

REQUEST FOR QUOTATION (RFQ) FOR IZIKO MUSEUMS OF SOUTH AFRICA INVITES QUOTATIONS FROM EXPERIENCED VIDEOGRAPHERS TO PRODUCE A SERIES OF VIDEOS FOR THE WOMEN'S MONTH CAMPAIGN.

Reference Number	Iziko RFQ Advancement: 22 July 2026
Description	Videography and Video Editing Services for the Women's Month Campaign
Address	Iziko South African Museum 25 Queen Victoria Street Cape Town 8001
Attention	Zikhona Jafta
Site Visit	N/A
Advert Date	22 July 2026
Closing Date and Time for Submission	31 July 2026 at 11h00am
Method of Delivery	Quotes / proposals and accompanying documentation must be emailed to SCM: scm@iziko.org.za , sgwampi@iziko.org.za and zjafta@iziko.org.za
Technical Enquiries	Zikhona Jafta zjafta@iziko.org.za
Name of Company	
CSD Supplier Number (MA Number)	
B-BBEE Status Level of Contribution	
Quote Price (Incl. VAT)	
Signature	

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:

Iziko Museums of South Africa invites suitably qualified service providers to provide professional videography services for the Women in Glamour campaign in celebration of Women's Month. The campaign will showcase and celebrate the women of Iziko through a series of short videos for publication across Iziko's social media platforms. The appointed service provider will be responsible for filming, editing, and delivering high-quality video content suitable for digital platforms.

The service should include the following:

No.	Specification	Deliverable
1	Develop a creative concept and production plan in consultation with Iziko.	Before filming commences
2	Provide professional videography services, including camera, lighting and audio equipment.	During scheduled filming dates
3	Film approximately 10 staff profile videos (up to 90 seconds each) over a four-week period.	Weekly filming sessions
4	Capture interviews and supporting B-roll footage.	During each filming session
5	Edit videos with graphics, music, subtitles and Iziko branding where required.	Draft video within 5 working days after each shoot
6	Provide up to two rounds of revisions based on Iziko feedback.	Within 2 working days of receiving feedback
7	Deliver final videos in formats suitable for Facebook, Instagram, LinkedIn and X (16:9 and 9:16 where applicable).	Final approved video delivered weekly
8	Provide all final files and grant Iziko full usage rights for digital and marketing purposes.	Upon completion of the project

3. MANDATORY REQUIREMENTS AND EVALUATION METHOD

The selected service provider shall be required to demonstrate capacity and experience to deliver the services required by Iziko Museums. Requirements marked as Mandatory will be evaluated on a responsive / non-responsive basis. **Failure to submit any mandatory returnable will result in the quotation being regarded as non-responsive and excluded from further evaluation.**

REQUIREMENT	EVIDENCE REQUIRED	STATUS / EFFECT OF NON-SUBMISSION	Yes/No
Portfolio	Portfolio of previous videography work, including at least three examples of similar projects.	Mandatory	
Minimum of 3 years' Videography experience	CVs of key personnel indicating at least 3 years' experience, bidders must submit minimum of 3 CVs	Mandatory	
Reference Letters	Bidders must submit 3 signed reference letters from previous clients, reference letters must be on the client's letter head and must have contact details.	Mandatory	

Administrative Documents

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.
4	Signed RFQ document.

4. 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.	Description of Goods or Services	Quantity	Bidder price, including VAT
1	Develop a creative concept and production plan in consultation with Iziko.		R
2	Provide professional videography services, including camera, lighting and audio equipment.		R
3	Film approximately 10 staff profile videos (up to 90 seconds each) over a four-week period.		R
4	Capture interviews and supporting B-roll footage.		R
5	Edit videos with graphics, music, subtitles and Iziko branding where required.		R
6	Provide up to two rounds of revisions based on Iziko feedback.		R

	Deliver final videos in formats suitable for Facebook, Instagram, LinkedIn and X (16:9 and 9:16 where applicable).		
	Provide all final files and grant Iziko full usage rights for digital and marketing purposes.		
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 standardized provisional items are included to allow fair comparison between bidders.
3. No additional costs, disbursements or incidental charges will be paid unless disclosed in the bid and approved in writing by Iziko before being incurred.
4. Bidders must attach a breakdown of assumptions, resource categories and rates used to prepare their pricing.

5. Preferential Procurement

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

6. 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.

7. 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	
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

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

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. Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

YES/NO

1. If so, furnish particulars:

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. 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:

1. I have read and I understand the contents of this disclosure;
2. I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
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. 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

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. 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).

2. To be completed by the organ of state

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

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

4. To be completed by the organ of state:

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

The maximum points for this tender are allocated as follows:

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.

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

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;
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

3. Name of company/firm:

4. Company Registration number:

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]

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:

- The information furnished is true and correct;
- 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:	

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.