

REQUEST FOR QUOTATION (RFQ) OF AN EVENTS COODINATOR COMPANY TO EXECUTE IZI WOMEN 2026 EVENT IN COMMEMORATION OF THE 2026 WOMENS DAY ON 08 AUGUST 2026

Reference Number	IZIKO _RFQ_2026/08/08
Description	Request for an Events Coordinator Company for 08 AUGUST 2026
Address	<ul style="list-style-type: none"> • Castle of good hope: Corner of Castle, Darling and Buitenkant streets • Company Gardens: 1 Government Avenue • Old Town House: 149 Long market street <p>Cape Town, 8001</p>
Attention	Sikelwa Madlavu
Date Issued	30 June 2026
Closing date and time for submission	07 July 2026 @ 11:00
Method of delivery	Quotes / Proposals, and accompanying documentation, must be emailed to scm@iziko.org.za and arasmeni@iziko.org.za
Technical enquiries	Seboko Bolofo via sbolofo@iziko.org.za Aviwe Rasmeni via email arasmeni@iziko.org.za Namhla Moyeni via email nmoyeni@iziko.org.za

Name of Company	Iziko Museums of South Africa
CSD Supplier Number (MAAA.....Number)	
B-BBEE Status Level of Contribution	
Quote Price (Incl Vat)	
Signature	

BIDDER'S DISCLOSURE (SBD 4)

1. PURPOSE OF THE FORM (SBD 4)

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

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:
.....
.....

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

3 DECLARATION

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

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

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

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

.....
Signature	Date
.....
Position	Name of bidder (Company Name)

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

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

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

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

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

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

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

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Evidence	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Persons, or categories of persons, historically disadvantaged- (HDI) by unfair discrimination on the basis of race	<ul style="list-style-type: none"> • Proof of B-BBEE certificate; • Company Registration Certification • Identification Documentation. • CSD report 		
<p>Race: Black persons (ownership)* 50% or more black ownership = 20 points</p> <p>Less than 50% black ownership = 10 points 0% black ownership = 0 points</p>			

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

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

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

REQUEST FOR QUOTATION (RFQ) OF AN EVENTS COORDINATOR COMPANY TO EXECUTE IZI WOMEN 2026 EVENT IN COMMEMORATION OF THE 2026 WOMENS DAY ON 8 AUGUST 2026

Iziko Museums of South Africa seeks to appoint a suitably qualified and experienced event management company to coordinate and execute a Women's Day Event that celebrates, empowers, and honours women from diverse backgrounds for a Izi Women's Day event taking place on 08 August 2026.

1. Background

Iziko is a schedule 3A public entity and non-profit organisation, partly subsidised by the National Department of Sport, Arts & Culture (DSAC), bringing together 12 national museums and a Social History Centre situated in the Western Cape under a single governance and leadership structure. Iziko was established in terms of the Cultural Institutions Act, 1998 (Act No. 119 of 1998) and is required to comply with the Public Finance Management Act (PFMA), 1999 (Act No. 1 of 1999, as amended) and its concomitant Regulations.

Iziko, an African word meaning 'hearth', embodies the spirit of a transformed institution and our vision of 'African Museums of Excellence'. The hearth is traditionally and symbolically the social centre of the home; a place associated with warmth, kinship, and the spirits of ancestors. Similarly, the museums that make up Iziko are central spaces for cultural interaction - where we can gather, share, learn and connect with our history, art, nature, the planets and stars. Iziko was thus envisaged as a space for people to gather, nourish body and soul, and share stories and knowledge passed from one generation to the next.

Iziko seeks to celebrate our heritage whilst generating new cultural legacies for future generations, and a society that has moved beyond the shackles of the past. As African Museums of Excellence, Iziko strives to develop engaging exhibitions, programmes and activities which creates memorable museums experiences that enables visitors to connect, explore and experience our rich cultural heritage in unique ways.

Envisaged event description:

The Izi-Women is an event honouring the legacy and empowering the future by creating a powerful day of wellness, dialogue and celebration in tribute to the courage of the 1956 women's march and the unstoppable spirit of women today on 8 August 2026, the Iziko Museums of South Africa will host a unique Women's Day Celebration that takes participants on an inspiring journey through three of Cape Town's iconic heritage sites, combining wellness, leadership, mentorship, networking, and cultural celebration.

The day will commence with a Women's Wellness Experience at the Company's Garden from 09h00 to 10h00, offering attendees an opportunity to focus on holistic well-being, self-care, health, and mindfulness in a tranquil outdoor setting. Following the wellness session, guests will proceed to the Castle of Good Hope for the Women's Long Table Dialogue from 12:00 – 15:00, where influential women leaders, entrepreneurs, professionals, and changemakers will engage in meaningful discussions on leadership, empowerment, resilience, and the advancement of women in society.

Then the celebration will culminate at the Courtyard of the Old Town House from 18:00 – 21:00, where attendees will enjoy a Musical Tribute to Women by Brian Themba and supporting acts, honouring the achievements and contributions of women through inspirational live performances, while creating opportunities for networking, mentorship, and meaningful connections.

Through these three interconnected experiences, the event aims to celebrate women's achievements, promote wellness, inspire leadership, and foster empowerment in a manner that reflects the rich cultural and historical heritage of Cape Town.







Museum site	Iziko South African Gallery	
Reference pictures: even look and feel		
		
		

Illustration of Old Town House, Castle of Good Hope, Company gardens



2. BRIEF & SPECIFICATIONS

Service Required	Description/ Clarification detail/Comment
Event Coordination Company	<p>Event 1: Wellness experience 09:00 – 10:30</p> <ul style="list-style-type: none"> ● Appointment with Fitness trainer ● Procurement of 50 Yoga mats ● PA system (2x microphones) ● 50 x branded Sport water bottles ● 1x Photography and videography ● Graphic designer contract coordination and payment (for all 3 events).

Event 2: Long Table Conversation 12:00 – 15:00

- Venue décor
- 4x Speaker's contract coordination and payment.
- PA system (4x microphones)
- 50x Gifts packs (TBC with Advancement) for guests
- 4 x Gift packs for speakers.
- 1 x Photography and videography

Event 3: Evening voices of freedom concert 18:00- 21:00

- **Contracts Management, liaison**

In consultation with Iziko Museums:

Appoint a Master of Ceremonies, responsible for opening the programme and appoint a Izi women evening voices of freedom concert performing artist or groups service provider and musical equipment.

- appointment and administration of the MC.
- appointment and administration of Beverage services (including set up station).
- appointment and administration of 3 artists or groups for performances.

Ensemble to provide background music from 17:30pm till 18:00pm, on commencement of the programme and conclusion of the programme 18:00pm to 21:00pm, Ensemble is to provide 2x60 mins sets (18:00 -20:00) and again from 20:00 – 21:00 Appointment of MC with final approval of Iziko Museums.

- Sound for MC, Programme speakers and Music
- Sound for MC, Programme speakers and Music Ensemble
- Full live band equipment and technology. (TBC)
- Onsite technical support from setup up to start and including conclusion of event including
- Graphic Designer
- Technician
- Stage lights and venue lamination lights
- Power supply (generator – 30 amps/ 4.2 KW max)
- The PA system must be a high-quality system in good working condition without any buzz or hum. The following brands or equivalent are acceptable (JBL, EV, QSC, Community, ALTO, Martin, Peavey, L Acoustics, RCF) 2. PA should be a minimum of 1KW per 100 people Indoor 3. PA should be a minimum 20KW per 100 people – Outdoor
- 2x wedge Monitors speakers are to be placed at waist height to the left and right of artist and a complete dual stack PA system
- 5 x Cordless Mic with stands
- The stage needs to be a minimum of 8m x 6m and well-lit.
- Stage height: 2m-3m

- 1x Videography per event

Videography services are required over 1 day at the three sites (Company Gardens, Castle of Good Hope and Old Town House)

- 7 hours and 30 minutes (1hour and 30 minutes for Wellness experience, long table conversations for 3hours, evening voices of freedom concert for 3 hours) of high-end event videography and photography services required over 1 day 08 August 2026 (exact times tbc in consultation) at the Iziko South African Museum (ISAM)

	<ul style="list-style-type: none"> • High end professional camera gear able to shoot full 4k resolution (the likes of or equivalent to a Sony A7 III, or Canon R5 Mk2) • With premium lenses for documenting this event (wide angle, and mid-range zoom 24-70mm) • Premium Microphones (lapel or roving mics) to capture speeches and ambient crowd engagement. • Access control and Participation <p>In consultation with Iziko representatives</p> <ul style="list-style-type: none"> • 270 wristbands • 270 for general <p>x4 event security for access control and patron management with a grade D PSIRA certification at the concert</p>
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Requirements Breakdown:

	<ul style="list-style-type: none"> • Speaker and performer contract coordination and payment. • Venue décor and branding. • Guest management services. • Photography and videography services • Appointment of Fitness trainer/facilitator • Procurement of 50 Yoga mats • PA system (2x microphones) for 1st and 2nd • 50x Iziko branded Sport water bottles • Graphic designer contract coordination and payment (for all 3 events). • PA system (4x microphones) for 3rd event • Gifts packs (TBC with Advancement) for guests and speakers
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3. Mandatory Documents

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

Table 3: Mandatory Documents

1	Central Supplier Database Report – with supplier number and company details (www.csd.gov.za)
2	Tax Status Verification Pin together with tax registration number.
3	Detailed pricing structure: A cost schedule detailing full cost breakdown, inclusive of VAT, any disbursement, and escalations, if applicable, etc. for the entire duration of the proposed contract must be provided.
4	A Valid B-BBEE Certificate or Sworn Affidavit to determine the Service provider’s status level.

4. Costing Breakdown

Price is an important factor as it ensures optimum value for money and should consider all potential aspects of executing safety of the Iziko IziVibes events at Iziko Museums of South Africa.

The following costing summary outlines the proposed allocation and required an update to include the cost of catering and contracts management fees inclusive of VAT.

Table: Cost Schedule Summary

Service Description	Quantity	Amount
<ul style="list-style-type: none"> Speakers and performer/artist/band contract coordination and payment. 	4	
<ul style="list-style-type: none"> Venue décor for event 2 and 3 	2	
<ul style="list-style-type: none"> Guest management services. (4 ushers/waiters for 2 events) 6 hours 	4	
<ul style="list-style-type: none"> Photography and videography services x 7hours 30min 	1	
<ul style="list-style-type: none"> Appointment of Fitness trainer/facilitator 1hour 30min 	1	
<ul style="list-style-type: none"> Procurement of x50 Yoga mats 	50	
<ul style="list-style-type: none"> x50 Iziko branded Sport water bottles 	50	
<ul style="list-style-type: none"> PA system (2x microphones) for 1st and 2nd event 	2	
<ul style="list-style-type: none"> Graphic designer contract coordination and payment (for all 3 events). 	1	
<ul style="list-style-type: none"> Sound system for a concert of 150 people (4x microphones and stands) for 3rd event 	1	
<ul style="list-style-type: none"> Gifts packs (TBC with Advancement) for guests and invited speakers. 	54	

Access control tools – Wrist bands 270	270	
x4 event security services for concert	4	
Sub Total (Excluding VAT)		
VAT 15%		
Total including VAT		

5. General Principles

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

6. 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. 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.
- vi) In terms of Preferential Procurement Regulation 11 and section 2(1) (f) of the Preferential Procurement Policy Framework Act, Iziko Museums may consider the following objective criteria in the bid award:
- vii) The risk of fruitless and wasteful expenditure to Iziko Museums.
- viii) The risk of an abnormally low bid.
- ix) The risk of a material irregularity.
- x) Iziko Museums reserves the right not to consider bids from Bidders who are currently in litigation with Iziko; and
- xi) Iziko Museums further reserves the right not to award this tender to any Bidder based on the proven poor record of accomplishment of the Bidder in previous projects within Iziko Museums and the referee submitted by the Bidder.

Signed

Date

Name

Position

Enterprise name

Please note that if the supporting documentation is not provided then the submission will be classified as non-responsive.

1. Disqualification

Please note that if a bid document is not filled in correctly or completely, or complied with the specification, or is delivered/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 Iziko Museums by the due date and time.

Please note that any alterations to the tender document other than filling in the tenderer's details and tender price will automatically disqualify the tenderer.