

REQUEST FOR QUOTATION (RFQ) FOR SPECIALISED PICTURE HANGING AND RIGGING SERVICES IN A 3-YEAR SERVICE LEVEL AGREEMENT.

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| Reference Number | Iziko R&E /SLA HANGING/ RFQ 27/02/2025 |
| Description | Specialised hanging and removal services of museum artworks and other collections are required as a service level agreement. |
| Address | Iziko Museums of South Africa 25 Queen Victoria Street, Gardens, Cape Town, 8001 |
| Attention | Noleen Donson |
| Site Visit | As needed |
| Date Issued | 27 February 2025 |
| Closing date and time for submission | 10 March 2025, 11H00 |
| Method of delivery | Quotes / Proposals, and accompanying documentation, must be emailed to (SCM) 021 481 3917: scm@iziko.org.za and ndonson@iziko.org.za |
| Technical enquiries | Please contact Wendy Black, wblack@iziko.org.za ; 021 481 3883 |
| Name of Company | |
| CSD Supplier Number (MA.....Number) | |
| B-BBEE Status Level of Contribution | |
| Quote Price (Incl Vat) | |
| Signature | |

REQUEST FOR QUOTATION

Iziko Museums of South Africa (Iziko) invites service providers to submit proposals for picture and collections hanging and removal services at Iziko Museums of South Africa.

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.

1. Scope of work/deliverables

The service provider is requested to hang artworks and other museum collections. The service may also include the removal or movement of some collection objects. **This service is required under conditions of a Service Level Agreement for a period of three years (3) or until allocated annual budgets are exhausted.** The Service Level Agreement is renewable. The service is to include the following:

- Hanging services for small, medium and large framed works at any of Iziko Museums' 12 museum sites.
- Hanging of oversized or complex artworks or other objects. Works may vary in complexity and/or scale (see images and details in Annexure 1).
- Rigging services to assist with movement of large objects (see images and details in Annexure 2).

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 Government’s transformation objectives in terms of the Preferential Procurement Policy Framework Act.

- 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 Table 1 below; and 20% of the points awarded will be based on specific goals.
- Proposals will also be evaluated on functionality criteria. Service providers must meet minimum requirements to participate in the bid. Respondents must score **80 points** from the scoring criteria outlined in Table 2 to be considered for this project. Any bids not achieving 80 points will be disqualified from participating. Scores will be tabulated to 100 points.

Table 1: Preferential Points

| | Specific goals allocated points | Price |
|----------------------|---------------------------------|-----------|
| Total maximum points | 20 | 80 |

Table 2: Functionality Criteria for scoring

| 1. Relevant Experience in hanging | Description | Weighting |
|--|--|-----------------------|
| Previous experience in hanging artworks in a museum/gallery/exhibition environment, or similar. <ul style="list-style-type: none"> • Years of experience in <u>similar</u> hanging services | <ul style="list-style-type: none"> • 5 years’ experience or more. • 2-4 years’ experience • Less than 2 years’ experience | 30 15 0 |
| 2. Relevant experience in installing complex works | | |

| | |
|---|--|
| <p>Previous Experience in hanging highly complex sculptural artworks in a museum, heritage, or similar environment. Service providers must provide examples.</p> <ul style="list-style-type: none"> Years of experience in <u>similar</u> installation services | <ul style="list-style-type: none"> 5 years' experience or more. 30 2-4 years' experience 15 Less than 2 years' experience 0 |
| 3. Relevant experience with rigging | |
| <p>Previous experience with rigging associated to working with and moving large objects in a museum/gallery environment, or similar. Service providers must please provide examples.</p> <ul style="list-style-type: none"> Years of experience in similar installation services | <ul style="list-style-type: none"> 5 years' experience or more. 30 2-4 years' experience 10 Less than 2 years' experience 0 |
| 4. Location | |
| <p>Service provider may be required on short notice and being based in Cape Town is beneficial.</p> <ul style="list-style-type: none"> Provision of company address | <ul style="list-style-type: none"> Based in Cape Town or surrounding areas 10 Based outside of Cape Town or surrounding areas 5 |
| Total Scoring | 100 |

****Bidders are required to achieve a score of 80 points to be considered for the SPECIFIC GOALS and Price Evaluations.**

3. PRICING SCHEDULE

Price is an important factor as it ensures optimum value for money throughout the duration of the Service Agreement. A cost schedule, inclusive of VAT, detailing any disbursements and other costs, if applicable, must be provided in the table below.

Pricing Instructions

1. Payment will be made based on services 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.

We provide an example of what an exhibition might require, and service providers are requested to quote on the descriptions below (Table 3) so that we can appropriately evaluate supplier costing:

Table 3: Cost Schedule

| No | SERVICE DESCRIPTION | AMOUNT Please provide a full cost for the described service, including any incidentals such as travel costs, equipment etc. |
|-----|--|--|
| 1.1 | Professionally hanging 50 (fifty) small to Medium framed artworks (less than 1m ²) in a museum/gallery/heritage environment. | |
| 1.2 | Hanging 10 (ten) large, framed artworks (>2m ²) in a museum/gallery/heritage environment. | |
| 1.3 | Installation of Sue Williamson's <i>Message from the Moat</i> (Annexure 1) including all necessary requirements for attaching the artwork to the wall. Please consider this an example of the installation of a highly complex sculptural artwork and quote on its installation. | |
| 1.4 | Rigging and work related to the repositioning (lowered and then returned to its original position) of the Southern Right Whale skeleton in the Iziko South African Museum Whale Well (Annexure 2). Please consider this as an example of large-scale rigging work in a museum environment and quote on this service. | |
| | | |
| | | |
| | Total (including VAT) | |

Please Note: a formal detailed quotation to be sent. The pricing schedule above and formal quotation must include all applicable costs and there can be no variation after award has been made.

2. Compliance Documents (included below)

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

| | |
|---|--|
| 1 | Central Supplier Database Report – with supplier number and company details (www.csd.gov.za) and Tax Status Verification Pin together with tax registration number. |
| 2 | Detailed pricing structure: 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 | SBD 4 and SBD 6.1 documentation included in this RFQ |

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

5. 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.

6. GENERAL PRINCIPLES

- a) The lowest or only quotation received will not necessarily be accepted.
- c) 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.

6.1 Consent

The Bidder, by signing this document, hereby consents to the use of their personal information described herein and confirms that:

- they have obtained all the necessary consent from their shareholders/directors or counterparts, including the consent for Iziko to receive and process such personal information.
- Failure to provide the information will result in the objectives of the RFQ not being achieved, with the Bidder being disqualified.
- The Bidder voluntarily submits this bid/document containing personal information, for the purposes of the RFQ.

Iziko is committed to protecting the Bidder's privacy and recognises that it needs to comply with statutory requirements in collecting, processing, and distributing personal information. The Constitution

of the Republic of South Africa provides that everyone has the right to privacy and the Protection of Personal Information Act 4 of 2013 (“POPI”) includes the right to protection against unlawful collection, retention, dissemination, and use of personal information. In terms of section 18 of POPI, if personal information is collected Iziko, as responsible party, must take reasonably practical steps to ensure that the data subject is made aware of the information being collected.

6.2 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.

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:

- i) The risk of fruitless and wasteful expenditure to the IZIKO.
- ii) The risk of an abnormally low bid.
- iii) The risk of a material irregularity.
- iv) The IZIKO reserve the right not to consider bids from Bidders who are currently in litigation with the IZIKO; and
- v) 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.

ANNEXURE 1

1. The work Messages from the Moat is a large scale ±710 kg work that includes over 1000 glass bottles. This work is currently installed in the Atrium of the Iziko South African National Gallery. The work consists of a fishing net that is hung from two points using a chain. The net holds 1300 glass bottles and is suspended over a fountain. The service provider would be called upon to install this work with appropriate certification for OHS. A scissor lift is available for use, should you have the appropriate certifications to use it. Please see images of the artwork and its fixtures below.





Fixing structure

ANNEXURE 2

Using existing winches, the Southern Right Whale (1013kg post cranial skeleton and 1545kg skull) skeleton is to be lowered for cleaning and then returned to its original position.



Whale skeleton



Winches

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.

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.

| Full Name | Identity Number | Name of State institution |
|-----------|-----------------|---------------------------|
| | | |
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| | | |

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.

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.

.....
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:

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

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:

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

80/20 or 90/10

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 | Evidence | Number of points | Number of points claimed (80/20 system) |
|--|----------|------------------|---|
|--|----------|------------------|---|

| terms of this tender | | allocated (80/20 system) (To be completed by the organ of state) | (To be completed by the tenderer) |
|--|---|--|-----------------------------------|
| Persons, or categories of persons, historically disadvantaged- (HDI) by unfair discrimination on the basis of | <ul style="list-style-type: none"> • 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:

vi) The information furnished is true and correct;

- vii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- viii) 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;
- ix) 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

| |
|---|
| <p>.....</p> <p>SIGNATURE(S) OF TENDERER(S)</p> <p>SURNAME AND NAME:</p> <p>DATE:</p> <p>ADDRESS:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> |
|---|

DECLARATION

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Signed

Date

Name

Position

Enterprise
name

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