



**REQUEST FOR QUOTATION (RFQ) FOR THE DEVELOPMENT OF TWO APP
INTEGRATED AUDIO TOURS AND THE GENERATION OF 10-15 QR CODES.**

Reference Number	Iziko R&E App integrated audio – 18/10/2014
Description	Developing two App integrated audio tours and the generation of 10-15 QR Codes for the Nelson Mandela Prison House.
Address	Iziko South African Museum, 25 Queen Victoria Street, Cape Town, 8001
Attention	Lynn Abrahams
Site Visit	Request to be directed to Lynn Abrahams.
Closing date and time for submission	Friday, 1 November 2024, 11h00am
Method of delivery	Quotes / Proposals, and accompanying documentation, must be emailed to (SCM) 021 481 3889: SCM (scm@iziko.org.za) and Noleen Donson (ndonson@iziko.org.za)
Technical enquiries	Please contact Songo Ngcangca @ sngcangca@iziko.org.za / Lynn Abrahams lbrahams@iziko.org.za 021 467 7203
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) is seeking qualified service providers to submit quotations for the development of two Audio Tours for the Nelson Mandela Prison House. One audio tour must be a downloadable story-app that would allow visitors to download the Madiba house journey on their own devices if they either bring their own headsets and the other an onsite audio guide for visitor use. Because the house is small, the audio experience will need to be delivered via headsets so that the visitor experience is not affected by those listening. In addition, the project involves creating 10-15 QR codes at various tour stops to enhance the visitor experience. The scope of work includes everything from concept design to full technical implementation.

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. PROJECT OVERVIEW & SCOPE

Objective: Create an engaging and informative 90 min audio tour for the Nelson Mandela Prison House at Victor Verster. The audio guide will cover the chef's house and the garden area around the main house.

Target Audience: The target audience would be tourist, museum visitors, students, scholars and children.

Tour Type: A downloadable story-app on the device of the visitor and an audio guide delivered via headsets. The tour must be an App integrated tour using updated technology that will provide visitors with an interactive and engaging experience. The App should include the reading of QR codes, and the service provider should generate QR codes linked to the tour.

Features: Apps must include multimedia elements such as audio, video, QR codes, and interactive maps.

Real-Time Updates: The app may provide real-time information, GPS navigation, or notifications based on the participant's location (room in the house or outside). The App must enhance the visitor experience.

Tour Length: The tour should not be more than 90 minutes and visitor would be engaged for 1-3 minutes at between 10 -15 stops inside and outside the house.

Content Development

Scriptwriting: In consultation with Iziko Museum Curator, develop a script for the audio tour.

Research: Gather accurate information on SA's resistance and liberation history, particularly the four pillars of struggle, Nelson Mandela's incarceration journey and the Nelson Mandela Prison House at Drakenstein Correction Prison, formerly known as Victor Verster, Madiba's relationship with warders, his visitors at Victor Verster, his relationship with his family, talks about talks for SA transition to democracy and Madiba's legacy as a statesman.

Narrative Style: Should maintain professionalism and clarity while being engaging and lightly witty, creating an approachable yet polished style.

Length: Scripts should be concise, typically 1-3 minutes per stop.

Voice Talent:

Selection: In consultation with Iziko Museum, a narrator / voice will be identified that would match the tour theme. The service provider must make provision for talent fees.

Multiple Languages: The tour should be available in at least six South African languages of which one must be sign language, Afrikaans, English isiXhosa, Zulu and Sotho and three international language such as German, French, and Dutch. The audio tour must be made accessible for people with hearing and speaking difficulties. The service provider should advise whether the downloadable app can be accessible in English sign language. In addition, the service provider should advise Iziko if the app can be made accessible in braille language. Services providers are requested to make proposals for what would be the most effective and innovative way to ensure such accessibility.

Sound Effects & Music:

Background Music: Service provider in consultation with Iziko, source and select music or sound effects that enhances the experience without overpowering the narration and that will create an immersive experience.

Licensing: The service provider will ensure all audio content is properly licensed.

Technical Requirements

Audio Quality: High-quality audio with clear, crisp sound, balanced volume levels, minimal background noise, and professional narration ensures an enjoyable listening experience without distractions.

Recording: Use high-quality recording equipment (e.g., condenser microphones).

Editing: Employ audio editing software (e.g., Audacity, Adobe Audition) to ensure clear and professional sound.

Format: Deliver the audio files in standard formats like MP3/4 or AAC.

Playback Platform:

Mobile App: Develop or integrate with a mobile app for tour playback, GPS-based navigation, and additional content.

Web-based: The audio must be compatible with Iziko's existing website.

Offline Access: Provide downloadable options for areas with poor connectivity.

Interactivity:

GPS Integration: Use GPS to trigger audio at specific locations.

QR Codes: Allow users to scan QR codes to start audio at each stop.

Additional Media: Incorporate images, videos, and text to complement the audio.

User Experience (UX) Design

User Interface:

Simple Navigation: Ensure the app or website is easy to navigate with clear buttons for play, pause, and stop.

Accessibility: Include options for visually and hearing-impaired users, such as transcripts and sign language videos.

Feedback Mechanism: Provide a way for users to give feedback on the tour experience and what can be improved.

Testing

Beta Testing:

Pilot Tour: Conduct a pilot tour with a small group of Iziko staff members or people identified by Iziko to test and to gather feedback.

Usability Testing: Test the app or web interface with real users to identify any issues.

Revisions: Make necessary adjustments based on testing feedback.

Budgeting & Timeline

Budget: Include costs for content creation, technology development, translations, testing, and marketing. In addition, the talent fees for expert knowledge and voice over should be included.

Timeline: Develop a project timeline with milestones for each phase (e.g., script completion, recording, testing, launch).

Warranty: Service provider to include a 5-year warranty on the audio apps.

A 15% contingency is to be included in the quote and can only be used with the approval of Iziko.

Legal Considerations

Copyright & Licensing: Secure permissions for all content used, including music, sound effects, and translations.

Privacy Policy: If collecting user data, ensure compliance with data protection laws.

This specification should guide the development process and ensure the creation of a high-quality audio tour that meets the needs of its target audience.

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.

- Scoring assessment based on experience and meeting deadlines will be done in terms of the scoring criteria in Table 3 and the minimum threshold of **80** points. A bid will be disqualified if it fails to meet the minimum threshold for scoring 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

	Specific goals allocated points	Price
Total maximum points	20	80

Scoring Criteria:

Service providers must meet minimum experience and timeline requirements to participate in the bid. Respondents must score **80 points** from the scoring criteria outlined in Table 3 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 3: Evaluation Criteria for scoring

Previous experience and ability to meet timelines	Maximum number of points /100
Development of QR codes	30
Data collection & research	30
Successful development of an App Integrated Audio Tour	30
Ability to meet delivery timeline	10
Total evaluation points for quality	100

Generation of QR codes: Proven ability of have experience in generating QR Codes. Provider should briefly describe their experience with, or the ability to generate QR codes for museum environment and attach this to this schedule.

Score	Experience in creating QR codes
0	Does have 0-2 years' experience and ability to generate QR Codes for museums
15	Has 3-5 years' experience and the ability to generate QR codes for museums
30	Has more than 5 years' experience and the ability to generate QR Codes for museums.

Data Collection: Proven ability to successfully research relevant topics, and set up, record and store oral stories, talks, and keep in a format for future post-production processing. Provider should briefly describe their experience in this regard and attach this to this schedule.

Score	Data Collection and research
0	Does have 0-2 years' experience in required data collection for the development of an audio tour.
15	Has 3-5 years' experience in required data collection for the development of an audio tour.
30	Has more 5 years' experience in required data collection for the development of an audio tour.

Professional development of an App Integrated Audio Tour: The provider must illustrate the ability to design, plan and produce a high-quality Integrated audio tour for a museum set-up. Providers must demonstrate at least five years' experience in successful professional audio tour development. Please provide examples of your work.

Score	Successful development of an App Integrated Audio Tour
0	Does have 0 – 2 years' experience in developing high-quality App integrated audio tours.
15	Has 3-5-years' experience in developing high-quality App integrated audio tours.
30	Has more than 5-years' experience in developing high-quality App integrated audio tours.

Meeting timelines: The service provider must stipulate that they can meet our deadline.

Delivery deadline: 27 June 2025.

Score	Time Scale
0	Provider is unable to meet out deadline.
10	Supplier can meet our deadline of 27 June 2025 for full development of two App integrated audio tours - one downloadable and one site audio tour (in the languages stipulated) and generating QR codes and data collection.

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. Submit examples of audio guides produced, CV with an indication of experience in audio guide development and cover letter with project timeline indicating ability to meet the deadline
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.

3. PRICING SCHEDULE

Pricing Instructions

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

DESCRIPTION	AMOUNT (Incl VAT)
TOTAL AMOUNT (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.

4. 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.

5. GENERAL PRINCIPLES

- a) The lowest or only quotation received will not necessarily be accepted.
- b) Iziko and its Council reserves the right to accept or reject any quotation in response to the Request to Quote and to withdraw its decision to seek the provision of these services at any time.

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**

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.

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

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

- 2.2.1 If so, furnish particulars:

.....

- 2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

- 2.3.1 If so, furnish particulars:

.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

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.

.....
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:

80/20	or	90/10
$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$	or	$P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20	or	90/10
$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$	or	$P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$

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	• Proof of B-BBEE certificate; • Company Registration Certification • Identification Documentation. • CSD report		

Race: Black persons (ownership)* 50% or more black ownership = 20 points Less than 50% black ownership = 10 points 0% black ownership = 0 points			
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DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ 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:	
	

6. 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.
- v) 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:
 - vi) The risk of fruitless and wasteful expenditure to the IZIKO.
 - vii) The risk of an abnormally low bid.
 - viii) The risk of a material irregularity.
- ix) The IZIKO reserves the right not to consider bids from Bidders who are currently in litigation with the IZIKO; and
- x) The IZIKO 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 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.