

REQUEST FOR QUOTATION (RFQ) FOR QUOTATION: EVENT MANAGEMENT/PLANNING AND COORDINATION

Reference Number	IZIKO _RFQ_2024/10/4
Description	Suitably experienced service providers are invited to submit quotations for the implementation and administration of museum site activations on behalf of the Iziko Museums of South Africa.
Address	Iziko South African Museum, 25 Queen Victoria Street, Cape Town, 8001
Attention	Noleen Donson
Closing date and time for submission	Thursday, 17 October 2024 @ 11:00am
Online TEAMS briefing webinar Tuesday, 15 October 2024 @ 11:00am	https://events.teams.microsoft.com/event/a39743bd-af6b-49b9-b5eb-aacfedcf5fc3@5d09e700-8c94-4c93-94af-93a2555d1b5b
Method of delivery	Quotes / Proposals, and accompanying documentation, must be emailed to (SCM) 021 481 3917: & 021 481 3889 ndonson@iziko.org.za and scm@iziko.org.za
Technical enquiries	Project 1 - Glynn Alard 021 481 3952 galarad@iziko.org.za / Melody Kleinsmith mkleinsmith@iziko.org.za 021 481 3858 Project 2 - Amy Sephton 071 761 3331 asephtin@iziko.org.za

Name of Company	
CSD Supplier Number (MAAA.....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.

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

- 2.3.1 If so, furnish particulars:

.....
.....

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.

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.
- 3.5 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.
- 3.5.1 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)

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.

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:

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \quad \text{or} \quad Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = 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:

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \quad \text{or} \quad Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

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 race	• 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 FOR IMPLEMENTATION AND ADMINISTRATION OF MUSEUM SITE ACTIVATIONS ON BEHALF OF IZIKO MUSEUMS OF SOUTH AFRICA.

Iziko Museums of South Africa (Iziko) invites suitably experienced service providers are invited to submit quotations for the implementation and administration of museum activations on behalf of Iziko Museums of South Africa. This is broken down into two projects

Project 1 - Museum activations tied to commemorative days, campaigns and events

Project 2 - Exhibition Opening x1

1. Background

Iziko is a schedule 3A public entity and non-profit organisation, partly subsidised by the National Department of Sport, Arts & Culture (DSAC), bringing together 11 national museums and a Social History Centre situated in the Western Cape under a single governance and leadership structure. Iziko was established in terms of the Cultural Institutions Act, 1998 (Act No. 119 of 1998) and is required to comply with the Public Finance Management Act (PFMA), 1999 (Act No. 1 of 1999, as amended) and its concomitant Regulations.

Iziko, an isiXhosa word meaning 'hearth', embodies the spirit of a transformed institution and our vision of 'African Museums of Excellence'. The hearth is traditionally and symbolically the social centre of the home; a place associated with warmth, kinship, and the spirits of ancestors. *Iziko was thus envisaged as a space for all South Africans to gather, nourish body and soul, and share stories and knowledge passed from one generation to the next.* Iziko seeks to celebrate our heritage whilst generating new cultural legacies for future generations, and a society that has moved beyond the shackles of the past.

As African Museums of Excellence, Iziko strives to develop engaging exhibitions, programmes and activities which creates memorable museums experiences that enables visitors to connect, explore and experience our rich cultural heritage in unique ways. To achieve this, Iziko Museums envisages a series of museum activations tied to commemorative days, campaigns and events. Iziko is seeking the services of an events and or talent management company to assist with the implementation and administration of activations at museum sites for such occasions. The scope of the services would include consultation and liaising with Iziko project staff in support of sourcing, appointment, contract and or performance administration including and not limited to, payments and briefing and event day handling of the implementation. These would include appropriate performance and development initiatives which enables the museum to serve as platforms for sharing artistic expression within the museums' context.

2. Scope of Services

Iziko Museums of South Africa (Iziko) invites suitably experienced service providers are invited to submit quotations for the implementation, administration and disbursement of museum activations on behalf of Iziko.

Project 1 - Museum activations tied to commemorative days, campaigns and events.

Project 2 – The service provider will be required to event manage an exhibition launch at the Iziko South African National Gallery on 30 October 2024. The launch is for the upcoming exhibition *Ntsumi Ya Vutomi* by South African artist, Blessing Ngobeni.

3. BRIEF & SPECIFICATIONS

PROJECT 1

Service Required	Description/ Clarification detail/Comment
Children's Event Activation 2 November 2024.	- Liaising with Iziko Project staff in order to source, appoint and manage the implementation administration for obtaining, amongst others and as agreed to between the parties: - 8x Face painters as agreed to between the parties on 2 November 2024 at the Iziko South African Museum and Iziko South African National Gallery Annex. - Rental and installation of 5 arcade games and 3 pool tables as agreed to between the parties on 2 November 2024 at the Iziko South African Museum - Rental and installation of 2 x 360 photobooth as agreed to between the parties on 2 November 2024 at the Iziko South African Museum. - Rental and installation of a children's play facility such as a jumping castle and obstacle course as agreed to between the parties on 2 November 2040 at the Iziko South African Museum. - Lighting installation for the Whale Well, on 2 November 2024 at the Iziko South African Museum. - Event Day, onsite coordination and management implementation. - Source and administer the acquisition of Iziko branded ethically sourced and bottled water.
Performance activation for the opening event and launch of the new exhibition: <i>The Sea and Us</i> Date to be confirmed – November/December 2024.	- Specialist museum puppetry including 1 story telling session and 2 puppet shows as recommended by Iziko Project Manager as agreed to between the parties for a launch date to be determined based on the timelines in relation to exhibition completion. - Launch event day coordination, management implementation and administration. - Event Day, onsite coordination and management implementation.
Commemorative Days (1, 16 December 2024 and 21 March 2025)	- Community-based performances including traditional dancers and musicians, and singers (including choirs), artists (including graffiti and cartoonists) as agreed to between the parties on Free Entrance Days: 1 and 16 December 2024, as well as 21 March 2025 at an Iziko Museum as agreed to between the parties, which can include the Iziko South African Museum, Iziko South African National Gallery, Iziko Slave Lodge depending on the operational requirements of the museum. - 4x Face painters as agreed to between the parties on 16 December 2024, as well as 21 March at the Iziko South African Museum and Iziko South African National Gallery Annex. - Event Day, onsite coordination and management implementation.

Service Required	Description/ Clarification detail/Comment
December Museum Sites Activations December 2024 – January 2024	- Specialist museum puppetry performances as recommended by Iziko Project Manager as agreed to between the parties for museum activations for 1 performance a week for 5 weeks during the December/January holidays, including a session for the Holiday Programme - Sourcing performers, artists, and or appropriately skilled facilitators to implement holiday activations during the December/January school holidays including, but not limited to Cartoonists, artists, makers etc, for and on selected days as agreed to between the parties. - Event Day, onsite coordination and management implementation.
Reopening of OLD Town House on Green Market Square Date to be confirmed:	- Event Permit application with the City of Cape Town - Event OHS requirements outline, plan and costing - Sourcing performing artists, and or appropriately skilled facilitators - Source and implement, sound and lighting requirements - Event Day, onsite coordination and management implementation.
Sue Williamson Retrospective – exhibition launch opening event February 2025	- Event Permit application with the City of Cape Town - Event OHS requirements outline, plan and costing - Onsite event logistics coordination - Sourcing performing artists, as agreed to between the parties - Source and implement, sound and lighting requirements as needed - Source and manage acquisition and installation of bedouin and its related permits, as required. - Source and manage the administration of catering - Source and administer acquisition of beverages including the acquisition of Iziko branded ethically sourced and bottled water. - Event Day, onsite coordination and management implementation. - Provision of the following: - Audio-Visual equipment - Artist, - Event day preparation, set-up and strike, - Liaising with caterers, audio visual and lighting equipment, site and project managers, and other service providers, - Event Day production stage management

PROJECT 2

Service provider to event manage an exhibition launch at the Iziko South African National Gallery on 30 October 2024. The launch is for the upcoming exhibition *Ntsumi Ya Vutomi* by South African artist, Blessing Ngobeni.

Service Required	Description/ Clarification detail/Comment
Exhibition opening of <i>Ntsumi Ya Vutomi</i> Iziko South African National Gallery, Government Avenue, Gardens, Cape Town, 8001 30 October 2024 (TBC might move to November) Event start @ 18h00-21h00, Strike 21h00-22h00	- To event manage set-up & musician for a private exhibition opening consisting of 100 guests. (Catering will be procured separately). - Specialist acoustic band as recommended by Iziko Project Manager and the exhibiting artist, as agreed to between the parties for the exhibition opening. - Move and Set up existing Iziko furniture & basic Iziko AV system - Collect furniture from Iziko South African Museum, 25 Queen Victoria St, Gardens, Cape Town, 8001 - Move/transport and set up in Atrium, Iziko South African National Gallery, Government Ave, Gardens, Cape Town, 8001 - Set up furniture, basic speaker & mic in Atrium, Iziko South African National Gallery - Return to Iziko South African Museum, the day or following Monday after event (TBC)

4. Compliance Documents

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

Table 3: Compliance Documents

1	Central Supplier Database Report – with supplier number and company details (www.csd.gov.za)
2	Tax Status Verification Pin together with tax registration number.
3	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.
4	A Valid B-BBEE Certificate or Sworn Affidavit to determine the Service provider's status level.
5	SBD 4 – Bidders Disclosure.
6	Sb 6.1 Preference Points Claim Form in Terms of The Preferential Procurement Regulations 2022
7	Company Profile, reference letter/s and past client summaries, including name of the client and contact Details for functionality scoring purposes.

5. Functionality Scoring

The Minimum qualifying score for functionality to advance is 70 out of 100.

All bidders achieving less than the minimum qualifying score will be declared non-responsive and will not qualify to be evaluated on Price and specific goals

Functionality Criteria (70 points)				Point Allocation
1.	Company Experience with similar projects: Service provider should at least have 3-5 years' experience in event management/performance/talent management/ production management/marketing/communications/public relations. (Proof should be in the form of a Company Profile, reference letter/s and past client summaries, including name of the client and contact Details)			
	Does not meet requirement Less than 3 years' experience	Meets the requirement 3 years' experience	Exceeds requirements More than 5' years' experience	
	0	20	25	
2.	Event Concept and Execution Plan Service Provider to submit: • Concept proposals for each activation. • Detailed project plans, including timelines and logistics. • Visuals or mock-ups (if applicable).			
	Does not meet requirement No Plan provided/Plan lacks detail and timeframes, no strategies to enhance visitor experience or creative ideas	Meets the requirement Plan includes sufficient detail and timeframes, strategies to enhance visitor experience and creative ideas for the activation and is congruent with Iziko Museums' community outreach vision	Exceeds requirements Plan includes timeframes, with detailed strategies to enhance visitor experience and creative ideas for the activation. Plan demonstrates a clear understanding of Iziko Museums' community outreach vision	
	0	20	25	
4.	Budget Management The Service Provider must have the ability to manage the budget effectively while providing value for money. Proof Required: • Detailed budget breakdown for each activation, including costs for all components. • Explanation of how the budget will be allocated and monitored. • Any previous budget management reports or case studies			
	Does not meet requirement Budget breakdown lacks detail for each activation, Costs for all components not included. No indications of how the budget will be allocated and monitored.	Meets the requirement Budget breakdown contains sufficient detail for each activation, Costs for some components included. Details of how the budget will be allocated and monitored provided.	Exceeds requirements Budget breakdown contains full details for each activation, Costs for all components included. Explanations of how the budget will be allocated and monitored provided	
	0	20	25	

5.	Community Engagement and Inclusivity – Service Provider to ensure strategies for engaging the community and ensuring inclusivity in the events are in place. Proof Required: • Examples of previous successful community engagement efforts. • Evidence of partnerships with local artists or organizations.			
	Does not meet requirement The submission lacks evidence or demonstrates significant deficiencies.	Meets the requirement The submission meets most requirements but lacks some detail in certain areas. There is some evidence of previous successful community engagement and partnerships with local artists or organisations.	Exceeds requirements The submission fully meets or exceeds all requirements. Demonstrates extensive experience, creativity, and thorough planning with clear evidence of successful community engagement and partnerships with local artists or organisations provided.	
	0	20	25	
Total points				100
Minimum Stipulated Threshold to be met				70

6. Costing Breakdown

Price is an important factor as it ensures optimum value for money and should consider all potential aspects of the hosting, development, maintenance and optimisation process and implementation. A cost schedule detailing, inclusive of VAT, all applicable elements, detailing the following contract components must be provided as indicated below:

Table: Cost Schedule Summary

Service	Amount
Project 1	
Children's Event Activation: 2 November 2024	
Performance activation for the opening event and launch of the new exhibition: <i>The Sea and Us</i> Date to be confirmed – November/December 2024.	
Commemorative Days: (1, 16 December 2024 and 21 March 2025)	
Holiday Programme Activations: December 2024 – January 2025	
Reopening of OLD Town House on Green Market Square Date to be confirmed:	
Exhibition Launch event – Sue Williamson Retrospective	
Project 2	
Exhibition opening of <i>Ntsumi Ya Vutomi</i>	
Other	
Sub Total (Excluding VAT)	
VAT 15%	
Total including VAT	

7. Evaluation Criteria

Proposals will be evaluated on the 80/20 preference points scoring system: that is, 80% of the points awarded will be based on price, as indicated in the table below; and 20% of the points awarded will be based on specific goals, allocated as indicated in the table below:

Description	Specific goals allocated points: Black persons (ownership)*	Price
Total maximum points	20	80

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

8. 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.

9. 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.

10. 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
- v) accept that, in addition to cancellation of a contract, action may be taken against me should the Declaration prove to be false.
- vi) In terms of Preferential Procurement Regulation 11 and section 2(1) (f) of the Preferential Procurement Policy Framework Act, Iziko Museums may consider the following objective criteria in the bid award:
- vii) The risk of fruitless and wasteful expenditure to Iziko Museums.
- viii) The risk of an abnormally low bid.
- ix) The risk of a material irregularity.
- x) Iziko Museums reserves the right not to consider bids from Bidders who are currently in litigation with Iziko; and
- xi) Iziko Museums further reserves 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 Iziko Museums 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/sent 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 Iziko Museums 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.