



REQUEST FOR QUOTATION (RFQ) FOR CONTRACTORS TO PROVIDE A QUOTE FOR NANO SCREEDING OF THREE FLOORS AT THE IZIKO SOUTH AFRICAN MUSEUM, 25 QUEEN VICTORIA STREET, CAPE TOWN

Reference Number	IZIKO - SS - FLOOR REPAIRS - 07-26
Description	RFQ FOR A CONTRACTOR TO PROVIDE NANO SCREEDING OF THREE FLOORS, SOME CARPETING, WALL AND CEILING REPAIRS AT THE IZIKO SOUTH AFRICAN MUSEUM, 25 QUEEN VICTORIA STREET, CAPE TOWN
Name of the responsible unit/department	Customer Services Management
Address	Iziko South African Museum , 25 Queen Victoria Street, Cape Town
Attention	Andre Arendse
Technical Queries	Andre Arendse, aarendse@iziko.org.za
Issued	10/07/2026
Compulsory briefing session	20/07/2026 at 11:00am Venue: Iziko Museums 25 Queen Victoria Str Cape Town
Closing date and time for submission	31/07/2026 at 11am
Method of delivery	Quotes / Proposals, and accompanying documentation, must be emailed to Noleen Donson (SCM) 021 481 3889/ndonson@iziko.org.za and scm@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 (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.
- 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**

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.

2.2.1 If so, furnish particulars:

.....
.....

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

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

3.1 I have read, and I understand the contents of this disclosure.

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.5 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

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 the 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.

1.2.1 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.

1.3 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

1.4 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.

1.5 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:

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

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:

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

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 tender 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

- 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 *audit 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:

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 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.

2. OVERVIEW

Iziko invites suitably qualified accredited companies to submit a quote for the screeding of three floors measuring between approximately 750 - 850 square meters in total and some carpeting, wall and ceiling repairs at the Iziko South African Museum, 25 Queen Victoria Street, Cape Town. Guarantees and Warranties to be provided on workmanship and product.

3. SCOPE OF WORK

NANO SCREED APPLICATION:

MATERIALS APPROVED: shall be obtained for the screed ingredients such as sand, cement, water, floor hardener, joint fillers etc before proceeding with actual work.

SURFACE PREPARATION:

- The surface of the concrete base must be clean firm and rough to ensure a good bond. This shall be achieved by thoroughly removing any debris such as old carpet tiles, glue etc. over the whole area where screeding is to take place, followed by sweeping clean and hosing down to remove all dust.
- The base shall be soaked with water for at least 12 hours and surplus water removed before laying commences.

LAYING OF SCREED:

- Prior to laying the screed a thick brush coat of wet cement grout shall be applied to the damp surface of the base concrete and shall be well scrubbed in. The brush coat must not be applied more than 10 minutes before it is covered with screed cement and sand mortar shall be composed of one part of cement to three parts of sand by volume. Screeds shall be laid in one coat to the thickness shown on the drawings, laid level or finished to falls, cross falls and

slopes as required. Screed boards shall be used at perimeters and at intervals not exceeding 2m to ensure even thickness or regular falls.

- The mix shall only contain sufficient water to evenly spread to a thickness approximately 10 mm greater than the required thickness of screed. The screed shall be then thoroughly compacted by tamping and drawing off to the required level with a screed board.
- The screed shall be laid in alternate length of the bays maximum 15m² with pain butt joints and the length of the bay shall not exceed 1 1/2 times the width. Movement and construction joints in the base shall be carried through the screed.
- Final surfaces of the screeds shall be floated or trowel led as required by the finishing materials to be laid there on.
- Tolerance for screeds including screeds laid to falls should be 63 mm in 3m in any position. There shall be no depression causing water to lie on surface.
- As soon as the bay is completed and has hardened sufficiently to prevent damage to its surface it shall be covered with polyethylene or similar sheets, which shall be adequately lapped and held down.

CURING & SITE CLEARANCE:

- On completion of screeding work, arrangements shall be made for curing of the screed and then the site shall be cleaned, clear off all the excess mortar/screed materials, rubbish etc. from the site to rubbish skip.

WALLS

- Scrape down 60 square meters of wall
- Apply primer and paint with two coats of paint to match existing colour

CEILING

- Replace 40 square meters of damaged ceiling with 9mm Gypsum Rhinoboard
- Skim ceiling and afterwards apply two coats of white PVA paint

HEALTH AND SAFETY COMPLIANCE

- Execute the Nano Screeding activity with rigorous compliance and implementation of safety requirements, procedures and project specifications as per the Occupation Health and Safety Act 85 of 1993. The successful service provider will be required to sign the Health and Safety Agreement at the contract award or appointment stage.

4. TECHNICAL KNOWLEDGE AND INFRASTRUCTURE

TECHNICAL DETAILS

Compressive Strength	25 MPa (28 days)
Concrete Adhesion	> 1.5 MPa
Components	2-part system
Colours	Various standard colours
Mix Ratio	5 L: 25 Kg
Working Life	10 - 15 min.
Initial Set Time	20 - 30 min.
Time to Floating	45 - 60 min. (Temperature dependent)
Final Setting Time	2 - 3 hrs
Foot Traffic	12 hrs
Cure Time)	24 hrs
Kit Yield	15 L
Coverage @ 3 mm	4 - 5 m ²
Storage	Cool dry, indoors
Cleanup	Water

5. COMPLIANCE WITH MANDATORY REQUIREMENTS

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	Signed Request for Quotation Document
5	CSD Registration Summary Report with a tax status PIN
6	CIDB Grade 1 GB or higher
7	The bidder must be in possession of a Letter of Good Standing from the department of Labour as well as a Safety File that is compliant with current legislation
8	Valid insurance

6. EVALUATION CRITERIA

Iziko promotes the concept of “best value” in the award of contracts, as opposed to merely looking for the cheapest price, which does not necessarily provide the best value. Best value incorporates the expertise, experience and technical proposal of the organisation and individuals who will be providing the service and the organisational capacity supporting the project team.

6.1 FUNCTIONALITY CRITERIA

A proposal which scores lower than the minimum overall percentage of 70% (70 points) will be eliminated from further evaluation; will be regarded as non-responsive and will not be evaluated further. All proposals which score 70% (70 points) and more for functionality will be eligible for further evaluation. Refer to table 8 below for Evaluation Criteria.

Evaluation Area	Evaluation Criteria	Points
<p>1. Experience Minimum of 10 years' experience in floor screeding</p>	<ul style="list-style-type: none"> • 10 years' experience and Company Registration = (20 points) • Provide a list of projects that you worked on for the past 10 years. The list must include the client's name, start & end date, project duration, contract value (15 points). 	35
<p>2. Expertise of key staff members</p>	<p>Bidders to submit the Supporting Documents for the following key Professionals:</p> <ul style="list-style-type: none"> • Foreman - Attach CV and minimum of 5 years' experience and more 	35
<p>3. Reference Letters</p>	<p>Reference letters from the companies you listed in the projects list above.</p> <p>Number of Letters</p> <ul style="list-style-type: none"> • 5 references letters = (30 points) • 3 reference letters = (25 points) • 2 or less – 0 points <p>The reference letters must not be older than 5 years and must not be letters of appointment</p>	30
<p>Total Maximum Score</p>		100

Iziko is committed to achieving Government's transformation objectives in terms of the Preferential Procurement Policy Framework Act.

- 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:

PREFERENTIAL POINTS

	Specific goals allocated points	Price
Total maximum points	20	80

BILL OF QUANTITIES (Refer to Annexure A)

7. PAYMENT TERMS

1. Payment will only be made on the basis of work completed satisfactorily, and invoices provided and approved by the project manager.
2. Offer 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.

8. 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.

9. 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.

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.

10. 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.