



**REQUEST FOR QUOTATION (RFQ) FOR APPOINTMENT OF A SERVICE PROVIDER FOR
PRINT & INSTALLATION OF EXHIBITION CONTENT.**

Reference Number	IZIKO R&E RFQ PRINT & INSTALLATION 18/02/2024
Description	Iziko R&E PRINT & INSTALLATION
Address	Iziko South African National Gallery, Government Ave, Gardens, Cape Town, 8001
Attention	Nkosingiphile Mazibuko, Amy Sephton, Noleen Donson and Siphamandla Oupa
Closing date and time for submission	Tuesday, 27 August 2024
Method of delivery	Quotes / Proposals, and accompanying documentation, must be emailed Noleen Donson; 021 481 3917; ndonson@iziko.org.za ; scm@iziko.org.za.
Technical enquiries	Nkosingiphile Mazibuko nmazibuko@iziko.org.za and Amy Sephton; asephton@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**

(please select or underline the applicable position highlighted in bold).

- 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.

(please select or underline the applicable position highlighted in bold).

Full Name	Identity Number	Name of State institution

¹ 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 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 (please select or underline the applicable position highlighted in bold).

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.

² 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.

- 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)

**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
$P_s = 80 \left(1 - \frac{P_t - P}{P} \right)$	or	$P_s = 90 \left(1 - \frac{P_t - P}{P} \right)$

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

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	• 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:	
	
	

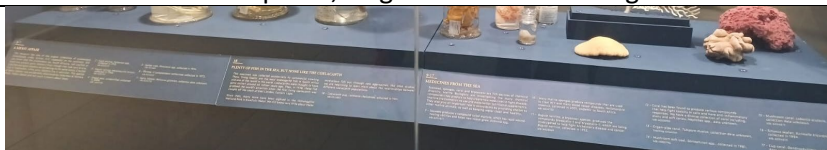
REQUEST TO QUOTE

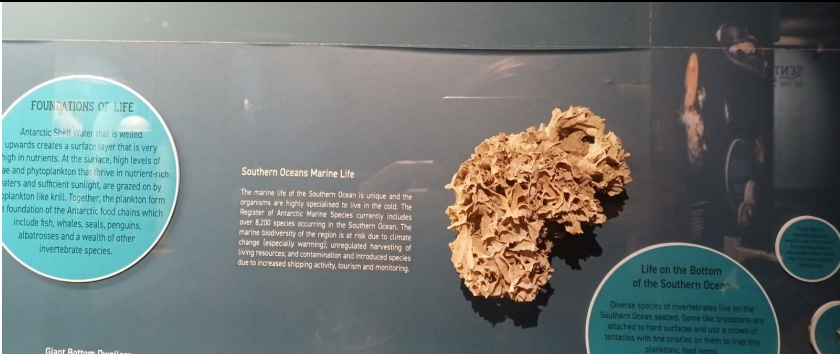
Iziko Museums of South Africa invites suitably qualified service providers to submit quotations for Print and Installation of Exhibition elements.

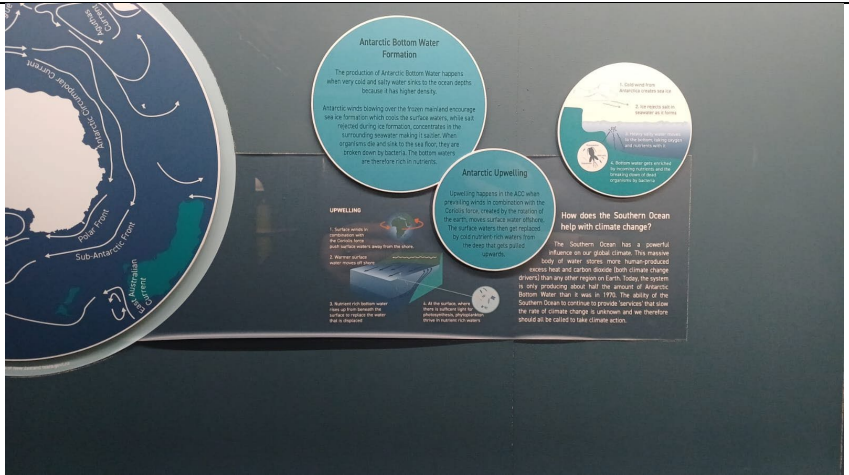
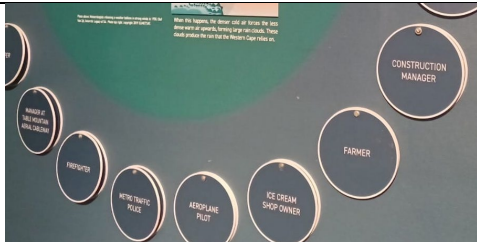
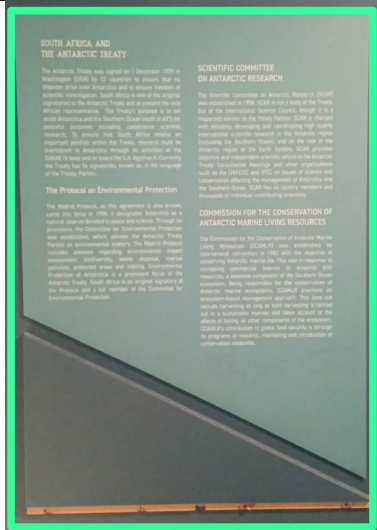
INSTALLATION ADDRESSES AND DEADLINES:

Project name	Installation Deadline	Location
WHOTSAM MAINTENANCE	TBC before December	Iziko South African Museum
SENTINELS MAINTENANCE	TBC before December	Iziko South African Museum
KEMET MAINTENANCE	TBC before December	Iziko Slave Lodge
BLESSING: NTSUMI YA VUTOMI	15-17 October 2024	Iziko South African National Gallery
MANFRED ZYLLA	18-20 September 2024	Iziko South African National Gallery
ART OF SCIENCE	12 September 2024	Iziko South African Museum

1. Scope of Services/Goods

EXHIBITION MAINTENANCE REPRINTS	
	WOTSAM Exhibition
WOT A.	Biodiversity case
Quantity	6
Measurements	(a) 2x 3620mm x 145mm. (b) 2 x 610mm x 145mm. (c) 2 x 300mm x 145mm.
Medium	3mm Forex, mat finish (direct print or vinyl applied)
Installation	Installation to be included in the quote
Details	Full-colour print, 1-sided. Long print can be supplied in sections but must have an appropriate backing board to ensure continuous panel and must be but-joint well, to ensure no white edges are seen in the middle of the panel.
	Include the cost of sampling to match existing exhibition colours. This is an exhibition update, so good colour matching is essential.
	
WOT B.	Lightboxes
Quantity	13
Measurements	(d) Ento 9 x 618mm x 618mm (e) Lightboxes with circular-cut 4 x 618mm x 618mm
Medium	Double strike CMYK print on Dura Trans film or equivalent fitted onto existing lightboxes on-site
Installation	Installation is to be included in the quote, including removing of the existing panel.
Details	Full-colour print.
	Some of the previous deliveries were not high enough quality and were washed out. We require high-quality prints.

	Include the cost of a sample print, as to match the existing exhibition quality. This is an exhibition update, so good colour matching is essential.
	
WOT C.	Numbers
Quantity	5 pages of A3 prints cut
Measurements	(f) 20 x 20mm circles are laid out on an A3 page for CNC cutting
Medium	We are looking for a printed number with a clean circular cut and a black or dark blue core. The medium can be of your choosing, it must have a deep blue or black core and be machine cut, by a machine of your choice. It must be over 2mm thick and must be able to be directly printed on or have mat vinyl applied and then cut. Mat Black Acrylic and black core Aluminium Composite are acceptable. Black Foam board is not acceptable as it will be too lightweight.
Installation	Installation to be included in the quote
Details	Full-colour print.
	Include the cost of sampling to match existing exhibition colours and Forex bio case colours. This is an exhibition update, so good colour matching is essential. 
	Sentinels' exhibition
SOS D.	Sentinels' vinyl in cases
Quantity	2
Measurements	(g) H1 Gateway Size: 2100mm x 1700mm (Vinyl) (h) H1 Tools of the Trade Size: 1000mm x 140mm (Vinyl)
Medium	Hi-Tack indoor vinyl mat
Installation	Installation is to be included in the quote, including removing of the existing panel.
Details	Full-colour print
	Include the cost of sampling to match existing exhibition colours. This is an exhibition update, so good colour matching is essential.
	

	 The diagram illustrates the process of Antarctic Bottom Water (ABW) formation. It shows a map of the Southern Ocean with arrows indicating the flow of water. Key features include the Antarctic Circumpolar Current, the Sub-Antarctic Front, and the Antarctic Peninsula. Text boxes explain that ABW forms because it is colder and saltier than surrounding water, making it denser. It also discusses how upwelling occurs when winds push water away from the coast, bringing deep water to the surface. A section titled 'How does the Southern Ocean help with climate change?' explains that the ocean acts as a carbon sink, absorbing CO2 from the atmosphere.
SOS E.	Circle flip-ups
Quantity	40
Measurements	(i) 138mm x 138 mm forex machine cut circles with a hole drilled or cut
Medium	3 -5mm forex with laminate
Installation	Installation to be included in the quote
Details	Machine-cut circles with a hole drilled or cut
	 The diagram shows a circular arrangement of flip-up circles. Each circle has a different color and a label: 'CONSTRUCTION MANAGER', 'FARMER', 'ICE CREAM SHOP OWNER', 'AERIALIST PILOT', 'METEOROLOGICAL PILOT', 'REFRIGERATOR', and 'FARMER'. The circles are arranged in a ring, with the 'CONSTRUCTION MANAGER' circle at the top and the 'FARMER' circle at the bottom.
	Include the cost of sampling to match existing exhibition colours. This is an exhibition update, so good colour matching is essential.
SOS F.	Replacement Panels
Quantity	1 each (2 total)
Measurements	(j) 900x 600 mm (k) 650 x 1000 mm
Medium	3 -5mm forex with laminate
Installation	NO Installation needed
Details	Include the cost of sampling to match existing exhibition colours. This is an exhibition update, so good colour matching is essential.
	 The panel is titled 'SOUTH AFRICA AND THE ANTARCTIC TREATY'. It contains text about the Antarctic Treaty, the Scientific Committee on Antarctic Research (SCAR), and the Commission for the Conservation of Antarctic Marine Living Resources (CCAMLR). The text describes the role of South Africa in the Antarctic and the importance of the treaty in ensuring the peaceful use of the continent.
KEMET Exhibition	

KT G.	Science and Technology Print
Quantity	2
Measurements	(l) 900mm X 1600mm
Medium	High tac – indoor Vinyl mat
Installation	Installation is to be included in the quote, including removing of the existing panel.
Details	Full-colour print kiss cut outer shape.
	Include the cost of sampling to match existing exhibition colours. This is an exhibition update, so good colour matching is essential.
KT H.	Mirror interaction, Wigs
Quantity	10
Measurements	(m) A3
Medium	Print one-sided Satin, 300g/m ² , Whiteboard laminated and hand cut.
Installation	No installation is needed.
KT I.	Wall Banner
Quantity	1
Measurements	(n) 2718mm X 5182mm
Medium	Fabric banner printed to fit the existing structure. Iziko has the existing frame.
Installation	Installation is to be included in the quote, Structure is to be assembled and installed as part of the quote.
Details	Full-colour print, seams and edging applied etc.
	Include the cost of sampling.

New Exhibitions at the Iziko South African National Gallery and Iziko South African Museum	
MZ J.	Manfred Zylla Exhibition
	Wall text
Quantity and Measurements	a) 150x150cm = 2x Wall Text
	b) 180 x 30cm = 2x Title 1 (“I Never Liked it Here”)
	c) 180 x 30cm = 2x (Revisiting Inter-Action by Manfred Zylla)
Medium	Kiss-cut Vinyl Black/ charcoal matt
Installation	Installation is to be included in the quote.
Details	Include the cost of sampling.
MZ K.	Small Labels
Quantity	15
Size	d) A5
Medium	Full-colour print, one-sided 2-3mm forex, foam board or similar
Installation	Installation is to be included in the quote.
Details	Include the cost of sampling.
MZ L.	Large Labels
Quantity	10
Size	e) A4
Medium	Full-colour print, one-sided 2-3mm forex, foam board or similar
Installation	Installation is to be included in the quote.
Details	Include the cost of sampling.

MZ M.	The Annex Posters
Quantity	9 in total
Quantity and Measurements	f) 3x 2m = 4 artworks g) 2.30 x 2m = 2 artworks h) 1.5 x 2m = 3 artworks
Medium	250gsm poster paper mat
Details	Full colour
	Include the cost of sampling.
	Blessing: Ntsumi Ya Vutomi Exhibition
NY N.	Wall Text
Quantity	3
Measurements	i) Curatorial Text 1: 2000mm x 2000mm j) Curatorial Text 2: 2000mm x 2000mm k) Exhibition Text: 2000mm x 2000mm
Medium	Kiss- cut Vinyl mat Blood Red Vinyl Avery765 or similar
Installation	Installation is to be included in the quote.
Details	Include the cost of sampling.
NY O.	Quotes
Quantity	12
Measurements	l) 2000mm x 100mm
Medium	Kiss- cut Vinyl mat Blood Red Vinyl Avery765 or similar
Installation	Installation is to be included in the quote.
Details	Include the cost of sampling.
NY P.	Artworks Labels
Quantity	40
Measurements	m) 100mm x 200mm
Medium	Full-colour print, one-sided 2-3mm forex, foam board or similar
Installation	Installation is to be included in the quote.
Details	Include the cost of sampling.
	Art of Science Exhibition
AS Q.	Wall Text
Quantity	3
Measurements	n) Curatorial Text 1: 2000mm x 2000mm o) SEM INTRO: 2000mm x 2000mm p) METHOD INTRO: 2000mm x 2000mm
Medium	Kiss- cut Vinyl mat off white
Installation	Installation is to be included in the quote.
Details	Include the cost of sampling.
AS R.	Extended labels
Quantity	20
Measurements	q) A3 297 x 420 Folded 297 x 840 Open Flat
Medium	Full-colour print, double-sided print. High-quality, durable 400- 450 gsm silk finish paper
Installation	Installation is to be included in the quote.
Details	Include the cost of sampling.
	Precise creasing with a smooth, professional finish is expected.

	
AS S.	Artworks Labels
Quantity	100
Measurements	r) 160mm x 130 mm Folded 160mm x 260mm Open Flat
Medium	Full-colour print, double-sided print. High-quality, durable 400- 450 gsm silk finish paper
Installation	Fold and installation are to be included in the quote.
Details	Include the cost of sampling.
	Precise creasing with a smooth, professional finish is expected.
	
AS T.	Dry Wall Wrap
Quantity	1
Measurements	s) Full wrap 4 sides 2 x sides 2200 x870 2 x sides 1800 x2200
Medium	Full-colour print, mat vinyl high-tack
Installation	Installation is to be included in the quote.
Details	Include the cost of sampling.
Delivery	t) Delivery of all elements list above across 3 Iziko sites listed.
Contingency	u) R 50 000
	The contingency listed above is for Iziko's use only. Prior approval must be granted by project manager via email for use of contingency, which can be invoiced separately.

2. PROJECT DEADLINE:

Project name	Print Ready files	Installation Deadline
WHOTSAM MAINTENANCE	Need DP details	TBC before December
SENTINELS MAINTENANCE	Need DP details	TBC before December
KEMET MAINTENANCE	Need DP details	TBC before December
BLESSING: NTSUMI YA VUTOMI	1 October 2024	15-17 October 2024
MANFRED ZYLLA	1 September 2024	18-20 September 2024
ART OF SCIENCE	4 September 2024	12 September 2024

3. OUTPUT/DELIVERABLES:

Print and installation of all elements, sampling and print production management included.

4. VALIDITY PERIOD OF QUOTATION

Quotations must be valid for a minimum period of sixty (60) days calculated from the closing date of the request to quote.

5. COMPLIANCE DOCUMENTS

Service Providers must submit all documents as outlined in the 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: 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
5	Company profile document outlining years of experience printing for exhibitions, portfolio if exhibition print and installation work done, assurance that turnaround time will be met, to be used to be used for functionality scoring.

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

6. 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 80 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	Weight	Assessment key:
Portfolio	Portfolio demonstrates high-end, museum grade quality prints and installation with impeccable colour continuity, fine detail, with professional finishing, showcasing exceptional end product.	40 points	0 - does not meet criteria 10 - meets criteria somewhat 20 - adequately meets the criteria 30 - meets criteria well 40 - successfully meets criteria.
Exhibition experience	The service provider has least 5 years of experience in the exhibition printing industry.	30 points	0 - does not meet criteria 10 - meets criteria somewhat 20 - adequately meets the criteria 25 - meets criteria well 30 - successfully meets criteria.
Turnaround time	The service provider has demonstrated they are able to meet the turnaround time indicated from Print ready file availability to installation for the following jobs: <i>BLESSING: NTSUMI YA VUTOMI, MANFRED ZYLLA and ART OF SCIENCE</i>	30 points	0 - does not meet criteria 10 - meets criteria somewhat 20 - adequately meets the criteria 25 - meets criteria well 30 - successfully meets criteria.

6. PRICING ON QUOTATIONS

The price must be stated in South African Rand (incl. VAT) if registered for VAT.

Detailed pricing schedule inclusive of VAT and any additional cost such as import taxes (if applicable) transport and installation costs etc.

The quote should be laid out for each of the line items listed above in the brief.

7. PRICING SCHEDULE

Pricing Instructions

- Payment will be made based on the delivery and installation of all elements printed
- Payment will only be on a project bases once each project is delivered and installed, and invoice is provided and approved by the project manager.
- Offer to be valid for 60 days from the bid closing date.

8. QUOTE FORMAT:

Please lay out your quote as per the table provided below.

Where medium choice is between various options indicate the medium/finish you are quoting on.

Ref		Qty.	Measurement	Medium	Total Cost inclusive of VAT
EXHIBITION MAINTENANCE REPRINTS					
WOT A.	a)	2	3620mm x 145mm	3mm Forex	
	b)	2	610mm x 145mm.	3mm Forex	
	c)	2	300mm x 145mm	3mm Forex	
WOT B.	d)	9	618mm x 618mm		
	e)	4	618mm x 618mm		
WOT C.	f)	5	A3 Pages		
SOS D.	g)	1	2100mm x 1700mm	Hi-Tack indoor vinyl mat	
	h)	1	1000mm x 140mm		
SOS E.	i)	40	138mm x 138 mm	3 -5mm forex with laminate machine cut circles	
SOS F.	j)	1	900x 600 mm	3 -5mm forex with lam	
	k)	1	650 x 1000 mm	3 -5mm forex with lam	
KT G.	l)	2	900mm X 1600mm	High tac – indoor Vinyl mat	
	m)	10	A3	300gsm paper laminated and hand cut.	
KT I.	n)	1	2718mm X 5182mm	Fabric banner	
			DELIVERY OF ABOVE		
			INSTALLATION OF ABOVE		
				TOTAL INCL. VAT	R
MANFRED ZYLLA EXHIBITION					
MZ J.	a)	2	150x150 cm	Kiss-cut vinyl matt	
	b)	2	180 x 30 cm	Kiss-cut vinyl matt	
	c)	2	180 x 30 cm	Kiss-cut vinyl matt	
MZ K.	d)	15	A5		
MZ L.	e)	10	A4		
MZ M.	f)	3	2m3x 2m	250gsm poster paper mat	
	g)	2	2.30 x 2m	250gsm poster paper mat	
	h)	3	1.5 x 2 m	250gsm poster paper mat	
			DELIVERY OF ABOVE		
			INSTALLATION OF ABOVE		
				TOTAL INCL. VAT	R
BLESSING: NTSUMI YA VUTOMI EXHIBITION					
NY N.	i)	1	2000mm x 2000mm	Kiss-cut mat vinyl Colour/ sample ref:	
	j)	1	2000mm x 2000mm		
	k)	1	2000mm x 2000mm		
NY O.	l)	12	2000mm x 100mm		
NY P.	m)	40		2-3mm forex, foam board	

				or similar	
			DELIVERY OF ABOVE		
			INSTALLATION OF ABOVE		
				TOTAL INCL. VAT	R
ART OF SCIENCE EXHIBITION					
AS Q.	n)	1	2000mm x 2000mm	Kiss- cut mat vinyl off-white	
	o)	1	2000mm x 2000mm		
	p)	1	2000mm x 2000mm		
AS R.	q)	40	297 x 840 mm	Double-sided print. Fold. 400- 450gsm silk finish paper	
AS S.	r)	100	160mm x 260mm		
AS T.	s)		Full wrap 4 sides 2 x sides 2200 x870 mm 2 x sides 1800 x2200 mm	mat vinyl high tack	
			DELIVERY OF ABOVE		
			INSTALLATION OF ABOVE		
				TOTAL INCL. VAT	R
	t)		Contingency		R 50 000
			TOTAL COST OF ALL PROJECTS		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.

9. FORMAL CONTRACT

- 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.
- 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.
- We reserve the right to remove line items and change quantities as per budget requirements.

10. General Principles

- The lowest or only quotation received will not necessarily be accepted.
- 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.
- The contingency listed above is for Iziko's use only. Prior approval must be granted by project manager via email for use of contingency, which can be invoiced separately.

11. CLOSING DATE FOR SUBMISSIONS

The closing date is 27 August 2024.

Proposals must be submitted via email or hand delivered or couriered to Iziko.

Proposals that are submitted via email must be addressed to: ndonson@iziko.org.za, nmazibuko@iziko.org.za ; asephoton@iziko.org.za; soupa@iziko.org.za

12. DECLARATION

The undersigned, who warrants that they/ 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.

13. ENQUIRIES

Technical Requirements:

Nkosingiphile Mazibuko nmazibuko@iziko.org.za

and Amy Sephton; asephton@iziko.org.za;

Supply Chain Management:

Noleen Donson; 021 481 3917; ndonson@iziko.org.za

scm@iziko.org.za.