

REQUEST FOR QUOTATION (RFQ) FOR PACKING AND TRANSPORT OF ARTWORKS

Reference Number	Iziko R&E / RFQ 22/06/2026
Description	Professional packing and Transport of artworks for <i>Matereality</i> and <i>A Long Live: Steven Cohen</i> exhibitions.
Address	Iziko South African Museum, 25 Queen Victoria Street, Cape Town, 8001
Attention	Noleen Donson and Siphamandla Oupa
Site	Iziko South African National Gallery
Advertising Date	23 June 2026
Closing date and time for submission	30 June 2026 @11h00
Method of delivery	Quotes / Proposals, and accompanying documentation, must be emailed to (SCM) 021 481 3917 / scm@iziko.org.za ; alewis@iziko.org.za and asephton@iziko.org.za
Technical enquiries	Andrea Lewis, alewis@iziko.org.za for <i>Matereality</i> and Amy Sephton asephton@iziko.org.za for <i>Steven Cohen</i>
Name of Company	
CSD Supplier Number (MA.....Number)	
B-BBEE Status Level of Contribution	
Quote Price (Incl Vat)	
Signature	

BIDDER'S DISCLOSURE (SBD 4)

1. PURPOSE OF THE FORM (SBD 4)

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its **directors / trustees / shareholders / members / partners** or any person having a controlling interest¹ in the enterprise, employed by the state?

YES/NO

(PLEASE SELECT OR UNDERLINE APPLICABLE POSITION HIGHLIGHTED IN BOLD, PLEASE INDICATE YES OR 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.

Full Name	Identity Number	Name of State institution

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

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

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its **directors / trustees / shareholders / members / partners** or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

(PLEASE SELECT OR UNDERLINE APPLICABLE POSITION HIGHLIGHTED IN BOLD, PLEASE INDICATE YES OR 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.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder (Company Name)

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

The applicable preference point system for this tender is the 80/20 preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method

envisaged in legislation;

- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) & \text{or} & P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \end{array}$$

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:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) & \text{or} & P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \end{array}$$

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	<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

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary

 SIGNATURE(S) OF TENDERER(S)
SURNAME AND NAME:
DATE:
ADDRESS:

REQUEST FOR QUOTATION FOR TRANSPORT OF ARTWORKS FROM IZIKO SOUTH AFRICAN NATIONAL GALLERY FOR *STEVEN COHEN* EXHIBITION and TRANSPORT OF ARTWORKS TO IZIKO SOUTH AFRICAN NATIONAL GALLERY (ISANG) FOR *MATEREALITY* EXHIBITION, and TRANSPORT OF ITEMS FROM IZIKO SOUTH AFRICAN MUSEUM TO NELSON MANDELA PRISON HOUSE

Iziko Museums of South Africa (Iziko) invites service providers to submit proposals for TRANSPORT OF ARTWORKS

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 Services/Goods

- Carefully package and transport glass display cases from Iziko South African Museum, 25 Queen Victoria Rd to Iziko Nelson Mandela Prison House, Schuurmansfontein Rd, Paarl. Account for 2 loads of a 4-ton truck **between August and November 2026**.
- Transport empty Steven Cohen crates from Iziko South African Museum, 25 Queen Victoria Rd., to Iziko South African National Gallery, Gallery Lane. See **Annexure D** for crate dimensions.
- To transport artworks for *Steven Cohen* exhibition from Iziko South African National Gallery to various lenders (please see **Annexure A** for all details). Including but not limited to:
 - Crating, packing and transport of x 27 Steven Cohen artworks to Stevenson Gallery Cape Town as well as 4 x flight cases.
 - Crating, packing and transport of x 9 Steven Cohen artworks to lenders in Cape Town
 - Crating, packing and transport of x 117 Steven Cohen artworks to Stevenson Gallery Johannesburg

- Crating, packing and transport of x 14 Steven Cohen artworks to Lenders in Johannesburg
 - Crating, packing and transport of x2 Steven Cohen artworks to lenders in Pretoria
 - Crating, packing and transport of x 2 Steven Cohen artworks to lender in Gqeberha (crates existing)
- To transport artworks for *Materality* exhibition from various lenders to the Iziko South African National Gallery (please see **Annexure B** for all details).
 - 20 artworks within the area of Cape Town.
 - 11 artworks from Johannesburg.
 - 2x 4-ton truck loads of transport (already packaged) within the City of Cape Town metropolitan municipality and/or Paarl.
 - All artworks in Annexure A and Annexure B must be professionally packed using museum-standard art handling and conservation practices. This includes wrapping each work in acid-free protective materials, followed by secure layers of bubble wrap, reinforced cardboard and - where necessary - placement within custom-built transport crates to ensure maximum protection during handling and transit. Packing and crating must prevent any movement, pressure, abrasion or direct surface contact, with all works clearly labelled and condition-checked prior to transport. Special consideration must be given to large or unconventional works, including textile-based pieces, which may require bespoke support structures or suspended transport solutions to avoid folding, creasing, or damage. See annexure C for conservation approved packaging standards.
 - The appointed service provider will also be required to supply an experienced art-handling team to assist with the deinstallation and packing of the Steven Cohen exhibition between 6 July and 17 July 2026. This team should be skilled in the careful handling of fragile and complex contemporary artworks and able to work collaboratively with museum staff to ensure the safe dismantling, packing and preparation of all works for transport. Labour, packing materials and any specialised equipment necessary for the efficient and secure completion of this process should be included in the quote submission.
 - All artworks in Annexure A from the Steven Cohen exhibition must be safely delivered and returned to their respective lenders by 24 July 2026 in accordance with agreed timelines and lender requirements. The transport schedule should allow sufficient time for careful packing, collection, transit, and final delivery, with clear communication and coordination maintained throughout to ensure the timely and secure return of all works.

- For *Matereality*, all the artworks in Annexure B are to be delivered at Iziko South African National Gallery by 27 July 2026.
- No deviation from dates will be accepted – supplier must commit to dates as agreed with Iziko.

2. Mandatory Documents

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	The bidder must provide verifiable evidence of previous experience in the packing, handling, transportation, and/or relocation of artworks, museum objects, or gallery collections. Evidence may include reference letters, completion certificates, contracts, or contactable client references from galleries, museums, cultural institutions, or similar organisations. Documentation must clearly demonstrate the successful completion of at least three comparable projects within the past five years.

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

Table 2 Preferential Points

4.

	Specific goals allocated points	Price
Total maximum points	20	80

5. 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)
Crating, packing and transport of Steven Cohen artworks to Stevenson Gallery, Cape Town	
Crating, packing and transport of Steven Cohen artworks to lenders in Cape Town	
Crating, packing and transport of Steven Cohen artworks to Stevenson Gallery, Johannesburg	
Crating, packing and transport of Steven Cohen artworks to lenders in Johannesburg	
Crating, packing and transport of Steven Cohen artworks to lenders in Pretoria	
Crating, packing and transport of Steven Cohen artworks to lender in Gqeberha	
Packing and transporting empty crates from Iziko South African Museum to the Iziko South African National Gallery.	
Packing and transporting empty display cases from Iziko South African National Gallery to Iziko Nelson Mandela Prison House, Schuurmansfontein Rd, Paarl. 2 loads of a 4-ton truck	
Crating, packing and transport of artworks from Johannesburg (<i>Materiality</i>)	
Packaging or crating, packing and transport of <i>Materiality</i> artworks in Cape Town	
2x 4-ton truck loads of transport (already packaged) within the city of cape town metropolitan municipality and Paarl.	
TOTAL AMOUNT (INCLUDING VAT)	

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.

6. 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.

7. 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.

8. 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.

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.