

REQUEST FOR QUOTATION (RFQ) FOR LANDSCAPING DESIGN FOR THE 200 YEARS
 COMMEMORATION OF THE IZIKO SOUTH AFRICAN MUSEUM

Reference Number	IZIKO RFQ - Landscape Design_RFQ_2025/02/14
Description	The Iziko South African Museum is preparing for its 200-year commemoration. To enhance the aesthetics and safety of the museum grounds, the project will involve professional comprehensive landscaping design. This request seeks quotes from qualified contractors for the scope outlined below.
Address	Iziko South African Museum, 25 Queen Victoria Street, Gardens, Cape Town 8001
Attention	Gabriel Lukoji
Site Visit Compulsory	20 th February 2025 -10h00 at Iziko South African Museum, 25 Queen Victoria Street, Gardens, Cape Town 8001
Issue Date	14 th February 2025
Closing date and time for submission	27 th February 2025 at 12pm.
Method of delivery	Quotes / Proposals, and accompanying documentation, must be emailed to (SCM) 021 481 3917: ndonson@iziko.org.za and scm@iziko.org.za
Technical enquiries	Gabriel Lukoji Direct Line: 021 481 7240 and 073 447 7173 glukoji@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

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.

- 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)

(SBD 6.1)

**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:

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

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:

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

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			

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:	
	
	
	

REQUEST FOR QUOTATION (RFQ) FOR LANDSCAPING DESIGN FOR THE 200 YEARS COMMEMORATION OF THE IZIKO SOUTH AFRICAN MUSEUM

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.

Scope of Work:

1. Comprehensive Landscaping Design:

The museum seeks a landscaping design that reflects its 200-year commemoration, historical and cultural significance while improving the visitor experience. The design should consider long-term sustainability, ecological benefits, aesthetic appeal and be grounded in indigenous flora.

- **Design Requirements:**

- Development of a detailed landscaping design plan for the area demarcated as the new 200-Year Commemorative Garden.
- Focus on indigenous plants and trees to align with ecological principles and South African heritage as instructed by Lead Curator.
- Incorporation of pathways, seating areas, and potential commemorative spaces or sculptures and water features.
- Emphasis on water conservation through the use of drought-resistant plants, efficient irrigation systems, and rainwater harvesting solutions.

- **Deliverables:**

- Participate in onboarding meetings.
- Provision of detailed design plan with:
 - conceptual sketches or renderings.
 - Submission of a plant list, materials, and all irrigation and equipment needs.
 - Provision of cost estimates for the implementation of the design.
- Draft RFQs for design plan to be implemented.
- Oversight visits of 4 days for Construction Management and installation.

3. Additional Requirements:

- **Pre-quotation Site Visit:**

A mandatory pre-quotation site visit is required to ensure accurate quoting. The visit will allow the contractor to assess the existing landscape conditions and consult with the Director Research and Exhibitions, Lead Curator and Exhibition Designer on the vision for the new commemorative garden.

- **Sustainability and Environmental Compliance:**

The design should be comply with minimal environmental impact, for example, removal of trees must align with local environmental laws, and the use of eco-friendly materials is preferred for the landscaping design.

- **Timeline:**

The project must be completed by 28 March 2025. Please provide a project schedule with milestones.

THE PREFERRED SERVICE PROVIDER WILL HAVE TO SIGN A SECTION 37(2) DOCUMENT BEFORE COMENCING WORK

2. Compliance Documents

Service Providers must submit all documents as outlined in **Table 1** 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: 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	Completed Request to quote, including completed and signed SBD6.1 and SBD4 pages.
5	Portfolio of work that includes proof of company experience and images of similar projects used for functionally assessment in Table 4 below

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

3.

2. EVALUATION CRITERIA

Iziko promotes the concept of “best value” in the award of contracts, as opposed to merely looking for the cheapest price, which does not necessarily provide the best value. Best value incorporates the expertise, experience and technical proposal of the organisation and individuals who will be providing the service and the organisational capacity supporting the project team.

Iziko is committed to achieving the Government's transformation objectives in terms of the Preferential Procurement Policy Framework Act.

- Firstly, the bidder will have to comply with eligibility criteria as per Table 1
- Thereafter assessment of quality will be done in terms of the evaluation criteria (Table 3) and the minimum threshold of **70** points. A bid will be disqualified if it fails to meet the minimum threshold for functionality as per the bid invitation.
- 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:

Table 2 PREFERENTIAL POINTS

Total maximum points	Specific goals allocated points	Price
	20	80

Table 3 FUNCTIONALITY ASSESSMENT

A proposal which scores lower than the minimum overall percentage of 70% (70 out of 100) will be disqualified.

Criteria	Description	Assessment key:
Design Sense	Demonstrates a strong sense of design principles, including layout, typography, colour, and composition. Utilizes effective visual hierarchy and attention to detail. Creates visually appealing and cohesive designs.	0 - does not meet criteria: none of the requirements are met 10 – meets criteria somewhat: if 1 of the requirements are met 20 - adequately meets the criteria: if 2 of the requirements are met 30 - meets criteria well: if 3 of the requirements are met 40 - successfully meets criteria: if all the requirements are met Required: The supplier must include a company portfolio that includes the company history and

		images of similar previous projects.
Demonstrated Competency in Exhibition Landscape Design	Displays a portfolio that includes previous design work indicating years of experience and evidence of previous projects .	0 - does not meet criteria: no experience or proof of previous projects. 10 - meets criteria somewhat: 3 years of experience and less than proof of 1-3 projects provided. 20 - adequately meets the criteria: 3 and a half to 5 years of experience and proof of 3-5 projects provided. 30 - meets criteria well: 5 years of experience proof of 5-7 projects provided. 40 - successfully meets criteria: 5 years and more of experience proof of 7 or more projects provided. Required: The supplier must include a company portfolio that includes the company history and images of similar previous projects.
Innovation and Creativity	Exhibits creative and innovative approaches to landscape design, pushing boundaries and exploring new ideas. Offers fresh and unique solutions that enhance the overall exhibition experience.	0 - does not meet criteria: none of the requirements are met 2.5 – meets criteria somewhat: if 1 of the requirements are met 5 - adequately meets the criteria: if 2 of the requirements are met 7.5 - meets criteria well: if 3 of the requirements are met 10 - successfully meets criteria: if all the requirements are met Required: The supplier must include a company portfolio that includes the company history and images of similar previous projects.

Attention to Abstraction and Conceptualization	Appropriately incorporates abstraction and conceptualization in the design work. Demonstrates an understanding of how to visually represent complex ideas or themes in a captivating and engaging manner. Demonstrates the ability to effectively communicate a story through design elements. Shows experience in creating designs that align with the exhibition's themes and objectives.	0 - does not meet criteria: none of the requirements are met 2.5 – meets criteria somewhat: if 1 of the requirements are met 5 - adequately meets the criteria: if 2 of the requirements are met 7.5 - meets criteria well: if 3 of the requirements are met 10 - successfully meets criteria: if all the requirements are met Required: The supplier must include a company portfolio that includes the company history and images of similar previous projects.
Total		100

4. PRICING SCHEDULE

Pricing Instructions

1. Payment will be made based on the deliverables for the goods received.
2. Payment will only be made on the basis of work completed satisfactorily, and invoices provided and approved by the project manager.
3. Offer to be valid for 60 days from the bid closing date.

No.	Description	Quantities	Unit Cost Inc. VAT	Total Amount (incl. VAT)
1	Commemorative Garden Landscape Design			
1.1	Onboarding	1		
1.2	Comprehensive Design plan with: • conceptual sketches, • renderings and • Quantity Survey (list) of plant materials, and all irrigation and equipment. • cost estimates for the	1		

	implementation of the design			
1.3	Draft RFQs to implement design.	N/A		
1.4	Site visits for production oversight	4 days		
1.5	Contingency of R 20 000	N/A		
Total Amount				R

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.

5. 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.

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.

6. 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. 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
- i) accept that, in addition to cancellation of a contract, action may be taken against me should the Declaration prove to be false.
- ii) In terms of Preferential Procurement Regulation 11 and section 2(1) (f) of the Preferential Procurement Policy Framework Act, the IZIKO may consider the following objective criteria in the bid award:
- iii) The risk of fruitless and wasteful expenditure to the IZIKO.
- iv) The risk of an abnormally low bid.
- v) The risk of a material irregularity.
- vi) The IZIKO reserve the right not to consider bids from Bidders who are currently in litigation with the IZIKO; and
- vii) The IZIKO further reserve the right not to award this tender to any Bidder based on the proven poor record of accomplishment of the Bidder in previous projects within the IZIKO and the referee submitted by the Bidder.

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.