

REQUEST FOR QUOTATION FOR SUPPLY AND DELIVERY OF CATERING AND CATERING EQUIPMENT WITH SERVICES FOR IZIKO WOMEN'S DAY 2026 EVENT.

Reference Number	Iziko RFQ ADV - Catering: 08 August 2026
Description	Supply and Delivery of Catering and Catering equipment with services for Iziko Museums of South Africa's women day at ISAM and IOTH
Address	Iziko South African Museum 25 Queen Victoria Street Cape Town 8001 (ISAM) AND 149 Longmarket St Cape Town City Centre Cape Town 8000 (IOTH)
Attention	Sikelwa Madlavu
Site Visit	N/A
Advert Date	15 July 2026
Closing Date and Time for Submission	24 July 2026 at 11h00am
Method of Delivery	Quotes / proposals and accompanying documentation must be emailed to SCM: scm@iziko.org.za and arasmeni@iziko.org.za
Technical Enquiries	Aviwe Rasmeni : arasmeni@iziko.org.za ; sbolofa@iziko.org.za
Name of Company	
CSD Supplier Number (MA Number)	
B-BBEE Status Level of Contribution	
Quote Price (Incl. VAT)	
Signature	

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1. Background to Iziko

Iziko Museums of South Africa is a Schedule 3A public entity and non-profit organisation, partly subsidised by the National Department of Sport, Arts and Culture. Iziko brings together national museums and a Social History Centre situated in the Western Cape under a single governance and leadership structure.

Iziko operates within a public finance environment and must ensure that procurement and expenditure deliver value for money, support the institution's mandate, and comply with applicable legislation, policies and internal controls. In the context of fiscal pressure, constrained resources and heightened governance expectations, Iziko requires a focused procurement analytics and value-for-money review to identify wastage, suspicious procurement patterns and opportunities for improvement.

2. REQUEST FOR QUOTATION FOR CATERING AND CATERING EQUIPMENT WITH SERVICES:

The Iziko Museums of South Africa intends hosting a dynamic women-focused experience taking place on 08 August 2026. The events will have a 3-segment program where the **first event** will feature a wellness session through yoga from 09:00-10:30 hosting **50 ladies** and **10 support staff** at the Company's garden lawn.

The second event will feature a Women panel discussion session from 12:00pm to 15:00pm hosting **100 ladies** at the Iziko South African Museum, followed by

The Evening Celebration concert from 18:00pm to 22:00pm hosting **150 women** at the Iziko Old Town house courtyard, blending conversations, music, culture, and social connection, the activations transform the museum into a vibrant after-hours art space designed to celebrate and empower women.

These events happen under the banner of: The Iziko Women's Day 2026 empowerment and celebration.

The Iziko Museums of South Africa intends to source and procure Catering and Catering equipment from a qualified service provider. The requested items and their descriptions are listed as follows:

2.1 Catering

a) Morning event (09:00am – 10:30am)

- Fruit skewers x 5
- Smoothies
- Water 500ml

b) Day time event (12h00pm to 15h00pm)

- Meat platter x15
- Vegetarian platter x10
- Savory Platters x 10
- Cheese board x5

c) **Evening time event (18h00pm to 21h00pm)**

- Meat platter x 20
- Vegetarian Platter x 10
- Savory Platters x10
- Cheese board x5

2.2 Staff (staff to arrive 2 hours before the event start)

a). **Day time event (08h00 to 16h00pm)**

- X3 Morning Staff: To set up, mend table, replenish and clean up
- X4 Midday Staff: To set up, mend table, replenish and clean up

b). **Evening**

- X6 Evening Staff: To Set up, mend table, replenish and clean up

2.3 Catering Equipment

a) Cutlery for Morning and Daytime 100 + 50 pax

- Evening event 100
- Cutlery for evening 120 pax
- Corkscrews x10
- Serviettes x200
- Cutlery (small forks, spoon, bread knife) Side Plates
- Glasses x110 Champagne flutes Toothpicks
- Wine glass Thong

2.4 Beverages

a) Soft Drinks x 100 (350ml)

Energy Drinks x 20 (250ml) Still water x 200 500ml

Sparkling water x 50 500ml

b) **Miscellaneous: Riders – second event (12pm to 15pm) (Price rage to be capped at R1000 for each beverage item)**

- Prof Thuli Madonsela: x 2 beverages (TBC)
- Thembisa Mdoda-Nxumalo: x 2 beverages (TBC)
- Babalwa Mbuku: x 2 beverages (TBC)
- Leigh-Anne Williams: x 2 beverages (TBC)
- Martelize Brink: x 2 beverages (TBC)

c) Miscellaneous: Riders – Second event (Price range to be capped at R1000 for each beverage item)

- Brian Temba and 4-man band: Warm water with Honey and Lemon prior to going on stage. Room Temp Spring water or Equivalent (Still), Sodas (Soft drinks), 3x beverages and Softdrinks X 8 CANS. X4 Beverages, 1 L Green Apple Juice, 6 tonic water/Lemonade, 6 chilled waters (sparkling),
- Qaqamba: x 2 beverages
- Nala collective jazz band: x 2 Beverages
- Sipiwo Nzawumbi: x 2 Beverages
- Sama Yoyo: x2 beverages

Item	Specifications
Catering	Morning event (09:00am – 10:30am) • Fruit skewers x 5 • Smoothies • Water 500ml Day time event (12h00pm to 15h00pm) • Meat platter x15 • Vegetarian platter x10 • Savory Platters x 10 • Cheese board x5 Evening time event (18h00pm to 21h00pm) • Meat platter x 20 • Vegetarian Platter x 10 • Savory Platters x10 • Cheese board x5
Staff	Day time event (08h00 to 16h00pm) • X3 Morning Staff: To set up, mend table, replenish and clean up • X4 Midday Staff: To set up, mend table, replenish and clean up Evening event (18:00pm to 21:00pm) • X6 Evening Staff: Set up, mend table, replenish and clean up

Catering Equipment	Cutlery for Morning and Day Time 100 50 pax Evening event 100 Corkscrews x10 Serviettes x200 Cutlery (small forks, spoon, bread knife) Side Plates (200ea) Glasses x110 Champagne flutes Toothpicks, Wine glass x150 Thong
Beverages	Soft drinks x 100 (350ml) Energy drinks x 20 (250ml) ‘ Still water x 200 500ml Sparkling water x 50 500ml Miscellaneous: Riders – second event (12pm to 15pm) - Prof Thuli Madonsela: x 2 beverages - Thembisa Mdoda-Nxumalo: x 2 beverages - Babalwa Mbuku: x 2 beverages - Leigh-Anne Williams : x 2 <u>beverages</u> - Martelize Brink : x 2 beverages Miscellaneous: Riders – Second event - Brian Themba and 4-man band: Warm water with Honey and Lemon prior to going on stage. Room Temp water (Still), Sodas (soft drinks), 3x beverages and Soft drinks X 8 CANS. X4 Beverages, 1 L Green Apple Juice, 6 tonic water/Lemonade, 6 chilled water (sparkling), - Qaqamba: x 2 beverages - Nala collective jazz band: x 2 Beverages - Siphiwo Nzawumbi: x 2 Beverages Sama Yoyo: x2 beverages

03. Administrative Requirements

No.	Document required
1	Central Supplier Database report with supplier number, company details and tax status verification pin.
2	Detailed pricing structure on company letterhead, inclusive of VAT, disbursements and escalations if applicable.
3	Valid B-BBEE certificate or sworn affidavit.

No.	Document required
4	Signed RFQ document.
5	Valid tax certificate and/or tax pin.
6	Completed SBD 4 and SBD 6.1 forms.
7	Certificate of Acceptance (COA)

04. Pricing Schedule

Bidders must complete the pricing schedule below. The total price will be used for price evaluation under the 80/20 preference point system.

No.		Pricing requirement/ Service component	Bidder price, including VAT
1		Catering a) Morning event (09:00am – 10:30am) • Fruit skewers x 5 • Smoothies • Water 500ml b) Day time event (12h00pm to 15h00pm) • Meat platter x15 • Vegetarian platter x10 • Savory Platters x 10 • Cheese board x5 c) Evening time event (18h00pm to 21h00pm) • Meat platter x 20 • Vegetarian Platter x 10 • Savory Platters x10 • Cheese board x5	R
2		Staff Day time event (08h00 to 16h00pm) • X3 Morning Staff: To set up, mend table, replenish and clean up • X4 Midday Staff: To set up, mend table, replenish and clean up Evening (18:00pm to 21:00pm) • X6 Evening Staff: To Set up, mend table, replenish and clean up	R

No.		Pricing requirement/ Service component	Bidder price, including VAT
3		Catering Equipment Cutlery for Morning and Morning and daytime x150 Evening event x100 Cutlery for evening x150 Corkscrews x10 Serviettes x200 Cutlery (small forks, spoon, bread knife) Side Plates Glasses x110 Champagne flutes Toothpicks Wine glass	R
4		Beverages Soft drinks x 100 (350ml) Energy drinks x 20 (250ml) ‘ Still water x 200 500ml Sparkling water x 50 500ml	R
5		Iziko Guest Riders – second event (12pm to 15pm) • Prof Thuli Madonsela: x 2 beverages • Thembisa Mdoda-Nxumalo: x 2 beverages • Babalwa Mbuku: x 2 beverages • Leigh-Anne Williams : x 2 beverages • Martelize Brink : x 2 beverages Iziko Guest Riders – Second event • Brian Themba and 4-man band: Warm water with Honey and Lemon prior to going on stage. Room Temp water (Still), Sodas (Soft Drinks), 3x beverages and soft drinks X 8 CANS. X4 Beverages, 1 L Green Apple Juice, 6 tonic water/Lemonade, 6 chilled water (sparkling), • Qaqamba: x 2 beverages • Nala collective jazz band: x 2 Beverages • Siphiwo Nzawumbi: x 2 Beverages • Sama Yoyo: x2 beverages	R
7	Total evaluated bid price, including VAT	Sum of items 1 to 6. This amount will be used for price evaluation under the 80/20 preference point system.	R

Pricing Notes

1. The **Total Evaluated Bid Price** will be used to calculate price points under the 80/20 preference point system (Only amounts captured on this table will be considered).
2. The standardised provisional items are included to allow fair comparison between bidders.
3. Appointment of the service provider does not automatically authorise Part 2 forensic follow-up work or device analysis.
4. Part 2 forensic follow-up work and device analysis will only commence after written approval by Iziko.
5. No additional costs, disbursements or incidental charges will be paid unless disclosed in the bid and approved in writing by Iziko before being incurred.
6. Bidders must attach a breakdown of assumptions, resource categories and rates used to prepare their pricing.

10. Preferential Procurement

Proposals will be evaluated using the applicable 80/20 preference point system. Only bidders that pass mandatory compliance and achieve the minimum functionality threshold will proceed to price and specific goals evaluation.

11. General Principles

- The lowest or only quotation received will not necessarily be accepted.
- Iziko reserves the right to accept or reject any quotation and to withdraw the RFQ at any time before award.
- The proposal and appended documentation may form the basis of an agreement to be negotiated and concluded in a formal contract between Iziko and the preferred service provider.
- A mere offer and acceptance shall not constitute a formal contract until the appropriate written agreement/ project charter has been concluded.
- Any alteration to the RFQ document other than completing bidder details and tendered price may render the submission non-responsive.

12. Standard Bidding Documents (SBD forms)

SCM TO INSERT SBD4 here

SCM TO INSERT SBD6.1 here

False declarations will lead to disqualification of the bid. All declared information will be verified against available complimentary information/ documents including but not limited to CSD reports.

13. Declaration

The undersigned warrants that he/she is duly authorised to sign this submission on behalf of the enterprise and confirms that the information provided is true and correct.

Signed	Date
Name	Position
Enterprise name	Contact details

Annexure A: Bidder's Disclosure (SBD 4)

This annexure must be completed and signed by the bidder. Bidders must use the latest applicable prescribed form where required by National Treasury or Iziko SCM. Bidders must use the latest applicable prescribed form where required by National Treasury or Iziko SCM. The completed form must accompany the quotation/proposal submission (Section 12 of this document).

Required field	Bidder response
Name of company/firm	
Company registration number	
CSD supplier number	
Any Interest to Declare?	
Authorised representative	
Signature	
Date	

Annexure B: Preference Points Claim Form (SBD 6.1)

This annexure must be completed and signed by the bidder. Bidders must use the latest applicable prescribed form where required by National Treasury or Iziko SCM. The completed form must accompany the quotation/proposal submission (Section 12 of this document).

Required field	Bidder response
Name of company/firm	
Company registration number	
CSD supplier number	
COA Number	
B-BBEE status level / specific goals evidence	
Authorised representative	
Signature	
Date	

Annexure A: 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 / shareholder / 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

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.

2.3.1. 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;
- 3.2. 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.
- 3.3. 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.
- 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)

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.

Annexure B: Preference Points Claim Form (SBD 6.1)

(SBD 6.1)

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

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

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

1. GENERAL CONDITIONS

- 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:

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

Where:

P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{min} = Price of lowest acceptable tender

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:

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

Where:

P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = Price of highest acceptable tender

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	• 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

- ☐ 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: