

REQUEST FOR QUOTATION (RFQ) FOR THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER FOR HERITAGE ASSET AUDIT REMEDIATION, ASSESSMENT, CLASSIFICATION AND VALUATION SERVICES IN TERMS OF GRAP 103, WITH AD HOC PROFESSIONAL SERVICES FOR A PERIOD OF UP TO 12 MONTHS

Reference Number	IZIKO-RFQ-FIN-17/09/26
Description	HERITAGE ASSET AUDIT REMEDIATION, ASSESSMENT, CLASSIFICATION AND VALUATION SERVICES IN TERMS OF GRAP 103, INCLUDING AD HOC PROFESSIONAL SERVICES FOR UP TO 12 MONTHS
Address	Iziko South African Museum 25 Queen Victoria Street Cape Town 8001
Attention	Kagiso Themba
Advert Date	21 st of September 2026
Site Visit	NOT APPLICABLE
Closing Date and Time for Submission	02 nd of October 2026 11h00am
Method of Delivery	Quotes / Proposals, and accompanying documentation, must be email SCM scm@iziko.org.za ; soupa@iziko.org.za
Technical Enquiries	Supply Chain Management; scm@iziko.org.za; 021 481 3800: Director: Collections and Digitisation, Dr Noel Solani; nsolani@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

1. PURPOSE OF THE FORM

- 1.1 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, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.
- 1.2 If a person is 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. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

- 2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES/NO**
- 2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	Identity Number	Name of organ of state

2.3 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.3.1 If so, furnish particulars:

.....

2.4 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

2.4.1 If so, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	Status (active/inactive/deleted)

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification.

3 GENERAL DECLARATION

I ,....., the undersigned, 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 to be false.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.
- 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 terms of reference for this bid.
- 3.7 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, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

.....

Signature.....

Date

.....

Designation

Name of bidder

Name of bidder (Company Name)

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:

80/20 or 90/10

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

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:

80/20 or 90/10

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

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		20	
--	--	----	--

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:

.....

.....

.....

REQUEST FOR QUOTATION (RFQ): HERITAGE ASSET AUDIT REMEDIATION, ASSESSMENT, CLASSIFICATION AND VALUATION SERVICES

1. BACKGROUND: IZIKO MUSEUMS OF SOUTH AFRICA

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 and Culture (DSAC). Iziko brings together national museums and related collection facilities 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, 1999 (Act No. 1 of 1999, as amended), Treasury Regulations and the applicable Standards of Generally Recognised Accounting Practice (GRAP).

The 2025/26 external audit identified matters affecting the completeness, classification, valuation and supporting documentation of heritage assets. In particular, the audit process identified a population of objects requiring further professional assessment following completeness procedures on the collections, and also identified discrepancies between amounts recorded in the Library Collection heritage asset register and the supporting valuation information. Iziko must resolve these matters in a manner that is technically sound, appropriately documented and capable of supporting its financial reporting responsibilities and subsequent audit procedures. Iziko therefore requires an independent multidisciplinary professional service provider to assist with the immediate remediation of the audit-related matters and, thereafter, to remain available for a limited period to provide specified heritage asset valuation and related professional services on an as-and-when-required basis.

2. PURPOSE AND DESCRIPTION OF THE REQUIREMENT

The purpose of this RFQ is to appoint one accountable professional service provider, which may comprise a suitably constituted multidisciplinary team, to deliver two related components:

- **Part A** - an immediate, time-critical audit remediation project to assess, classify, reconcile and, where required, value heritage assets and other collection objects, including the review and resolution of the Library Collection valuation finding; and
- **Part B** - a 12-month ad hoc professional services arrangement for GRAP 103 valuations, professional assessment of additional unverified objects, pre-acquisition market studies and other specifically authorised specialist work.

The appointed service provider will be responsible for the end-to-end delivery of the assignment. The appointment of specialists, subcontractors or category experts will not relieve the successful bidder of responsibility for integration, quality, project management, deadlines, reconciliation of outputs or final reporting.

3. SCOPE OF WORK: PART A - IMMEDIATE AUDIT REMEDIATION PROJECT

Part A must be completed as an integrated project and comprises the following workstreams. The total price quoted for Part A must be comprehensive and must not exceed R600,000 inclusive of VAT and all costs necessary to complete the defined immediate project requirements.

3.1 Assessment and resolution of approximately 900 outstanding objects

Iziko will provide an estimated population of approximately 900 objects that remained under investigation, were identified during completeness procedures, or otherwise required further determination following the 2025/26 audit and related collection-verification work. The reference to approximately 900 objects is an estimated working population and does not imply that all such objects are heritage assets or that all require valuation. Physical verification of these objects is not part of the service provider's scope. Physical verification will be performed by Iziko collection staff, including in respect of Library Collection items. The service provider will rely on the verification records and outputs made available by Iziko and may provide technical guidance on the information, evidence or verification procedures reasonably required to support its professional conclusions. Iziko notes that substantial verification work has already been completed.

For each object, or for a clearly justified homogeneous group of objects where appropriate, the service provider must undertake sufficient professional assessment and research, using the verification outputs and collection records supplied by Iziko, to reach and document a reasoned technical conclusion. The assessment must, where relevant, address whether the object:

- meets the definition and recognition considerations applicable to a heritage asset under GRAP 103;
- is more appropriately regarded as an education, handling, study, interpretation, reference, conservation or other non-heritage object;
- falls within another asset category or requires consideration under another applicable Standard of GRAP;
- requires further provenance, historical, curatorial or technical investigation before a conclusion can be reached;
- requires a formal GRAP 103 valuation; or
- remains unresolved on the basis of Iziko's verification outputs or available records, or otherwise requires technical information to support Iziko's loss-control processes.

The inclusion of an object in the population provided by Iziko must not be interpreted as a predetermined conclusion that the object is a heritage asset. The service provider must provide an independent professional opinion based on the available evidence, the nature and significance of the object, relevant collection records and applicable accounting requirements.

3.2 Required object-level assessment information

The service provider must prepare an Object Classification and Resolution Schedule containing, at minimum, the following information where applicable:

- unique accession, catalogue, library or other reference number;
- object description and category;
- physical-location and verification-status information as supplied by Iziko collection staff, where relevant to the technical conclusion;
- available provenance, acquisition or historical information;
- documents, registers and sources reviewed;
- previous use or classification, where known;
- assessment of heritage significance and the basis for that assessment;
- recommended classification and applicable accounting treatment;
- whether valuation is required and, if so, the valuation reference;
- limitations or information gaps identified;
- whether referral to Loss Control or further investigation is recommended;
- recommended next action; and
- name and professional designation of the specialist responsible for the conclusion.

3.3 GRAP 103 valuations arising from Part A

Where the professional assessment concludes that an object requires valuation under GRAP 103, the service provider must perform the valuation using an appropriate and supportable methodology. For bid evaluation purposes, Iziko estimates that up to 300 objects from the Part A population may require formal valuation. This quantity is an evaluation assumption only and is not a representation that 300 objects have already been determined to require valuation.

Each valuation must be supported by a valuation report or schedule that clearly identifies the object, valuation date, basis and methodology, significant assumptions, comparable market information or other valuation sources relied upon, adjustments applied, limitations and the final valuation conclusion. The service provider may not automatically create additional billable work by valuing objects outside the approved Part A scope without prior written authority from Iziko.

3.4 Review and resolution of the Library Collection valuation finding

The service provider must undertake an independent professional and technical review of the valuation work and related outputs pertaining to the Iziko Library Collection that were subject to findings during the 2025/26 external audit. The purpose of this review is to determine whether the methodology applied, underlying information, allocation of values to individual objects and resulting asset-register and financial-reporting outputs are appropriate, reliable and supportable in terms of GRAP 103.

- review the previous valuation report, valuation listings and related supporting information;
- review the population and methodology used in the previous valuation exercise;
- reconcile the valuation outputs to the Library Collection heritage asset register;
- investigate material differences between values recorded in the register and supporting valuation information;
- assess whether values were correctly mapped to the relevant accession numbers, catalogue numbers or library identifiers;
- review the valuation basis, assumptions, comparable information and source data used;

- identify duplicate values, mismatches, unsupported amounts or other anomalies;
- determine whether any objects or categories require new or revised valuation;
- assess the accounting implications of identified differences and provide a schedule of recommended corrections where appropriate;
- prepare a reconciled final schedule suitable for management review and financial reporting; and
- prepare sufficient working papers and professional evidence to support subsequent audit procedures.

Where the existing valuation cannot be supported, the service provider must explain the reason for that conclusion and identify the corrective work required. The service provider must not merely replace an existing value without documenting the basis for the change.

3.5 Support for Loss Control and unresolved objects

Where Iziko's physical-verification results or available collection records indicate that an object remains unverified, cannot be located, or may require consideration by Iziko's Loss Control function, the service provider must prepare an Exception and Loss-Control Support Schedule using the information supplied by Iziko and its own technical assessment. The service provider is not responsible for performing physical verification, searching for missing objects, or making the institutional loss-control decision. Its role is to provide reliable professional, accounting and valuation information to enable the appropriate Iziko authority to process the matter.

- object identifier and description;
- last recorded location and verification status as reflected in Iziko's records or verification outputs;
- known provenance or collection history;
- previous and current valuation information, where available and professionally supportable;
- heritage significance assessment;
- records, verification outputs, valuation evidence and research information reviewed;
- evidence reviewed;
- professional conclusion;
- recommended referral or further action; and
- any limitation affecting the conclusion.

3.6 Part A deliverables

- approved inception report and detailed project plan;
- reconciled working population of approximately 900 objects;
- Object Classification and Resolution Schedule;
- valuation schedules and supporting valuation reports for objects requiring GRAP 103 valuation;
- Library Collection Valuation Review Report and reconciled schedules;
- Exception and Loss-Control Support Schedule;
- register of unresolved matters and information dependencies;
- supporting evidence pack and working papers sufficient to support management review and audit scrutiny;
- complete consolidated draft report by 15 December 2026; and
- final signed report, final schedules and complete evidence pack by no later than 31 December 2026.

4. PROJECT MANAGEMENT, MONITORING AND CRITICAL TIMELINES

Part A is directly related to Iziko's financial reporting responsibilities, remediation of matters arising from the 2025/26 external audit and anticipated interim audit procedures. The project will therefore be closely and continuously monitored by Iziko. The bidder must demonstrate that it has sufficient resources, availability and management capacity to meet the required deadlines.

The successful bidder must appoint an experienced Project Lead / Engagement Manager who will serve as the single point of accountability to Iziko and who will coordinate all professional disciplines involved in the assignment.

Milestone	Required output	Deadline
Contract commencement	Kick-off meeting and confirmation of team, responsibilities and information requirements	Within 2 working days of appointment
Inception	Approved methodology, detailed project plan, allocation of object population and information request	Within 5 working days of appointment
Substantial assessment completion	Assessment/classification substantially completed and all material exceptions identified	By 30 November 2026
Quality review and reconciliation	Internal technical review, accounting review and reconciliation substantially completed	By 10 December 2026
Draft report	Substantially complete draft report and supporting schedules	By 15 December 2026
Finalisation	Final signed report, final schedules, valuation evidence and supporting evidence pack	No later than 31 December 2026

A draft report will be regarded as substantially complete only where it contains the service provider's conclusions, classifications, valuations, exceptions and recommendations. A submission containing material placeholders, substantial unresolved work or incomplete supporting schedules will not constitute achievement of the 15 December 2026 milestone.

The service provider must submit a written weekly progress report showing the total population allocated, technical assessments completed, objects classified as heritage assets or otherwise, objects requiring further investigation or additional information from Iziko, valuations completed, unresolved technical matters, outstanding information, risks, corrective actions and forecast completion. Any matter that may reasonably affect a critical milestone must be escalated to Iziko within one working day after it becomes known, together with a proposed recovery plan.

5. SCOPE OF WORK: PART B - 12-MONTH AD HOC PROFESSIONAL SERVICES

The successful bidder must remain available for a period of up to twelve (12) months from the date of appointment to provide the following services on an as-and-when-required basis. Part B services are not included in the R600,000 Part A maximum price. No minimum volume, number of objects, number of hours or expenditure is guaranteed under Part B.

5.1 Ad hoc GRAP 103 valuations

Iziko may require valuation of newly acquired, donated, newly identified, previously unvalued or otherwise relevant heritage assets in accordance with GRAP 103. These services will be priced at the bidder's firm rate per object as reflected in the pricing schedule and will only be undertaken following an authorised written task order.

5.2 Professional assessment of additional unverified or uncertain objects

Iziko may require professional assessment, research, classification or investigation of objects outside the defined Part A population whose status, provenance, heritage significance, ownership, verification outcome or appropriate accounting treatment is uncertain. Physical verification of such objects will remain the responsibility of Iziko collection staff unless expressly provided for under a separate authorised scope. The service provider may specify the verification information or evidence it requires and provide technical guidance to collection staff. These services will be charged at the approved hourly professional rate and may only be undertaken pursuant to a written instruction specifying the scope and, where appropriate, the maximum authorised hours.

5.3 Pre-acquisition market studies and price-reasonableness opinions

Iziko may, from time to time, require an independent professional market assessment in respect of an object or collection proposed for acquisition. The purpose is to assist Iziko in determining whether the proposed purchase consideration is reasonable and supported by available market evidence. The service provider may be required to consider relevant market transactions, comparable objects, provenance, condition, rarity, significance, prevailing market conditions and other relevant factors, and to provide a written professional opinion. Such an assessment does not constitute approval of the acquisition, which remains the responsibility of the appropriately delegated Iziko authority.

5.4 Task-order control and no guarantee of future work

No Part B work may commence without a written task order or written instruction issued by an appropriately authorised Iziko official. Each task order must identify the scope, agreed rate, estimated or maximum authorised quantity/hours, maximum task-order value, responsible Iziko official and required delivery date. The service provider may not exceed an authorised task-order value or number of hours without prior written approval.

Part B creates an availability mechanism only and does not create an entitlement to work for the full twelve-month period or to any minimum expenditure. Iziko reserves the right to cease issuing further Part B assignments where the services are no longer required, where the approved budget is unavailable, where the required work has been completed, or where a broader heritage asset valuation and management procurement arrangement becomes effective. The successful bidder will only be entitled to payment for duly authorised services satisfactorily performed and accepted by Iziko.

6. REQUIRED PROFESSIONAL TEAM AND TECHNICAL CAPABILITY

The bidder must propose a team with the combined technical, accounting and project-management capability required to complete the assignment. The bidder may use a

multidisciplinary team or approved specialist subcontractors, but must remain fully accountable for all outputs. The proposed team must include, at minimum:

- a suitably qualified and experienced heritage asset valuer or valuation specialist with relevant professional registration or recognised professional membership appropriate to the work proposed;
- a heritage / museum collections specialist, curator or category specialist with demonstrated experience in collection assessment, classification, significance assessment and/or provenance research;
- at least one professionally qualified accounting professional with demonstrable practical experience in GRAP financial reporting, GRAP 103 and/or public-sector heritage asset accounting, including reconciliation of valuation outputs to asset registers and financial reporting;
- an experienced Project Lead / Engagement Manager with demonstrable responsibility for delivery of comparable assignments through to accepted final outputs; and
- any additional category specialists necessary for the collection categories for which the bidder proposes to render services.

The bidder must identify the actual personnel proposed for the assignment, their roles, professional qualifications, relevant experience and availability during the critical delivery period. Key personnel may not be replaced without Iziko's prior written approval. Any replacement must have qualifications and relevant experience equal to or better than the individual being replaced.

7. SERVICE DELIVERY AT IZIKO SITES

The approximately 900 Part A objects are held at Iziko sites in Cape Town. The service provider may need access to selected objects and relevant records at those sites for professional technical assessment, classification, valuation or clarification purposes. This does not include responsibility for physical verification, which will be undertaken by Iziko collection staff. Bidders are not required to maintain an office in Cape Town or the Western Cape, nor are they required to remain in Cape Town for the full duration of the project. Each bidder must demonstrate, through its methodology, how it will deploy the necessary qualified personnel to Cape Town for the period reasonably required to complete any onsite technical assessment efficiently and within the prescribed project timelines. All ordinary travel, accommodation and logistical costs necessary to complete Part A must be included in the Part A price and may not be charged separately after award.

8. ADMINISTRATIVE RETURNABLE DOCUMENTS

The following documents are administrative returnables. Bidders should submit them with the quotation. Where the law and Iziko's SCM prescripts permit clarification or verification of an administrative matter, Iziko may request such clarification provided that no bidder is afforded an opportunity to amend the substance or price of its bid after closing.

No.	Administrative returnable
1	Central Supplier Database (CSD) supplier report / supplier number and company details.

No.	Administrative returnable
2	Valid tax compliance status / SARS tax compliance PIN, as applicable.
3	Completed and signed SBD 4 - Bidder's Disclosure.
4	Completed and signed SBD 6.1 - Preference Points Claim Form.
5	Evidence required to claim points for the specific goal(s) stated in SBD 6.1 and Iziko's applicable preferential procurement policy.
6	Company registration or legal-entity documentation, where applicable.
7	Signed RFQ document and formal quotation on the bidder's letterhead.
8	Any consortium / joint venture agreement, where the bid is submitted by a consortium or joint venture.

9. MANDATORY REQUIREMENTS

The following are mandatory requirements because they are necessary for Iziko to obtain the defined service within the required audit and reporting timetable. Failure to comply with a mandatory requirement will render the quotation non-responsive. These requirements will be applied equally to all bidders and will not be interpreted in a manner that favours prior Iziko service providers or bidders located in any particular province.

No.	Mandatory requirement
1	The bidder must accept and price the complete Part A scope, including the approximately 900-object remediation exercise, Library Collection review, required Part A valuations, project management, reporting and audit-supporting outputs.
2	The total Part A price, inclusive of VAT and all costs required to complete Part A, must not exceed R600,000.
3	The bidder must commit in writing to the critical Part A milestones, including a substantially complete draft report by 15 December 2026 and final signed outputs by no later than 31 December 2026.
4	The bidder must identify a Project Lead / Engagement Manager and the key technical team proposed for the assignment.
5	The proposed team must include a professionally qualified accounting professional with relevant GRAP / public-sector asset-accounting experience and a suitably qualified heritage valuation specialist.
6	The bidder must confirm its ability to deploy the proposed qualified personnel to Iziko sites in Cape Town, where required for professional technical assessment of the approximately 900 objects, within the required project timelines. A Cape Town office or continuous presence in Cape Town is not mandatory. Physical verification remains the responsibility of Iziko collection staff.

No.	Mandatory requirement
7	The bidder must complete the prescribed pricing schedule for both Part A and Part B. Conditional pricing dependent on award of future Part B work is not permitted.
8	The bidder must accept that Part B is as-and-when-required, carries no guaranteed volume or expenditure, and may cease when Iziko's broader heritage asset procurement arrangement becomes effective.

10. EVALUATION METHODOLOGY

Quotations will be evaluated in sequential stages. Only bids that are responsive to the mandatory requirements will proceed to functionality evaluation. Only bidders that achieve the stated functionality threshold will proceed to price and preference evaluation. The evaluation criteria, weights and methodology stated in this RFQ will be applied consistently to all bidders.

The applicable preference point system is the 80/20 system in terms of the Preferential Procurement Policy Framework Act, 2000 and the Preferential Procurement Regulations, 2022, read with Iziko's approved preferential procurement policy. A maximum of 80 points will be awarded for price and a maximum of 20 points for the specific goal(s) stated in this RFQ and SBD 6.1.

10.1 Functionality threshold

Functionality will be scored out of 100 points using the measurable evidence and scoring rules in the table below. A bidder must obtain at least 70 points out of 100 overall, and must also obtain at least 20/35 for Criterion 1 (evidenced track record), 15/25 for Criterion 2 (technical heritage expertise), and 8/15 for Criterion 3 (professional accounting and GRAP expertise), to proceed to price and preference evaluation. No discretionary or comparative "best fit" scoring will be applied. A point will be awarded only where the stated documentary evidence is submitted and the measurable requirement is met. Unsupported claims will score zero for the relevant item.

10.2 Detailed functionality criteria

Criterion and maximum points	Evidence / measurable requirement	Objective scoring rule	Maximum
1. Evidenced track record in heritage-asset / audit remediation	Submit up to five completed relevant assignments. For each: client, dates, scope, bidder role, deliverable, contact details and client acceptance evidence. Outcome points require evidence that the work resolved, closed or substantively remediated a heritage-asset, valuation, asset-register, GRAP 103 or audit finding.	Accepted relevant assignments: 0 / 1 / 2 / 3 / 4+ = 0 / 5 / 10 / 15 / 20 points. Documented resolution/closure outcomes among those assignments: 0 / 1 / 2 / 3+ = 0 / 5 / 10 / 15 points.	35
2. Technical heritage valuation and collections expertise	Evidence for actual proposed personnel: CVs, qualifications, current registrations/memberships and completed-project evidence. One person may fulfil more than one role if each requirement is evidenced.	Lead heritage valuer: relevant qualification or recognised professional registration/membership = 5; ≥5 years relevant heritage/collection valuation = 5. Collections specialist: relevant tertiary qualification = 3; ≥5 years classification/significance/provenance work = 4. Completed-project exposure: 0 category=0; 1 category=3; ≥2 of Art, Library, Natural History or Social History=8.	25
3. Professional accounting and GRAP expertise	Evidence for at least one actual team member: professional accounting qualification/standing, CV and completed-project evidence.	Recognised professional accounting qualification/current standing = 5. ≥5 years public-sector GRAP financial reporting or asset accounting = 5. Evidenced completed GRAP 103, heritage-asset reconciliation or audit-remediation assignments: 0=0; 1=3; ≥2=5.	15

Criterion and maximum points	Evidence / measurable requirement	Objective scoring rule	Maximum
4. Methodology for Part A and Library review	Written methodology must address: (1) use and reconciliation of Iziko-supplied verification outputs; (2) professional classification and resolution of the ± 900 -object population; (3) significance/provenance assessment; (4) criteria for GRAP 103 valuation; (5) valuation method/evidence; (6) Library review/reconciliation; (7) Loss Control technical support; (8) exception management; (9) audit working papers/evidence pack; (10) internal QA/final consolidation. Physical verification is excluded from the service provider's scope, although the bidder may specify the verification information or evidence it requires from Iziko collection staff.	1 point for each of the 10 listed methodology elements clearly addressed in the submitted methodology. No partial point within an element. An element is counted only where the bidder states the procedure, responsible role and resulting output/evidence. No points are awarded for proposing bidder-performed physical verification as a substitute for the required technical methodology.	10
5. Project management and fixed milestones	Submit named Project Lead and dated delivery plan aligned to the RFQ.	Named Project Lead and accountability = 2. Workplan covering 30 Nov, 10 Dec, 15 Dec and 31 Dec 2026 = 3. Weekly progress reporting = 2. Escalation within 1 working day plus recovery-plan process = 1. Named internal QA reviewer/review step before draft and final = 2.	10

Criterion and maximum points	Evidence / measurable requirement	Objective scoring rule	Maximum
6. Cape Town mobilisation for onsite technical assessment	The ±900 Part A objects are located at Iziko sites in Cape Town. No Cape Town/Western Cape office or continuous presence is required. The bidder must demonstrate how the proposed team will be mobilised for any onsite professional technical assessment required to complete Part A. Physical verification remains the responsibility of Iziko collection staff.	Written mobilisation plan identifies the proposed onsite personnel = 1 point. / States the estimated onsite period or number of onsite days required by the bidder's methodology = 1 point. / States the planned sequencing or throughput for assessing the ±900-object population using Iziko-supplied verification outputs = 1 point. / Demonstrates mobilisation within 5 working days of appointment or another period that still meets the prescribed milestones = 1 point. / Confirms all ordinary Part A travel, accommodation and logistics are included in the Part A price = 1 point.	5

Previous work performed for Iziko will not, by itself, confer an advantage or disadvantage. Relevant Iziko experience will be counted only where it meets the same documentary and measurable requirements applicable to experience gained from other clients. The evaluation committee/ evaluating official may verify references and documentary evidence with the issuing client.

11. PRICE AND PREFERENCE EVALUATION (80/20)

Only bidders that pass the mandatory requirements and achieve the functionality threshold will proceed to price and preference evaluation. The Total Evaluated Bid Price will be used to calculate the 80 price points. The Total Evaluated Bid Price is the sum of the Part A firm evaluated price and the Part B evaluated rate-card basket using the notional quantities stated below. This creates a single comparable price for all qualifying bidders.

The Part B evaluation quantities are solely for bid-comparison purposes. They do not guarantee that Iziko will order those quantities and do not constitute a minimum commitment or the contract ceiling. Actual Part B work will be instructed and paid at the awarded rates through authorised task orders.

12. PRICING SCHEDULE

Bidders must complete all pricing fields. All rates and prices must be inclusive of all ordinary costs necessary to render the service, excluding VAT where a separate VAT line is provided, and must remain firm for the validity / contract period stated. The Part A total inclusive of VAT must not

exceed R600,000. The bidder may not recover costs reasonably necessary to complete Part A by reclassifying them as hourly Part B services.

The pricing of Part A must not be conditional upon Iziko commissioning any Part B work. Iziko may seek clarification of any rate or price that appears materially unbalanced, disproportionate or inconsistent with the service concerned, provided that no bidder is permitted to alter its bid price after closing except where correction is lawfully permissible under the applicable SCM prescripts.

12.1 Pricing Schedule A - Part A Immediate Project

No.	Description	Evaluation quantity / basis	Unit / lump-sum price (excl. VAT)	Evaluated amount (excl. VAT)
A1	Assessment, classification, reconciliation and resolution of approximately 900 audit-related objects, including object-level schedules	1 project / ±900 objects		
A2	GRAP 103 valuation of objects arising from the Part A population	300 objects	R	R
A3	Independent review and resolution of the Library Collection valuation finding, including reconciliation and recommended corrections	1 project		
A4	Project management, weekly reporting, quality assurance, consolidated draft/final reporting and reasonable audit clarification relating to Part A	1 project		
Part A Sub-total (excl. VAT)				R
VAT				R
PART A TOTAL (incl. VAT) - MUST NOT EXCEED R600,000				R

12.2 Pricing Schedule B - Part B 12-Month Ad Hoc Rate Card

The following notional quantities are used only to calculate a comparable evaluated price. They are not guaranteed volumes. Part B rates must remain firm for up to 12 months from the date of appointment.

No.	Ad hoc service	Evaluation quantity only	Bidder firm rate (excl. VAT)	Evaluated amount (excl. VAT)
B1	Ad hoc GRAP 103 valuation of newly acquired, donated, newly identified or other heritage assets	25 objects	R per object	R
B2	Professional technical assessment / investigation of additional objects with unresolved verification outcomes or uncertain classification outside Part A (physical verification by Iziko staff)	50 professional hours	R per hour	R
B3	Pre-acquisition market study / price-reasonableness professional assessment	40 professional hours	R per hour	R
Part B Evaluated Sub-total (excl. VAT)				R
VAT on Part B evaluated basket				R
PART B EVALUATED TOTAL (incl. VAT)				R

12.3 Total Evaluated Bid Price for 80/20 Price Evaluation

Part A Total (incl. VAT)	R
Part B Evaluated Total (incl. VAT)	R
TOTAL EVALUATED BID PRICE (A + B) - used for the 80/20 price calculation	R
Bid validity	90 days from the RFQ closing date

Bidders must attach a detailed pricing breakdown and assumptions supporting the above schedule. Only the prices entered in the prescribed pricing schedules will be used to establish the Total Evaluated Bid Price for price scoring. In the event of an arithmetic discrepancy, Iziko will deal with the discrepancy in accordance with its applicable SCM prescripts and may request clarification without permitting a bidder to improve or alter the substance of its bid. . Quotes to be valid for 60 days from the bid closing date

13. PREFERENCE POINTS

A maximum of 20 preference points will be allocated for the specific goal(s) stated in SBD 6.1 and Iziko's applicable preferential procurement policy. Bidders must submit the evidence specified in SBD 6.1 to claim preference points. Failure to submit evidence to substantiate a preference claim will result in the bidder receiving no points for that claim, subject to the applicable prescripts; it will not be used to alter the functionality score.

14. ACCEPTANCE OF DELIVERABLES AND PAYMENT

Submission of a deliverable does not constitute acceptance. Iziko may withhold payment for a deliverable until the designated project manager confirms that it materially complies with the agreed scope, quality, supporting-documentation and reporting requirements. Part A payments may be linked to agreed milestones and accepted outputs. Part B services will be paid only against duly authorised task orders and accepted outputs.

The service provider must remain reasonably available after submission of Part A outputs to respond to technical questions from Iziko management, Finance, Collections and Digitisation, Internal Audit and external auditors insofar as those questions relate to work performed under this appointment.

15. FAIR, OBJECTIVE AND TRANSPARENT EVALUATION

All quotations will be evaluated solely against the requirements, criteria, weights and scoring methodology disclosed in this RFQ. Requirements relating to experience, qualifications, onsite service delivery and project timelines are linked to the nature and urgency of the services required and will be applied consistently. Iziko will not introduce undisclosed functionality criteria after bid closing.

Where Iziko seeks clarification, such clarification will be limited to confirming or explaining information already submitted and will not give a bidder an opportunity to submit a materially new technical proposal or revise its price after the closing time, except where expressly permitted by applicable law or SCM prescripts.

16. FORMAL CONTRACT AND GENERAL CONDITIONS

The RFQ, the successful bidder's proposal, the pricing schedules, any written clarification accepted by Iziko and the resulting appointment letter / contract will collectively govern the services. A bidder must not commence work until it has received a formal written appointment and, for Part B, an authorised task order or instruction.

Iziko reserves the right, subject to applicable law and its SCM prescripts, not to award the RFQ, to cancel the procurement process prior to award, or to cease issuing further Part B assignments in the circumstances described in this RFQ. The lowest-priced quotation will not necessarily be appointed if it does not achieve the highest total points after the prescribed evaluation process or otherwise fails to meet the requirements of the RFQ.

17. DECLARATION

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the bidder, confirms that the information supplied in this RFQ and accompanying returnables is true and correct; that the bidder accepts the requirements and conditions stated in this RFQ; and that the bidder has disclosed any actual or potential conflict of interest in the prescribed bidder disclosure forms.

SIGNATURE		NAME PRINT	
CAPACITY		DATE	
NAME OF COMPANY			