

REQUEST FOR QUOTATION (RFQ) FOR A SERVICE PROVIDER TO PROVIDE, SUPPLY, INSTALLATION AND FIT-OUT OF FOUR (4) CONTAINERS AT IZIKO NELSON MANDELA PRISON HOUSE FOR KIOSK, TICKETING OFFICE, SECURITY OFFICE AND STAFF OFFICE, INCLUDING FURNITURE, EQUIPMENT AND ASSOCIATED WORKS

Reference Number	IZIKO RFQ-CSM-NMPH-CONTAINERS 12/09/2026
Description	TO PROVIDE, SUPPLY, INSTALLATION AND FIT-OUT OF FOUR (4) CONTAINERS AT IZIKO NELSON MANDELA PRISON HOUSE FOR KIOSK, TICKETING OFFICE, SECURITY OFFICE AND STAFF OFFICE, INCLUDING FURNITURE, EQUIPMENT AND ASSOCIATED WORKS
Address	Iziko South African Museum 25 Queen Victoria Street Cape Town 8001
Attention	Kagiso Themba
Advert Date	23 September 2026
Closing Date and Time for Submission	08 th of October 2026 11h00am
Method of Delivery	Quotes / Proposals, and accompanying documentation, must be email SCM scm@iziko.org.za ; kthemba@iziko.org.za
Technical Enquiries	Supply Chain ; scm@iziko.org.za ; Frederick Paynter Direct Line: 021 481 3800 fpaynter@iziko.org.za , Mr Andre Arendse aarendse@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 (SBD4)

1. PURPOSE OF THE FORM

- 1.1 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, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.
- 1.2 If a person is 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. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

- 2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES/NO**
- 2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	Identity Number	Name of organ of state

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

2.3.1 If so, furnish particulars:

.....

2.4 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

2.4.1 If so, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	Status (active/inactive/deleted)

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification.

3 GENERAL DECLARATION

I ,....., the undersigned, 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 to be false.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.
- 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.
- 3.6 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.
- 3.7 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, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

.....

Signature.....

Date

.....

Designation

Name of bidder

Name of bidder (Company Name)

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

- a.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).
- a.2. **To be completed by the organ of state**
The applicable preference point system for this tender is the **80/20** preference point system.
- a.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

a.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

- a.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.
- a.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.

b. 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).

c. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

c.1. POINTS AWARDED FOR PRICE

c.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

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

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

c.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

c.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

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

Where:

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{max} =Price of highest acceptable tender

d. POINTS AWARDED FOR SPECIFIC GOALS

- d.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;
- d.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

d.3. Name of company/firm:

d.4. Company Registration number:

d.5. TYPE OF COMPANY/FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

d.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering process;
- (b) recover costs, losses, or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary

.....

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

REQUEST FOR QUOTATION (RFQ) FOR A SERVICE PROVIDER TO PROVIDE, SUPPLY, INSTALLATION AND FIT-OUT OF FOUR (4) CONTAINERS AT IZIKO NELSON MANDELA PRISON HOUSE FOR KIOSK, TICKETING OFFICE, SECURITY OFFICE AND STAFF OFFICE, INCLUDING FURNITURE, EQUIPMENT AND ASSOCIATED WORKS

1. 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.

2. DESCRIPTION

The Iziko Museums of South Africa hereby invites suitably qualified and experienced service providers to supply and install four **(4)** containers with various configurations to use at our site, located at Klein Drakenstein Paarl, Schuurmansfontein Road, Iziko Mandela Prison House. The containers required should be purpose-built container facilities to support the operational, visitor-service and commercial functions at Nelson Mandela Prison House (NMPH) in Paarl.

Contractors shall maintain that facilities, and equipment to ensure proper and adequate performance of all services required and ensure personnel availability for this RFQ. The bidder shall provide the name and contact number of a representative who will be responsible for the services.

3. SPECIFICATION

We hereby require four **(4)** containers with various configurations at our site, located at Klein Drakenstein Paarl, Schuurmansfontein, containers are expected to remain on site for a period of up to 24 months; please provide a monthly rental rate. A cancellation notice period of 2 months is to apply. We require containers with the following specifications and requirements

The project involves the supply, refurbishment, delivery, installation and fit-out of four containers at NMPH, comprising a

- Security Office,
- Ticketing Office,
- Staff Room and
- Kiosk/Café.

The appointed service provider will be responsible for the complete delivery of these facilities, including all specified building finishes such as

- electrical and plumbing services,
- air-conditioning,
- built-in fittings,
- furniture, equipment, accessibility provisions and associated external facilities.

The containers must be delivered, installed, connected to the relevant site services, tested and commissioned as fully functional, secure and weatherproof “plug-and-play” facilities, in accordance with the Scope of Work, specifications and reference drawings provided.

The appointed service provider shall supply, refurbish, modify, transport, position, install and fully fit out four containers at the Iziko Nelson Mandela Prison House (NMPH). Each container must be delivered as a complete, functional, ready-to-use unit.

The scope includes all necessary internal fit-out, electrical and plumbing services, air-conditioning, insulation, flooring, furniture, fittings and equipment specified below. The service provider is responsible for all connections to the designated electricity and water connection points on site and for testing and commissioning the completed installations.

All four containers must be delivered and fully operational **by 22 January 2027**.

The sketches/photographs provided with the RFQ shall be used as references for the possible intended layout and appearance. Where the written specifications differ from an image or sketch, the written specification shall take precedence. The final layouts must be approved by Iziko prior to manufacture/refurbishment.

4. CONTAINERS

4.1. Container 1 Security Office

a. Container

- Size: 3 m × 2.4 m.
- Structurally sound, weatherproof and suitable for long-term external use.
- Fully insulated, including walls and ceiling.
- Durable, non-slip internal flooring.
- Internal wall and ceiling finishes suitable for office use.
- External colour: **white**.

b. Doors and Window

- One access door positioned on one of the long sides/ends of the container.
- One approximately 1 m wide frosted-glass window allowing visitors to see into the security office while providing privacy.
- All doors and windows to be secure, weatherproof and properly sealed.

c. Electrical Services

Provide a complete electrical installation including:

- Distribution Board (DB) with three dedicated plug points.
- Appropriate circuit protection.

- Internal wiring, switches and fittings.
- Connection to the designated site electrical supply.
- Testing and certification.

d. Lighting

- One LED double-strip light fitting, with LED tubes (or similar).
- Light switch conveniently positioned near the entrance.

e. Air Conditioning

- Appropriately sized air-conditioning unit (min. 9 000 BTU).
- Complete installation, electrical connection, drainage and commissioning.
- Remote control included.

f. Water Services

- Water service connection to the designated site connection point.
- Internal plumbing with small sink and associated fittings.
- All connections to be tested for leaks.

g. Fire and First Aid

- One 3 kg universal dry powder fire extinguisher with mounting bracket.
- One wall-mounted first aid kit box.

h. Furniture and Storage

- L-shaped workstation. Dimensions: 1 800 mm × 3 000 mm × 600 mm. Height 700mm.
- Durable commercial-grade construction.
- Two ergonomic desk chairs suitable for extended security duties.
- One double cupboard with one internal shelf positioned under the desk.

Durable construction and lockable where appropriate. **Annexure A:**

CONTAINER 2: TICKETING OFFICE

a. Container

- Size: 6 m × 2.4 m.
- Fully insulated, including walls and ceiling.
- Durable, non-slip internal flooring.
- Weatherproof and suitable for long-term external use.
- Internal finishes suitable for an office environment.
- External colour: sand/light brown/beige. Exact colour to be confirmed on appointment.

b. Doors and Windows

- One large double volume glass entrance door (sliding or stackable), suitable as visitor access/exit (4m+). Door must accommodate placement of ticketing desk.

- Door must be wheelchair friendly with ramp access.
- Two windows in the container.
- Doors to be secure, lockable, weatherproof and suitable for regular public use.

c. Electrical Services

- Complete electrical installation.
- Distribution Board (DB).
- Six plug points, of which three must be dedicated circuits/outlets.
- Appropriate circuit protection.
- Connection to the site's electrical supply.
- Testing and certification.

d. Lighting

- Two LED double-strip light fittings, with LED tubes (or similar).
- Appropriately positioned to provide adequate illumination throughout the office.

e. Air Conditioning

- Appropriately sized air-conditioning system (min. 12 000 BTU).
- Complete installation, electrical connection, drainage and commissioning.
- Remote control included.

f. Furniture and Fit-Out

- Built-in ticketing desk with dimensions: 1800 mm × 600 mm. Height to be discussed on appointment but likely not higher than 1m. Distance from wall: 800mm
- Built in cupboard with 2 shelves and draw set to fit in under the desk (600x600).
- Build in shelving (4 x 2.4m shelves with 2 x small lockable cupboards underneath) to accommodate merchandise.
- Durable commercial-grade construction.
- Designed to accommodate ticketing/POS equipment and associated operational requirements.
- Two ergonomic desk chairs suitable for prolonged use.
- One wall-mounted first aid kit box.
- One 3 kg universal dry powder fire extinguisher with mounting bracket

Durable construction and lockable where appropriate. Annexure B:

Container 3: Staff Office

a. Container

- Size: 6 m × 2.4 m.
- Fully insulated, including walls and ceiling.
- Durable, non-slip flooring.
- Weatherproof and suitable for long-term external use.

- External colour: sand/light brown/beige, with exact colour confirmed on appointment.

b. Doors and Windows

- One lockable double sliding door with wheelchair friendly ramp.
- Two windows.
- All openings to be weatherproof, secure and properly sealed.

c. Electrical Services

- Complete electrical installation.
- Distribution Board (DB).
- Six plug points, of which three must be dedicated circuits/outlets.
- Adequate electrical provision for the microwave, refrigerator, kettle and other staff-room equipment.
- Connection to the designated site supply.
- Testing and certification.

d. Lighting and Air Conditioning

- Two LED double-strip light fittings, with LED tubes (or similar).
- Appropriately sized air-conditioning system, fully installed and commissioned (min. 12 000 BTU).

e. Water and Kitchen Facilities

Provide a kitchenette including:

- Kitchen counter approximately 600 mm deep × 2 000 mm wide.
- Stainless-steel or equivalent durable sink.
- Hot/cold water provision if required by the final site services arrangement.
- Wastewater connection.
- Built-in drawers.
- Built-in cupboards with shelves.
- Adequate worktop and storage space.

Similarity to be based on the reference photograph below.

f. . Appliances and Staff Facilities

Provide:

- Six staff lockers for backpacks and personal belongings. Size: 400mm x 300mm (or similar) and should be compact. Should match with look and feel of internal fixtures

- Dining table and chairs for six staff.
- Microwave.
- Refrigerator (2-door).
- Kettle.
- Catering equipment for six staff, including:
 - Cups
 - Side plates
 - Butter knives
 - Forks
 - Spoons
 - Glasses
 - Cutlery holder
- One 3 kg universal dry powder fire extinguisher with mounting bracket.
- One wall-mounted first aid kit box.

Durable construction and lockable where appropriate. Annexure C

CONTAINER 4: KIOSK / CAFÉ

a. Container

- Size: 6 m × 2.4 m.
- Fully insulated, including walls and ceiling.
- Durable, non-slip flooring.
- Weatherproof and suitable for commercial use.
- External colour: dark brown/green/or other colour, with exact colour confirmed on appointment.
- Provide a customer service counter incorporating a 2.8 m wide opening awning/shutter that can be opened during trading and securely closed at the end of each day.

b. The serving counter shall:

- Be approximately 2.8 m wide × 600 mm deep.
- Be durable and suitable for commercial food-service use.
- Work in conjunction with the opening/closing awning.
- Provide a secure, weather-resistant closure when the kiosk is not operating.

The detailed arrangement shall follow the supplied sketch/reference image

c. Doors and Windows

- One large door for entry and exit by personnel.
- One window
- All doors and windows must be secure, weatherproof and properly sealed.

d. Electrical Services

- Complete electrical installation.
- Distribution Board (DB).
- Eight plug points connected to the DB.

- Adequate electrical capacity for the café equipment and appliances.
- Connection to the designated site electrical supply.
- Testing and certification.

e. Lighting

- Three LED double-strip light fittings, with LED tubes (or similar).
- Fittings to be appropriately positioned to provide adequate illumination.

f. Air Conditioning and Water

- Appropriately sized air-conditioning system, fully installed and commissioned (min. 12 000 BTU).
- Complete water service connection.
- Internal plumbing.
- Wastewater connection.
- All plumbing to be tested and commissioned.

g. Internal Workstation

Provide a L-shaped workstation:

- 2m x 2.4m – steel and modular.
- Approximately 800 mm wide. Height max 1m.
- Designed to fit along the 2.4m end of the container and part of the long side.
- Durable commercial-grade construction.
- Include 2 x suitable double door cupboards with two shelves to fit flush under the 2m section of tables.
- Include designated space and electrical provision for a microwave and refrigerator.
- One 2m workstation behind the awning against the wall, not steel but with a nice finish. 600mm deep.

h. Outdoor Furniture

Provide outdoor furniture suitable for the kiosk/café, based on the reference photograph supplied including:

- 12 Four-seater table-and-chair units, with the seating integrated/attached to the table.
- Be suitable for permanent outdoor use.
- Be heavy-duty and weather resistant.
- Preferably be manufactured from plastic and/or steel rather than wood, unless well-treated.
- Be suitable for the environmental conditions at NMPH, including exposure to wind, heat and wet weather.

i. 12 heavy-duty outdoor umbrellas, including concrete/heavy-duty stands.

- Be suitable for commercial outdoor use.
- Be robust for the windy conditions at Paarl.
- Be compatible with the outdoor furniture.
- Have secure, stable stands to minimise the risk of movement or overturning.

- Be suitable for long-term outdoor exposure.

Durable construction and lockable where appropriate. Annexure D

5. GENERAL REQUIREMENTS FOR ALL FOUR CONTAINERS

Delivery and Installation

The service provider shall be responsible for:

- Transporting all four containers to the NMPH site.
- Positioning each container in its designated location.
- Levelling and securing the containers as required.
- Completing all electrical connections to the designated site connection points, and a certificate of compliance (CoC).
- Completing all water and wastewater connections where applicable.
- Installing and commissioning all air-conditioning systems.
- Installing all furniture, cupboards, fittings and equipment.
- Completing all internal and external finishing works.
- Removing all packaging and construction waste.
- Testing and commissioning all services.
- Providing all required compliance certificates.

Plug-and-Play Requirement

The containers must be delivered as complete, fully functional, plug-and-play facilities. On completion, Iziko should be able to use each container immediately without requiring additional installation, fit-out or connection works, other than connection to the designated site services by the appointed contractor.

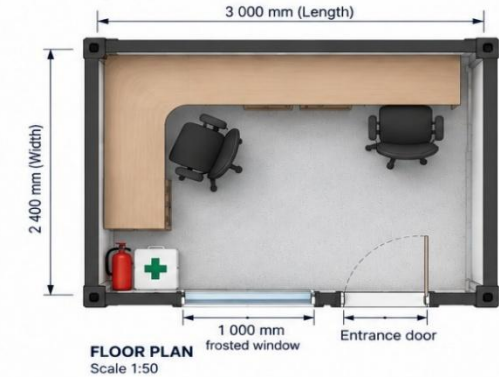
Completion Date

All four containers, including delivery, positioning, electrical and water connections, internal fit-out, furniture, equipment and commissioning, must be fully completed and operational **by January 2027**.

Annexure A: Security Office

SECURITY CONTAINER

3.0 m (Length) x 2.4 m (Width)



KEY SPECIFICATIONS	
External size	3 000 mm (L) x 2 400 mm (W)
Entrance door	1 (on long side, same side as window)
Window	1 x 1 000 mm frosted window (on long side, same side as door)
Workstation	L-shaped desk: 1 800 mm x 3 000 mm x 600 mm
Chairs	2 x ergonomic desk chairs
Storage	Double cupboard (1 shelf) under desk
Electrical	DB board + 3 dedicated plug points
Lighting	1 x LED double light fitting (tubes)
Air conditioning	1 x air-conditioning unit
Water services	Connection to site water supply
Fire safety	1 x 3 kg universal powder fire extinguisher
First aid	1 x wall-mounted first aid kit box
Insulation & flooring	Fully insulated with durable flooring

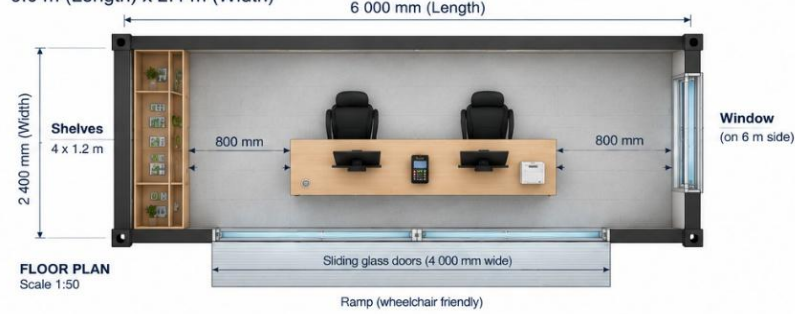


INTERIOR VIEW (INDICATIVE)

Annexure B : Ticketing Office

TICKETING OFFICE CONTAINER

6.0 m (Length) x 2.4 m (Width)

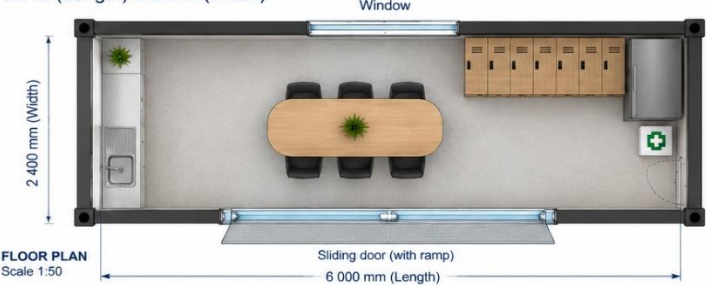


KEY FEATURES & SPECIFICATIONS	
External size	6 000 mm (L) x 2 400 mm (W)
Entrance / exit	1 double volume sliding glass door (4 000 mm wide) on 6 m side, with wheelchair friendly ramp
Window	1 horizontal window on opposite 6 m side
Shelving	4 x 1.2 m shelves (built-in) on 2.4 m side
Ticketing desk	1 800 mm (L) x 600 mm (W) (height to be confirmed, max 1 000 mm) with 800 mm clearance either side
Under-desk cupboard	600 mm (W) x 600 mm (D) with 2 shelves and drawer set
Chairs	2 ergonomic desk chairs
Electrical	DB board + 6 plug points (3 dedicated)
Lighting	2 x LED double-strip light fittings
Air conditioning	Min. 12 000 BTU (with remote)
Fire safety	1 x 3 kg universal powder fire extinguisher
First aid	1 x wall-mounted first aid kit box
Insulation & flooring	Fully insulated with durable, non-slip flooring



Annexure C: Staff Room

STAFF ROOM CONTAINER
6.0 m (Length) x 2.4 m (Width)



KEY FEATURES & SPECIFICATIONS	
External size	6 000 mm (L) x 2 400 mm (W)
Sliding door	1 (on 6 m side, with wheelchair friendly ramp)
Windows	2 (1 on 2.4 m side with kitchen counter and 1 on opposite 6 m side)
Kitchen counter with sink	Full 2 400 mm length on 2.4 m side, with sink, under-counter cupboards
Fridge	1 (on 6 m side, near lockers)
Lockers	Lockers on 6 m side
Table	1 meeting/break table (oval/rectangular)
Chairs	6 chairs
First aid	1 wall-mounted first aid kit box
Electrical	DB board + plug points (as required)
Lighting	2 x LED double-strip light fittings
Air conditioning	Min. 12 000 BTU (with remote)
Fire safety	1 x 3 kg universal powder fire extinguisher
Insulation & flooring	Fully insulated with durable, non-slip flooring





ANNEXURE D

KIOSK / CAFÉ CONTAINER

6.0 m (Length) x 2.4 m (Width)



KEY FEATURES & SPECIFICATIONS	
External size	6 000 mm (L) x 2 400 mm (W)
Serving counter (awning)	2 800 mm (W) x 600 mm (D) with opening/closing awning and secure shutter
Personnel door	1 large secure door
Window	1 window
Workstation	L-shaped 2 m x 2.4 m (800 mm wide) + 2 m counter behind serving area (600 mm deep)
Cupboards	2 x double door cupboards with 2 shelves (under 2 m section)
Appliance spaces	Microwave and fridge (with electrical provision)
Electrical	DB board + 8 plug points (adequate capacity for café equipment)
Lighting	3 x LED double-strip light fittings
Air conditioning	Min. 12 000 BTU (with remote)
Water & plumbing	Full water supply, internal plumbing and wastewater connection
Insulation & flooring	Fully insulated, durable, non-slip flooring
External finish	Dark brown/green/or similar (to be confirmed)





Office container example





7. ADMINISTRATIVE DOCUMENT

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 (Not older than a month)
2	Detailed pricing structure on your company letterhead: A cost schedule detailing full cost breakdown, inclusive of VAT, any disbursement, and escalations, if applicable, etc.
3	A Valid B-BBEE Certificate or Sworn Affidavit to determine the Service provider's status level.
4	Signed Request for Quotation (RFQ) Document
5	Valid Tax Certificate and/or Tax Pin
6	A valid certified copy of the Compensation for Occupational Injuries and Diseases Act (COIDA letter of Good Standing/Certificate)
7	SBD 4 and SBD 6.1 documentation included in this RFQ
8	Company profile detailing experience in container rental and installation
9	Reference letters: Minimum five (5) clients reference not older than 5 years

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

8. MANDATORY REQUIREMENTS CHECK LIST

No.	Mandatory requirement – Service Provider to confirm	Yes / No
1	The service provider confirms that they have the capacity and experience to supply, refurbish, deliver, install and fit out containers for commercial or operational use.	☐ Yes ☐ No
2	The service provider confirms that they can supply and fit out four refurbished containers in accordance with the specifications provided in the Scope of Work.	☐ Yes ☐ No
3	The service provider confirms that the containers supplied will be structurally sound, secure, weatherproof and suitable for long-term operational use.	☐ Yes ☐ No
4	The service provider confirms that all containers will be fully insulated and fitted with suitable flooring as specified.	☐ Yes ☐ No
5	The service provider confirms that they can undertake all specified electrical installations, including distribution boards, plug points, lighting and connections.	☐ Yes ☐ No
6	The service provider confirms that all electrical installations will be undertaken by suitably qualified personnel and that the required Certificate of Compliance (CoC) will be provided upon completion.	☐ Yes ☐ No
7	The service provider confirms that they can supply, install, and commission the specified air-conditioning units to ensure they are fully operational.	☐ Yes ☐ No
8	Where required, the service provider confirms that they can supply and install the specified water supply, plumbing and wastewater connections to the existing on-site services.	☐ Yes ☐ No

No.	Mandatory requirement – Service Provider to confirm	Yes / No
9	The service provider confirms that they can supply and install all specified doors, windows, sliding doors, counters, awnings, cupboards, shelving and other built-in fittings.	☐ Yes ☐ No
10	The service provider confirms that they can supply and install the specified furniture, lockers and other equipment included in the Scope of Work.	☐ Yes ☐ No
11	The service provider confirms that they can supply and install the specified fire extinguishers and first aid kit boxes.	☐ Yes ☐ No
12	The service provider confirms that they can transport, off-load and position all four containers at the Iziko Nelson Mandela Prison House site in Paarl.	☐ Yes ☐ No
13	The service provider confirms that they can complete the supply, refurbishment, delivery, installation and commissioning of all four containers by 22 January 2027.	☐ Yes ☐ No
14	The service provider confirms that their price includes all labour, materials, transport, equipment, installation, connections and associated costs required to deliver the completed facilities.	☐ Yes ☐ No

9. PREFERENTIAL POINTS

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:

	Specific goals allocated points	Price
Total maximum points	20	80

9. PRICING SCHEDULE

Provide a full cost for the described service, including any incidentals such as travel costs, (including on site hours) equipment, hardware etc. inclusive of VAT/applicable taxes			
ITEM	DESCRIPTION	QTY	TOTAL
1	Security Office Container – 3m × 2.4m, fully refurbished, fitted out and commissioned in accordance with the specification	01	R
2	Ticketing Office Container – 6m × 2.4m, fully refurbished, fitted out and commissioned in accordance with the specification.	01	R
3	Staff Room Container – 6m × 2.4m, fully refurbished, fitted out and commissioned in accordance with the specification	01	R
4	Kiosk/Café Container – 6m × 2.4m, fully refurbished, fitted out and commissioned in accordance with the specification, with external furniture	01	R
2	SUB TOTAL		R
3	ADD VAT (15%)		R
4	TOTAL BID PRICE		R

Pricing Instruction

1. The Total Evaluated Bid Price will be used to calculate price points under the 80/20 preference point system. Only amounts captured on this table will be considered.
2. Bidders must include all workshop preparation, facilitation, document review, document finalisation, meetings, reporting, presentation material, quality review and VAT in the quoted price.
3. Iziko may withhold payment for a deliverable until the deliverable is submitted and accepted as complete by the project manager.
4. Bidders must attach a breakdown of assumptions, resource categories and rates used to prepare their pricing.
5. Quotes to be valid for 60 days from the bid closing date

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.

SIGNATURE		NAME PRINT	
CAPACITY		DATE	
NAME OF COMPANY			
INDICATE DELIVERY PERIOD IN WEEKS AFTER RECEIVING OFFICIAL ORDER			

10. 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.

11. 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.

12. 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 these 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.

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 may be disqualified. Please return this document with the supporting documents.

2. Bid Document Submission

Emailed RFQ 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 bid document other than filling in the tenderer's details and tender price will automatically disqualify the tenderer.

Signed	_____	Date	_____
Name	_____	Position	_____
<i>Enterprise name</i>	_____		