly guide procurement from initiation and specification through sourcing, evaluation, adjudication, award, contracting, contract administration, variations, performance monitoring and close-out;

- are practical and capable of consistent application by requisitioners, procurement officials, SCM officials, bid committee members, delegated expenditure approvers and management; and
- are supported by appropriate procedures, forms, checklists, control points and documentary requirements where necessary

The service provider must identify instances where the Policy creates a requirement that is not operationalised in the SOPs, where the SOPs introduce requirements not supported by the Policy, or where amendments are required to improve compliance, governance, operational clarity or auditability

3.2. Phase 1 Deliverables

- A reviewed and marked-up Procurement / SCM Policy reflecting proposed amendments and comments.
- Reviewed and marked-up Procurement / SCM SOPs reflecting proposed amendments and comments.
- Clean proposed versions of the Policy and SOPs, where amendments are required.
- A consolidated compliance and gap-analysis matrix identifying the applicable requirement, current position, identified gap and recommended action.
- A concise review memorandum identifying material legislative, regulatory, procedural and control matters requiring attention.
- A management close-out session to explain material recommendations before the revised Policy and SOPs are finalised for approval

3.3. Phase 2: Initial Training

Following approval of the revised Procurement / SCM Policy and SOPs, the service provider will be required to deliver an initial three-day onsite training programme at Iziko sites. The training must be customised to the approved Iziko Policy and SOPs and must also cover the prevailing South African public procurement legislative, regulatory and National Treasury instruction environment applicable at the date of training.

The initial three-day programme must provide for the following training cohorts:

Training Day / Group	Target Participants	Primary Focus
Day 1	Administrative Assistants / Procurement and Requisitioning Officials	Procurement initiation, requisitions, specifications, quotations, supporting documentation, thresholds, record keeping, segregation of duties and common compliance requirements.
Day 2	Middle Managers, Senior Managers, Executives and Directors	Bid committee responsibilities, evaluation and adjudication, delegations, expenditure approval, accountability, deviations, conflicts of interest, contract variations, governance and management oversight.

Training Day / Group	Target Participants	Primary Focus
Day 3	Supply Chain Management Officials	Detailed application of Iziko's SCM framework, procurement planning, sourcing methods, bid administration, evaluation, contract management, reporting, compliance monitoring and audit readiness.

3.4 Ongoing Training Services over the 24-Month Contract Period

After the initial three-day programme, the service provider will provide training on an as-and-when-required basis for the remainder of the twenty-four (24) month contract period. For pricing and contracting purposes, the maximum quantity of additional as-and-when-required training sessions will be ten (10) sessions. Iziko does not guarantee that all ten sessions will be utilised and will only pay for services formally requested, approved and delivered.

The ongoing training services may include:

- refresher training on Iziko's approved Procurement / SCM Policy and SOPs;
- training arising from changes to applicable legislation, regulations, National Treasury Instructions, Practice Notes, Circulars or other public procurement requirements;
- training for newly appointed officials, new entrants, newly appointed bid committee members or officials newly assigned procurement, requisitioning or delegated approval responsibilities;
- training on Iziko's Finance Policy and associated procedures;
- training on Iziko's Travel and Subsistence Policy and associated procedures;
- training on other finance, SCM, expenditure management or financial governance policies approved by Council during the contract period; and
- other related finance or SCM capacity-building interventions falling reasonably within the expertise and scope of the appointed service provider.

Subsequent training will ordinarily be delivered online. Where Iziko determines that onsite training is necessary, such training may be conducted at an Iziko site only after prior written approval by Iziko. Any approved travel or related disbursement must be agreed in advance and may not be incurred without written approval.

Before each training intervention, the service provider must confirm that the training content reflects the requirements prevailing at the date of delivery and must update the material where relevant legislation, regulations, Treasury requirements, Iziko policies or SOPs have changed.

3.5. Training Evidence and Outputs

For each training intervention, the service provider must provide appropriate evidence that enables Iziko to demonstrate that officials involved in procurement and supply chain management have received relevant training. The minimum outputs must include:

- a training programme and agenda appropriate to the relevant cohort;
- customised training material and presentation material;
- attendance records containing sufficient evidence of participation;

- appropriate knowledge checks, assessments or other evidence of learning, where applicable;
- certificates or equivalent evidence of participation / completion;
- a brief post-training report indicating participants trained, topics covered, identified knowledge gaps and any recommended follow-up intervention; and
- an electronic training evidence pack suitable for Iziko's SCM, HR, governance, internal audit and external audit records.

4. Contract Period and General Service Conditions

The successful service provider will be appointed for a period of twenty-four (24) months from the effective date of the contract. The initial Policy and SOP review and initial three-day training programme are core deliverables. Ongoing training thereafter will be commissioned on an as-and-when-required basis, subject to Iziko's operational requirements, availability of budget and the necessary internal approvals.

The appointed service provider must maintain sufficient professional capacity throughout the contract period to respond to Iziko's training requirements within reasonable agreed timeframes

5. Nominated Trainer / Replacement of Key Personnel

The trainer or lead professional proposed by the bidder and evaluated as part of this RFQ shall be regarded as key personnel for purposes of the appointment. The successful service provider must utilise the nominated trainer / lead professional for the services unless Iziko has approved a replacement in writing.

Where the nominated trainer becomes unavailable, the service provider may propose a replacement. Any proposed replacement must possess experience and demonstrated public procurement and training capability that meet or exceed the minimum requirements and functionality attributes applicable to the trainer originally evaluated under this RFQ.

Iziko reserves the right to review the credentials, experience and suitability of any replacement trainer and to reject a proposed replacement where the individual does not meet the minimum requirements of this RFQ or does not demonstrate an equivalent level of capability to the trainer originally nominated and evaluated. No replacement trainer may provide services until Iziko has granted written approval. Replacement of key personnel may not result in additional cost to Iziko unless specifically approved in writing.

6. EVALUATION PROCESS & CRITERIA

Responses will be evaluated on functionality, after which qualifying responses will be evaluated on Price and Specific Goals in accordance with the applicable preference point system.

6.1. Compliance with Minimum Requirements

All quotations duly lodged will be examined to determine compliance with the bidding requirements and conditions. Quotations with material deviations from the requirements or conditions may be eliminated from further consideration.

6.2. Functionality Evaluation

Functionality will be evaluated out of 100 points. A bidder must achieve a minimum functionality score of seventy (70) points out of 100 to be regarded as functionally responsive and to proceed to the Price and Specific Goals evaluation.

Criterion	Description / Scoring	Maximum Points
<u>1. Experience of the Service Provider in Similar Services</u>	Relevant experience in public-sector procurement / SCM policy review, procurement capacity building and/or related public finance training. Evidence must be supported by relevant client reference letters or appointment/completion letters. 5 or more relevant assignments = 35 4 = 28 3 = 21 2 = 14 1 = 7 No relevant evidence = 0	35
<u>2. Experience and Capability of Proposed Trainer / Lead Professional</u>	A. Relevant public procurement / public-sector SCM experience: 10 years or more = 30 7 to <10 years = 24 5 to <7 years = 18 3 to <5 years = 10 Less than 3 years = 0 B. Demonstrated procurement / SCM training experience: 5 or more relevant interventions = 15 3-4 = 10 1-2 = 5 None = 0	45
<u>3. Training Proposal and Methodology</u>	Training proposal must demonstrate: (i) appropriate approach to the identified Iziko participant groups = (5); (ii) initial onsite delivery at Iziko sites = (5);	20

	(iii) a three-day initial training programme covering the three identified cohorts = (5); and (iv) alignment of content to applicable legislation, regulations, National Treasury Instructions and prevailing public procurement training requirements = (5). No relevant evidence = 0	
TOTAL		=100

7. ADMINISTRATIVE DOCUMENT

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 (RFQ) Document
5	Valid Tax Certificate and/or Tax Pin
6	SBD 4 and SBD 6.1 documentation included in this RFQ

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

8. MANDATORY DOCUMENT

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

7	CV of the nominated trainer / lead professional demonstrating the required public procurement / SCM and training experience.
8	Evidence of 3 or more similar completed assignments.
9	Training proposal and methodology addressing the requirements in the functionality criteria.
10	Relevant client reference letters or appointment/completion evidence supporting the service provider's claimed similar experience.
11	CV of the nominated trainer / lead professional demonstrating the required public procurement / SCM and training experience.

9. 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

12. PRICING SCHEDULE

No.	Service Description	Maximum Quantity	Unit Price Excl. VAT	Total Excl. VAT
1	Review of Iziko Procurement / SCM Policy and associated SOPs, including marked-up documentation, clean proposed versions, gap analysis and review memorandum	01	R	R
2	Initial three-day onsite training programme covering the three identified participant cohorts	1 programme	R	R
3	As-and-when-required training sessions, including refresher training, new-entrant training and training on related Finance / SCM policies approved by Council	Maximum 10 sessions	R	R
4	Training materials, assessments, attendance evidence, certificates and electronic training evidence packs	Included / specify	R	R
5	Pre-approved travel and related			

	disbursements for onsite interventions during the contract period, where applicable	As required	R	R
6	TOTAL (EXCLUDING VAT)			R
7	VAT			R
8	TOTAL (INCLUDING VAT)			R

Pricing Instruction

1. The Total Evaluated Bid Price will be used to calculate price points under the 80/20 preference point system. Only amounts captured on this table will be considered.
2. Quotes to be valid for 90 days from the bid closing date
3. Iziko may withhold payment for a deliverable until the deliverable is submitted and accepted as complete by the project manager.
4. Bidders must attach a breakdown of assumptions, resource categories and rates used to prepare their pricing.
5. Bidders must submit a complete pricing schedule for the full 24-month contracting period. Prices must include all professional time, preparation, policy familiarisation, customisation of training material, assessments, reporting, administration and other normal costs necessary to deliver the services. Any year-two escalation must be disclosed in the quotation. No undisclosed escalation will be accepted.
6. For comparative evaluation purposes, the maximum quantity of ten (10) as-and-when-required training sessions will be used in determining the evaluated price. This quantity is an evaluation ceiling only and does not create an obligation on Iziko to order all ten sessions.

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.

SIGNATURE		NAME PRINT	
CAPACITY		DATE	
NAME OF COMPANY			
INDICATE DELIVERY PERIOD IN WEEKS AFTER RECEIVING OFFICIAL ORDER			

13. 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.

14. 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.

15. 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.

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 not older than advert date 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 RFQ 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.

Signed _____ Date _____

Name _____ Position _____

*Enterprise
name*
