

**REQUEST FOR QUOTATION (RFQ) FOR IA BUSINESS DEVELOPMENT SOFTWARE**

<b>Reference Number</b>	<b>IZIKO_RFQ_2026/07/06</b>
<b>Description</b>	REQUEST FOR IA BUSINESS DEVELOPMENT SOFTWARE
<b>Address</b>	Iziko South African Museum, 25 Queen Victoria Street, Cape Town, 8001
<b>Attention</b>	Sikelwa Madlavu
<b>Date Issued</b>	06 July 2026
<b>Closing date and time for submission</b>	15 July 2026 @ 11:00
<b>Method of delivery</b>	Quotes / Proposals, and accompanying documentation, <b>must be emailed to</b> <a href="mailto:scm@iziko.org.za">scm@iziko.org.za</a> , <a href="mailto:arasmeni@iziko.org.za">arasmeni@iziko.org.za</a>
<b>Technical enquiries</b>	Seboko Bolofo via email <a href="mailto:sbolofo@iziko.org.za">sbolofo@iziko.org.za</a> Awiwe Rasmeni via email <a href="mailto:arasmeni@iziko.org.za">arasmeni@iziko.org.za</a> Namhla Moyeni via email <a href="mailto:nmoyeni@iziko.org.za">nmoyeni@iziko.org.za</a>

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

**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 interest<sup>1</sup> 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:  
.....  
.....

<sup>1</sup> 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 consortium<sup>2</sup> 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)

<sup>2</sup> 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
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

- 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"> <li>Proof of B-BBEE certificate;</li> <li>Company Registration Certification</li> <li>Identification Documentation.</li> <li>CSD report</li> </ul>		
<p><b>Race: Black persons (ownership)*</b> 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

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

## **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 service description:**

The Iziko Museums of South Africa invites suitably qualified and experienced service providers to submit quotations for the provision, licensing, implementation, and support of an integrated suite of Business Development, Fundraising, Marketing, Customer Relationship Management (CRM), Project Management, and Digital Design software solutions for a period of three (3) years.

The purpose of acquiring these software solutions is to enhance the operational efficiency, productivity, stakeholder engagement, fundraising capability, partnership management, project coordination, and digital communication functions of the IA Business Development and Fundraising Department. The software will support the department in identifying new funding opportunities, managing donor and stakeholder relationships, streamlining workflows, tracking projects, developing marketing collateral, and improving reporting capabilities.

## **2. Scope of Services**

**Suitably experienced service providers are invited to submit quotations to provide comprehensive Business Development software packages for 3 years of the following software:**

- LinkedIn Sales Navigator software
- Assana software

- Adobe software
- Canva software
- Sales force software

To increase the departments efficiency and effectiveness on its operations for business development and fundraising on behalf of the Iziko Museums of South Africa.

The appointed service provider(s) shall provide subscription licenses, technical support, updates, and access to the following software packages for a period of thirty-six (36) months:

### **1. LinkedIn Sales Navigator**

Provision of LinkedIn Sales Navigator licenses to support:

- Identification and prospecting of potential donors, sponsors, partners, and stakeholders.
- Advanced search and lead generation capabilities.
- Stakeholder profiling and relationship-building activities.
- Real-time insights on organizations and key decision-makers.
- Tracking and management of fundraising and partnership opportunities.
- Integration capabilities with CRM systems where applicable.

### **2. Asana Project Management Software**

Provision of Asana licenses to support:

- Planning and management of business development projects and campaigns.
- Task allocation and team collaboration.
- Workflow automation and approval processes.
- Event planning and project tracking.
- Reporting dashboards and performance monitoring.
- Integration with communication and productivity tools.

### **3. Adobe Creative Cloud Software**

Provision of Adobe Creative Cloud licenses, including relevant applications such as:

- Adobe Photoshop
- Adobe Illustrator
- Adobe InDesign
- Adobe Acrobat Pro
- Adobe Premiere Pro (where applicable)

The software will be used for:

- Design and production of fundraising and marketing materials.
- Development of sponsorship proposals and presentations.
- Creation of digital and print communication assets.
- Editing of promotional videos and multimedia content.
- Professional document management and publishing.

### **4. Canva Pro Software**

Provision of Canva Pro licenses to support:

- Rapid development of branded marketing and communication materials.
- Social media content creation and scheduling.
- Event promotion and stakeholder engagement campaigns.

- Collaborative design workflows among team members.
- Access to premium templates, stock images, and brand management tools.

## **5. Salesforce CRM Software**

Provision of Salesforce licenses and associated services to support:

- Donor, sponsor, partner, and stakeholder relationship management.
- Fundraising pipeline management and reporting.
- Opportunity tracking and forecasting.
- Contact and account management.
- Campaign management and performance analytics.
- Automated workflows and communication tracking.
- Data management, reporting, and dashboard functionality.
- Integration with other business development and fundraising platforms where required.

### **Support and Maintenance Requirements**

The appointed service provider shall:

- Provide all software subscriptions and licenses for the duration of the contract.
- Ensure uninterrupted access to the software solutions throughout the contract period.
- Provide technical support and troubleshooting assistance.
- Facilitate software updates and version upgrades at no additional cost.
- Provide onboarding and user support where required.
- Ensure compliance with software licensing regulations and industry best practices.

### **Contract Period**

The contract shall be valid for a period of three (3) years (36 months) from the date of appointment, subject to annual budget availability and satisfactory service delivery.

### **Expected Outcomes**

The implementation of these software solutions is expected to:

- Improve fundraising and sponsorship acquisition efforts.
- Strengthen stakeholder and donor relationship management.
- Increase operational efficiency and productivity within the IA Business Development and Fundraising Department.
- Enhance project planning, monitoring, and reporting capabilities.
- Improve the quality and consistency of marketing and communication materials.
- Support data-driven decision-making and strategic business development initiatives.
- Contribute towards the sustainability and growth of revenue generation opportunities for the Iziko Museums of South Africa.

**Service providers should clearly indicate licensing costs, implementation requirements, support offerings, renewal terms, and any additional value-added services included in their quotation.**

Reference pictures: Software look

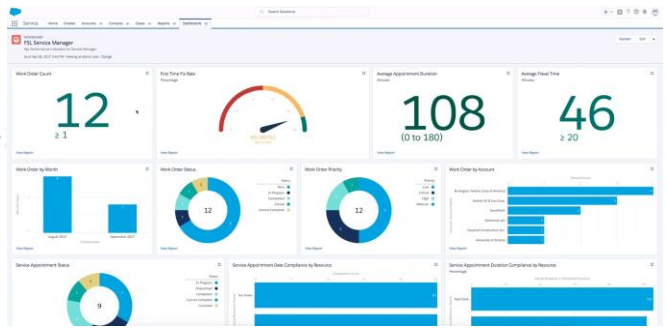
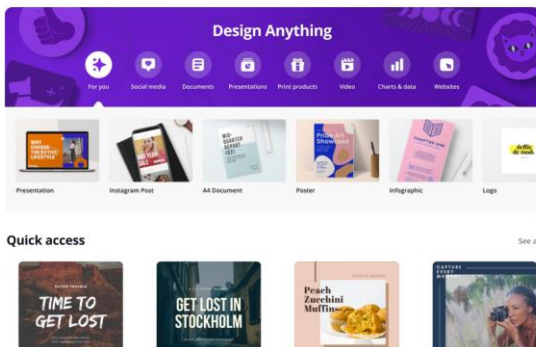
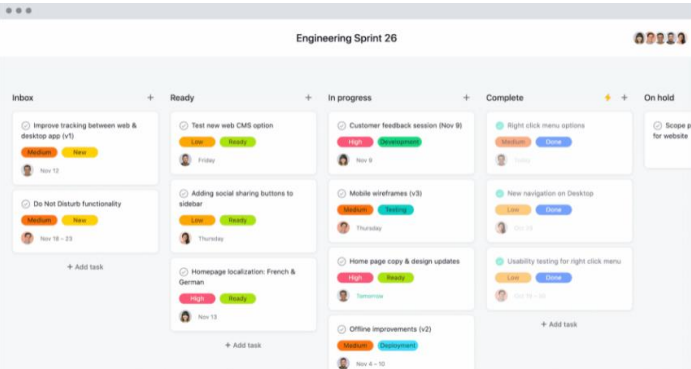
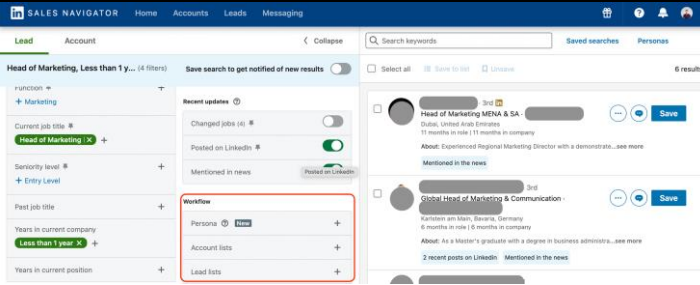


Illustration of Iziko South African Museum



The software solutions must collectively enhance the efficiency, effectiveness, and strategic capabilities of the Business Development and Advancement Department in fulfilling its fundraising, partnership development, stakeholder management, project management, and marketing objectives on behalf of the Iziko Museums of South Africa.

The services will be required at the Iziko South African Museum.

**Table 1: BRIEF & SPECIFICATIONS**

Service Required	Description/ Clarification detail/Comment
<ol style="list-style-type: none"> <li>1. <b>Software Licensing and Subscription Management</b></li> <li>2. <b>LinkedIn Sales Navigator Software</b></li> <li>3. <b>Asana Project Management Software</b></li> <li>4. <b>Adobe Creative Cloud Software</b></li> </ol>	<p>The scope of services shall include, but not be limited to, the following:</p> <ol style="list-style-type: none"> <li>1. <b>Software Licensing and Subscription Management</b> The service provider shall: <ul style="list-style-type: none"> <li>• Supply all required software licenses and subscriptions for the duration of the contract.</li> <li>• Ensure that all licenses are legally compliant and obtained directly from the software vendor or an authorized reseller.</li> <li>• Manage license renewals, upgrades, and subscription administration throughout the contract period.</li> <li>• Provide access to the latest software versions and updates as released by the software vendors.</li> </ul> </li> <li>2. <b>LinkedIn Sales Navigator</b> The service provider shall provide licenses and support for LinkedIn Sales Navigator to enable: <ul style="list-style-type: none"> <li>• Advanced prospecting and lead generation.</li> </ul> </li> </ol>

<p>5. <b>Canva Pro Software</b></p>	<ul style="list-style-type: none"> <li>• Identification of potential donors, sponsors, corporate partners, and stakeholders.</li> </ul>
<p>6. <b>Salesforce CRM Software</b></p>	<ul style="list-style-type: none"> <li>• Stakeholder profiling and relationship mapping.</li> <li>• Monitoring of key decision-makers and organizations.</li> <li>• Tracking of engagement opportunities and business development activities.</li> <li>• Integration with CRM systems where applicable.</li> </ul>
<p>7. <b>Implementation and Configuration</b></p>	<p><b>3. Asana Project Management Software</b> The service provider shall provide licenses and support for Asana to facilitate:</p>
<p>8. <b>Training and Knowledge Transfer</b></p>	<ul style="list-style-type: none"> <li>• Project planning and management.</li> <li>• Team collaboration and task assignment.</li> <li>• Workflow automation and approval processes.</li> <li>• Event planning and execution management.</li> <li>• Progress tracking and reporting.</li> <li>• Dashboard creation and performance monitoring.</li> <li>• Integration with other productivity and communication tools.</li> </ul>
<p>9. <b>Technical Support and Maintenance</b></p>	<p><b>4. Adobe Creative Cloud Software</b> The service provider shall provide Adobe Creative Cloud licenses, including applicable software such as Adobe Photoshop, Illustrator, InDesign, Acrobat Pro, and Premiere Pro, to support:</p>
<p>10. <b>Reporting and Performance Monitoring</b></p>	<ul style="list-style-type: none"> <li>• Design and production of marketing and promotional materials.</li> <li>• Creation of sponsorship proposals and fundraising collateral.</li> <li>• Production of digital and print publications.</li> <li>• Development of visual content for campaigns and events.</li> <li>• Video editing and multimedia content creation.</li> <li>• Professional document management and publishing.</li> </ul>
	<p><b>5. Canva Pro Software</b> The service provider shall provide Canva Pro licenses and support to enable:</p>
	<ul style="list-style-type: none"> <li>• Creation of branded communication and marketing materials.</li> <li>• Social media content development and scheduling.</li> <li>• Design collaboration among team members.</li> <li>• Access to premium design templates and assets.</li> <li>• Brand management and consistency across all communication platforms.</li> <li>• Production of event marketing materials and stakeholder engagement content.</li> </ul>
	<p><b>6. Salesforce CRM Software</b> The service provider shall provide Salesforce licenses and associated services to support:</p>
	<ul style="list-style-type: none"> <li>• Donor, sponsor, stakeholder, and partner relationship management.</li> <li>• Fundraising pipeline and opportunity management.</li> <li>• Contact and account management.</li> <li>• Campaign planning, implementation, and reporting.</li> <li>• Data management and analytics.</li> <li>• Workflow automation and communication tracking.</li> <li>• Dashboard development and performance reporting.</li> <li>• Integration with relevant third-party applications and platforms.</li> </ul>
	<p><b>7. Implementation and Configuration</b> The service provider shall:</p>
	<ul style="list-style-type: none"> <li>• Configure software solutions in accordance with the operational requirements of the Business Development and Advancement Department.</li> <li>• Assist with user account setup and access management.</li> <li>• Provide system configuration and customization where required.</li> <li>• Ensure interoperability between software platforms where integration is available.</li> </ul>

	<p><b>8. Training and Knowledge Transfer</b> The service provider shall:</p> <ul style="list-style-type: none"> <li>• Provide onboarding and user training for designated staff members.</li> <li>• Supply user guides, manuals, and training materials.</li> <li>• Facilitate knowledge transfer sessions to ensure effective utilization of the software platforms.</li> </ul> <p><b>9. Technical Support and Maintenance</b> The service provider shall:</p> <ul style="list-style-type: none"> <li>• Provide ongoing technical support throughout the contract period.</li> <li>• Respond to software-related incidents, queries, and technical issues within agreed service levels.</li> <li>• Facilitate software maintenance, updates, and upgrades.</li> <li>• Ensure minimal disruption to operations during maintenance activities.</li> </ul> <p><b>10. Reporting and Performance Monitoring</b> The service provider shall:</p> <ul style="list-style-type: none"> <li>• Provide access to reporting and analytics functionality within the software platforms.</li> <li>• Assist with the development of dashboards and reporting templates where required.</li> <li>• Support the generation of insights that contribute to fundraising, stakeholder engagement, business development, and operational performance.</li> <li>•</li> </ul>
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**Requirements Breakdown:**

**Deliverables**

The successful service provider shall deliver:

- Fully licensed software subscriptions for a period of thirty-six (36) months.
- User access and account management.
- Software implementation and configuration services.
- Training and onboarding support.
- Ongoing maintenance and technical support.
- Software updates and upgrades.
- Documentation and reporting tools.

### 3. Mandatory Documents

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

**Table 2: Mandatory Documents**

1	Central Supplier Database Report – with supplier number and company details ( <a href="http://www.csd.gov.za">www.csd.gov.za</a> ) and Tax Status Verification Pin together with tax registration number.
2	Completed RFQ Document
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 and IziSounds 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 3: Cost Schedule Summary**

Service Description	Amount
1. Software Licensing and Subscription Management for 36 Months	
2. LinkedIn Sales Navigator Software	
3. Asana Project Management Software	
4. Adobe Creative Cloud Software	
5. Canva Pro Software	
6. Salesforce CRM Software	
7. Implementation and Configuration	
8. Training and Knowledge Transfer	
9. Technical Support and Maintenance	
10. Reporting and Performance Monitoring	
<b>Sub Total (Excluding VAT)</b>	
<b>VAT 15%</b>	
<b>Total including VAT</b>	

### 5. Formal Contract

- a) The proposal and appended documentation read together form the basis for an agreement to be negotiated and concluded in a formal contract between Iziko and the preferred Service Provider.
- b) A mere offer and acceptance shall not constitute a formal contract of any nature for any purpose between Iziko and the preferred Service Provider/s.

**6. General Principles**

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

**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.