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, AND VALUATION OF PROPERTY, PLANT AND EQUIPMENT IN TERMS OF GRAP 17, WITH AD HOC PROFESSIONAL SERVICES FOR A PERIOD OF UP TO 12 MONTHS

Reference Number	**IZIKO-RFQ-FIN-17/09/26R**
Description	HERITAGE ASSET AUDIT REMEDIATION, ASSESSMENT, CLASSIFICATION AND VALUATION SERVICES IN TERMS OF GRAP 103, AND GRAP 17 PROPERTY, PLANT AND EQUIPMENT VALUATION, INCLUDING AD HOC PROFESSIONAL SERVICES FOR UP TO 12 MONTHS
Address	Iziko South African Museum 25 Queen Victoria Street Cape Town 8001
Attention	Sikelwa Madlavu
Advert Date	09 November 2026
Site Visit	**NOT APPLICABLE**
Closing Date and Time for Submission	23 November 2026 11h00am
Method of Delivery	Quotes / Proposals, and accompanying documentation, **must be email** SCM scm@iziko.org.za; smadlavu@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

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:

80/20 or 90/10

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right) \text{ or } \qquad Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where:

Ps=Points scored for price of tender under consideration

Pt=Price of tender under consideration

Pmin=Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICEE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 or 90/10

$$Ps = 80\left(1 - \frac{Pt - P\,max}{P\,\max}\right) \text{ or } \qquad Ps = 90\left(1 - \frac{Pt - P\,\max}{P\,max}\right)$$

Where:

Ps=Points scored for price of tender under consideration

Pt=Price of tender under consideration

Pmax=Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/documentation stated in the conditions of this tender;

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of –

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below. (Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such. Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	**Evidence**	**Number of points allocated (80/20 system) (To be completed by the organ of state)**	**Number of points claimed (80/20 system) (To be completed by the tenderer)**
Persons, or categories of persons, historically disadvantaged-(HDI) by unfair dis crimination 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 AND GRAP 17 PROPERTY, PLANT AND EQUIPMENT VALUATION

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 work in collaboration with Iziko's Collections and Digitisation department, to independently review the work already performed by Iziko collection staff and previous service providers, and 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 be a single firm, a joint venture or consortium, or a lead firm with named specialist subcontractors, to deliver three 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 a review of the heritage asset and PPE opening balances;
- **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; and
- **Part C** - the valuation of a defined population of property, plant and equipment (PPE) items, expected to be fewer than 2,000 items, in terms of GRAP 17 Property, Plant and Equipment.

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.
Joint ventures, consortia and subcontracting are encouraged. Iziko recognises that the required combination of heritage valuation, collections and GRAP accounting expertise is seldom held by a single firm. Audit, accounting and advisory firms are therefore encouraged to partner with heritage valuers and collections specialists, and heritage valuers are encouraged to partner with accounting firms. Functionality will be evaluated on the combined capability of the bidder, its joint venture or consortium members and its named subcontractors, as set out in section 10.

2A. COLLABORATIVE DELIVERY MODEL AND INDEPENDENT REVIEW OF EXISTING WORK

Iziko has a dedicated Collections and Digitisation department and has, over time, collaborated with external service providers on the verification, documentation, classification and valuation of its collections. A substantial body of work therefore already exists. Much of the curatorial, collections-management and institutional knowledge required for this assignment resides with Iziko collection staff, and certain work, such as physical verification, curatorial research, accessioning and the updating of collection records, can only appropriately be performed internally.

This assignment is accordingly not a stand-alone exercise to be performed independently of Iziko. The service provider must deliver Part A and Part B in collaboration with Iziko collection staff and must build on, rather than duplicate, existing work. The service provider's role is to:

- work jointly with Iziko collection staff, through an agreed allocation of responsibilities, to complete the assessment, classification and resolution of the Part A population;
- perform an independent review of existing work, being classifications, significance assessments, verification outputs and register entries prepared by Iziko collection staff or by previous service providers, to determine whether that work is complete, accurate, adequately documented and compliant with GRAP 103. This review excludes valuations previously performed by independent valuers (see section 3.3);
- where the existing work is supported, confirm it and document the basis for reliance on it;
- where the existing work is not supported or is incomplete, document the deficiencies and either perform, or provide technical guidance to Iziko staff to perform, the corrective work, as agreed in the inception report; and
- provide accounting, valuation and technical input that Iziko does not hold internally, and transfer knowledge to Iziko staff where practicable.

Valuations do not form part of the work shared with Iziko staff. All GRAP 103 and GRAP 17 valuations must be performed by an independent valuer on the service provider's team (see section 3.3).

The independent review must be planned and performed with appropriate professional scepticism, using a documented risk-based approach that includes sample selection, re-performance or corroboration of a sample of conclusions, and a clear record of the work performed, findings and conclusions. The review is an independent professional review to support management and the subsequent external audit; it is not an assurance engagement under the International Standards on Auditing, and it does not replace the work of the Auditor-General of South Africa.

A bidder, joint venture / consortium member, subcontractor or team member that performed any of the work to be reviewed must disclose this in its bid by completing item 6 of Bid Response Form 1. Such a party may not review its own work; that portion of the review must be performed by a different, suitably qualified team member and be subject to the bidder's internal quality review.

The inception report must include a responsibility matrix, agreed with the Iziko project manager and the Director: Collections and Digitisation, setting out which activities will be performed by Iziko staff, which by the service provider and which jointly, together with the information Iziko will supply and the dates by which it is required.

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, in collaboration with Iziko collection staff, reach and document a reasoned technical conclusion. Where Iziko collection staff or a previous service provider have already prepared an assessment or classification, the service provider must independently review that work in accordance with section 2A and confirm, amend or supplement it. Where no prior assessment exists, the service provider must undertake sufficient professional assessment and research, using the verification outputs, collection records and curatorial input supplied by Iziko, to reach that 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;
- name and professional designation of the specialist responsible for the conclusion;
- whether the existing assessment or classification was prepared by Iziko collection staff, a previous service provider or the service provider; and
- the outcome of the independent review of that existing work (confirmed, amended or further work required) and the basis for that outcome.

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. All GRAP 103 valuations must be performed by an independent valuer forming part of the service provider's team, being a valuer who is not employed by Iziko and has no interest in the objects being valued. Iziko staff will not perform valuations. The service provider is not required to review or re-perform valuations previously performed by other independent valuers, other than as part of the Library Collection review in section 3.4. 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;
- 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, including the responsibility matrix required by section 2A;
- Independent Review Report on existing work, setting out the scope, approach, sample selected, work performed, findings and conclusions on the classifications and assessments prepared by Iziko collection staff and previous service providers;
- 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;
- Opening Balance Review Report by no later than 11 December 2026;
- complete consolidated draft report by 20 January 2027; and
- final signed report, final schedules and complete evidence pack by no later than 31 January 2027.

3.7 Review of opening balances before submission to the AGSA

Before Iziko finalises and submits its information to the Auditor-General of South Africa (AGSA) in December 2026, the service provider must perform an independent review of the heritage asset and property, plant and equipment (PPE) opening balances at 1 April 2026. The purpose is to give Iziko management reasonable comfort that the opening balances are complete, accurate and supported, and to identify any corrections required before submission. The review must:

- agree the opening balances in the heritage asset registers and the fixed asset register to the audited 2025/26 closing balances and the general ledger, and explain any differences;

- review the restatements and prior period error corrections processed or proposed by Iziko, including their calculation, supporting evidence and compliance with GRAP 3, GRAP 17 and GRAP 103;
- review the related disclosure (including the prior period error note) for consistency with the corrected balances; and
- report findings, unresolved differences and recommended adjustments, with sufficient working papers to support management review and subsequent audit procedures.

The opening balance review must be completed, and an Opening Balance Review Report issued, by no later than 11 December 2026, or another date in December 2026 confirmed by Iziko at inception. Where the work under sections 3.1 to 3.5 or Part C is not yet complete by then, the report must state the status of those matters and their expected effect on the opening balances. The service provider is not responsible for processing accounting entries or preparing the financial statements, which remain Iziko's responsibility.

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
Opening balance review	Opening Balance Review Report on heritage asset and PPE opening balances (section 3.7)	No later than 11 December 2026
Substantial assessment completion	Assessment/classification substantially completed and all material exceptions identified	By 31 December 2026
Quality review and reconciliation	Internal technical review, accounting review and reconciliation substantially completed	By 15 January 2027

Milestone	Required output	Deadline
Draft report	Substantially complete draft report and supporting schedules	By 20 January 2027
Finalisation	Final signed report, final schedules, valuation evidence and supporting evidence pack	No later than 31 January 2027

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 20 January 2027 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, in collaboration with Iziko collection staff, independent review of existing work and 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.

5A. SCOPE OF WORK: PART C - VALUATION OF PROPERTY, PLANT AND EQUIPMENT IN TERMS OF GRAP 17

Iziko requires the valuation of a defined population of property, plant and equipment (PPE) items in terms of GRAP 17 Property, Plant and Equipment. Iziko will provide a listing of the items to be valued, drawn from its fixed asset register and asset-verification records, showing at least the asset number, description, asset category and site. The population is expected to be fewer than 2,000 items. For pricing and evaluation purposes bidders must assume 2,000 items. The final population and the valuation date will be confirmed by Iziko at inception, and Iziko does not guarantee that 2,000 items will be valued.

Part C is priced separately at a firm rate per item (Pricing Schedule C, section 12) and is not included in the R600,000 Part A maximum price.

5A.1 Required Part C work

For each item, or for a clearly justified group of similar items, the service provider must:

- inspect the item at the relevant Iziko site and confirm its identity, description, asset category and condition against the listing supplied by Iziko;
- determine the value required for financial reporting in terms of GRAP 17, including fair value at the date of acquisition for items acquired through non-exchange transactions or at no or nominal cost, and a supportable estimate where reliable historical cost information is not available;
- assess the remaining useful life and residual value of the item, and document the condition, usage and other factors on which that assessment is based;
- identify items that show indicators of impairment in terms of the applicable Standards of GRAP, or that are damaged, obsolete, idle or no longer in use;
- report as exceptions any listed items that could not be located or inspected, and any items found at the inspected locations that are not on the listing; and
- reconcile the valued population to the listing supplied by Iziko, so that every listed item is accounted for.

All Part C valuations must be performed by, or under the direct supervision of, a suitably qualified independent valuer on the service provider's team who has demonstrable experience in valuing PPE for financial reporting in terms of GRAP 17. The service provider is not responsible for maintaining Iziko's fixed asset register, processing accounting entries or making the final accounting decisions, which remain Iziko's responsibility.

5A.2 Part C deliverables and timelines

- confirmation of the Part C population, site schedule, valuation approach and information required from Iziko, as part of the inception report required for Part A;
- PPE Valuation Schedule in Excel format showing, for each item: asset number (and barcode where available), description, category, site, condition, valuation basis and method, value, valuation date, remaining useful life, residual value, impairment indicators and comments, in a form suitable for updating the fixed asset register;
- PPE Exception Schedule (items not located, items not on the listing, and damaged, obsolete, idle or impaired items);
- signed PPE Valuation Report setting out the scope, valuation date, basis and methodology, significant assumptions, market evidence relied upon and limitations, supported by working papers sufficient for audit scrutiny;
- Part C progress included in the weekly progress report required by section 4;

- draft PPE Valuation Schedule and Report by 20 January 2027; and
- final signed PPE Valuation Report, schedules and working papers by no later than 31 January 2027.

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 be a joint venture or consortium, or may use named 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 suitably qualified valuer with demonstrable experience in valuing property, plant and equipment for financial reporting in terms of GRAP 17, for Part C (this may be the same person as the heritage valuer only where each requirement is evidenced);
- 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 17, 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.

For the avoidance of doubt, an audit, accounting or advisory firm must include an independent heritage valuer in its team, and a valuation firm must include a GRAP accounting professional in its team. The valuer or accountant may be an employee of the bidder, a joint venture / consortium member or a named subcontractor, supported by the documentation required below.

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. Where the bid relies on the experience or personnel of a joint venture or consortium member or a subcontractor, the bidder must submit: (a) a signed joint venture or consortium agreement; or (b) a signed letter of intent and commitment from each named subcontractor, confirming the personnel to be provided, their roles and their availability for the Part A and Part C delivery period up to 31 January 2027. Experience or personnel of a party for whom this documentation is not submitted will not be counted for functionality purposes.

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.
The Part C PPE items are located at Iziko sites in Cape Town. Iziko will arrange access and provide the asset listing and location information. All travel, accommodation and logistical costs necessary to complete Part C must be included in the Part C rate per item and may not be charged separately after award.

8. ADMINISTRATIVE RETURNABLE DOCUMENTS

The following documents are administrative returnables. Bidders must 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.
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. Where the formal quotation differs from the prescribed pricing schedules in section 12, the pricing schedules prevail.
8	Signed joint venture / consortium agreement, or signed letter of intent and commitment from each named subcontractor, where the bid relies on such parties (see section 6), together with the CSD report and tax compliance status of each joint venture / consortium member and named subcontractor.

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, opening balance 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 the Opening Balance Review Report by 11 December 2026, a substantially complete draft report by 20 January 2027 and final signed outputs by no later than 31 January 2027.
4	The bidder must identify a Project Lead / Engagement Manager and the key technical team proposed for the assignment. Team members may be employees of the bidder, a joint venture / consortium member or a named subcontractor.
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. The heritage valuation specialist must be an independent valuer. A bid by an audit, accounting or advisory firm that does not include a named independent heritage valuer, or a bid by a valuation firm that does not include a named GRAP accounting professional, will be non-responsive. The team must also include a valuer with demonstrable experience in valuing property, plant and equipment in terms of GRAP 17, and the GRAP accounting professional must have practical GRAP 17 experience.
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.
7	The bidder must complete the prescribed pricing schedule for Part A, Part B and Part C. 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.
9	The bidder must accept and price the complete Part C scope (GRAP 17 valuation of the PPE population, assumed at 2,000 items for pricing) and commit in writing to delivering the Part C draft by 20 January 2027 and final signed outputs by no later than 31 January 2027.

Bidders must confirm mandatory requirements 1, 3, 6, 8 and 9 by completing and signing Bid Response Form 1. Mandatory requirements 2 and 7 will be checked against the completed pricing schedules in section 12, and mandatory requirements 4 and 5 against the schedule of key personnel (checklist item 11).

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 60 points out of 100 overall 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. Functionality submissions must contain at least the information listed in the “Must contain” column of the Returnables Checklist (section 13A). Missing functionality evidence will not be requested after the closing date. Functionality will be scored on the combined evidence of the bidder, its joint venture / consortium members and its named subcontractors, provided the commitment documentation required in section 6 is submitted. The requirement for the team to include both a GRAP accounting professional , a heritage valuation specialist and a GRAP 17 PPE valuer is enforced through mandatory requirement 5.

10.2 Detailed functionality criteria

Criterion and maximum points	Evidence / measurable requirement	Objective scoring rule	Maximum
1. Evidenced track record of the bidding team (combined)	Submit up to three completed relevant assignments for each of categories (a) and (b). Assignments may be those of the bidder, any joint venture / consortium member or any named subcontractor. For each: client, dates, scope, role, deliverable, contact details and a reference letter or other written client confirmation of satisfactory completion. An assignment may be counted under both (a) and (b) only where its scope covered both.	(a) Heritage asset, museum collection or art / library / natural history valuation or assessment assignments: **0 = 0 points.** **1 = 5 points.** **2 = 10 points.** **3+ = 15 points**. (b) GRAP / public-sector asset register, asset reconciliation or audit remediation assignments: **0 = 0 points.** **1 = 3 points.** **2 = 6 points.** **3+ = 10 points.** (c) At least one submitted assignment evidenced (e.g. by client letter) as having resolved or closed a heritage-asset, valuation, asset-register or GRAP 103 audit finding: **No / Yes = 0 / 5 points.**	**30**
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. Personnel may be employees of the bidder, a joint venture / consortium member or a named subcontractor.	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**

Criterion and maximum points	Evidence / measurable requirement	Objective scoring rule	Maximum
3. Professional accounting and GRAP expertise	Evidence for at least one actual team member (who may be from the bidder, a joint venture / consortium member or a named subcontractor): 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, GRAP 17 PPE valuation, heritage-asset reconciliation or audit-remediation assignments: 0 = **0**; 1 = **3**; ≥2 = **5**.	**15**

4. Methodology for Part A, Library review and Part C	Written methodology must address: (1) collaboration with Iziko collection staff, including the proposed responsibility matrix and use and reconciliation of Iziko-supplied verification outputs (2) independent review of existing classification and assessment work (including sampling, re-performance and management of any self-review threat) 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 and opening balance review (7) Loss Control technical support and exception management (8) Part C PPE valuation approach under GRAP 17 (inspection, valuation basis, useful life and residual value, impairment indicators and reconciliation to the Iziko listing)	**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**

Criterion and maximum points	Evidence / measurable requirement	Objective scoring rule	Maximum
	(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.		
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 31 Dec, 15 Jan and 31 Jan 2027 = **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**
7. PPE valuation (GRAP 17) expertise	Evidence for the actual proposed Part C valuer (who may be from the bidder, a joint venture / consortium member or a named subcontractor): CV, valuation qualification or professional registration / membership, and completed-project evidence with written client confirmation.	Relevant valuation qualification or recognised professional registration / membership = **2 points**. Completed PPE valuation assignments for GRAP 17 or other public-sector financial reporting: 0 = **0** 1 = **1 point** ≥2 = **3 points**.	**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, the Part B evaluated rate-card basket using the notional quantities stated below, and the Part C evaluated price (2,000 items at the bidder's rate per item). This creates a single comparable price for all qualifying bidders.

The Part B and Part C 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		

No.	Description	Evaluation quantity / basis	Unit / lump-sum price (excl. VAT)	Evaluated amount (excl. VAT)
A4	Project management, weekly reporting, quality assurance, consolidated draft/final reporting and reasonable audit clarification relating to Part A	1 project		
A5	Independent review of heritage asset and PPE opening balances at 1 April 2026, including restatements and prior period error corrections (section 3.7)	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

No.	Ad hoc service	Evaluation quantity only	Bidder firm rate (excl. VAT)	Evaluated amount (excl. VAT)
VAT on Part B evaluated basket				R
PART B EVALUATED TOTAL (incl. VAT)				**R**

12.2A Pricing Schedule C - Part C GRAP 17 PPE Valuation

Bidders must quote a firm rate per item. The evaluation quantity of 2,000 items is used only to calculate a comparable evaluated price. Iziko will pay only for items actually valued and accepted, at the quoted rate per item. The rate must include all travel, accommodation and site-inspection costs.

No.	Service	Evaluation quantity only	Bidder firm rate (excl. VAT)	Evaluated amount (excl. VAT)
C1	GRAP 17 valuation of PPE items, including site inspection, useful life and residual value assessment, exception reporting and the PPE Valuation Report	2,000 items	R per item	R
Part C Evaluated Sub-total (excl. VAT)				R
VAT on Part C evaluated amount				R
PART C 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
Part C Evaluated Total (incl. VAT)	R
TOTAL EVALUATED BID PRICE (A + B + C) - used for the 80/20 price calculation	**R**
Bid validity	90 days from the RFQ closing date

Pricing Instruction

1. Bidders must attach a detailed pricing breakdown and assumptions supporting the above schedule.
2. Only the prices entered in the prescribed pricing schedules will be used to establish the Total Evaluated Bid Price for price scoring.
3. 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.

SIGNATURE		**NAME PRINT**	
CAPACITY		**DATE**	
NAME OF COMPANY			
INDICATE DELIVERY PERIOD IN WEEKS AFTER RECEIVING OFFICIAL ORDER			

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. In the case of a joint venture or consortium, the evidence specified in SBD 6.1 must be submitted for each member, and points will be determined in accordance with Iziko's applicable preferential procurement policy. 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.

13A. BID SUBMISSION STRUCTURE AND RETURNABLES CHECKLIST

To support a fair and efficient evaluation, bidders must arrange their bid in the order of the checklist below and complete the prescribed Bid Response Form 1 in the Annexure to this RFQ. Bidders must complete the “Incl.” and “Page ref.” columns and submit the completed checklist as the first page of the bid.

Bids submitted by email must be sent as separate PDF files, one per checklist section, named in order (for example “01_Cover_and_Admin.pdf”, “02_Mandatory.pdf”, “03_Functionality.pdf”, “04_Pricing.pdf” and “05_Preference.pdf”). Where a bid is sent in more than one email, each email must state the RFQ reference number and its position in the series (for example “Email 1 of 3”).

Functionality submissions must contain at least the information listed in the “Must contain” column. Functionality evidence not submitted by the closing date will not be requested afterwards, and the relevant item will score zero. This checklist is an aid to bidders and does not replace or reduce any requirement of this RFQ. Where the checklist and the body of the RFQ differ, the body of the RFQ prevails.

No.	Item to submit	Must contain	RFQ ref.	If omitted	Incl.	Page ref.
A. COVER AND DECLARATIONS						
1	This Returnables Checklist, completed, as the first page of the bid		13A	Clarification may be requested		
2	Completed RFQ cover page (company name, CSD number, B-BBEE level, quote price, signature)		Cover page	Clarification may be requested		
3	Signed RFQ document and declaration		17	Clarification may be requested		
B. ADMINISTRATIVE RETURNABLES						
4	CSD supplier report		8 (item 1)	Clarification may be requested		

No.	Item to submit	Must contain	RFQ ref.	If omitted	Incl.	Page ref.
5	Tax compliance status / SARS tax compliance PIN		8 (item 2)	Clarification may be requested		
6	SBD 4 Bidder's Disclosure, completed and signed		8 (item 3)	Clarification may be requested		
7	Company registration or legal-entity documents		8 (item 6)	Clarification may be requested		
8	Formal quotation on the bidder's letterhead		8 (item 7)	Clarification may be requested		
9	Signed JV / consortium agreement, or signed letter of intent and commitment from each named subcontractor, plus CSD report and tax status for each		6; 8 (item 8)	That party's experience and personnel are not counted		
C. MANDATORY REQUIREMENTS						
10	Bid Response Form 1 – Mandatory Compliance Declaration, completed and signed		2A; 9 (items 1, 3, 6, 8, 9)	Non-responsive		
11	Schedule of key personnel	Name, role and employer (bidder / JV member / subcontractor) of the Project Lead, independent heritage valuer, Part C (GRAP 17) PPE valuer, collections specialist and GRAP accounting professional, and each person's availability up to 31 January 2027	9 (items 4, 5)	Non-responsive		
12	Pricing Schedules A, B, C and Total Evaluated Bid Price, all fields completed		9 (items 2, 7); 12	Non-responsive		
D. FUNCTIONALITY						

No.	Item to submit	Must contain	RFQ ref.	If omitted	Incl.	Page ref.
13	Track record of the bidding team, with reference letters	Up to 3 assignments each for (a) heritage / collection valuation or assessment and (b) GRAP / public-sector asset register, reconciliation or audit remediation. For each: client, contact details, dates, scope, role, deliverable, which party performed it, and a reference letter. Identify any assignment that resolved an audit finding (c)	10.2 (criterion 1)	Item scores zero		
14	CVs, qualifications and proof of current professional registration / membership	For the lead heritage valuer, Part C (GRAP 17) PPE valuer, collections specialist and GRAP accounting professional: qualifications, current registration / membership, years of relevant experience, and completed projects by collection category (Art, Library, Natural History, Social History)	10.2 (criteria 2, 3, 7)	Item scores zero		
15	Written methodology, project management plan and Cape Town mobilisation plan	(i) Each of the 10 methodology elements in criterion 4, numbered as in 10.2, stating the procedure, responsible role and output / evidence; (ii) named Project Lead, dated workplan for 11 December 2026 (opening balance review), 31 Dec 2026, 15 Jan and 31 Jan 2027, weekly reporting, 1-day escalation and recovery plan, named QA reviewer; (iii) onsite personnel, onsite days, sequencing / throughput for the ±900 objects, mobilisation period, and confirmation that travel costs are in the Part A price	10.2 (criteria 4, 5, 6)	Item scores zero		
E. PRICE						
16	Detailed pricing breakdown and assumptions supporting the pricing schedules		12	Clarification may be requested		
F. PREFERENCE						

No.	Item to submit	Must contain	RFQ ref.	If omitted	Incl.	Page ref.
17	SBD 6.1 Preference Points Claim Form, completed and signed		13; SBD 6.1	No preference points		
18	Evidence for the specific goal claimed (as listed in SBD 6.1), for the bidder and for each JV / consortium member		13; SBD 6.1	No preference points		

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. **Part C** will be paid at the quoted rate per item, for items actually valued and accepted.

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.

i) confirms that neither the name of the enterprise or the name of any partner, manager, director, or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
ii) confirms that no partner, member, director, or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;
iii) confirms that I / we are not associated, linked, or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and;
iv) confirms that the contents of these questionnaire/forms (SBD 4, & 6.1) are within my personal knowledge and are to the best of my belief both true and correct:
v) accept that, in addition to cancellation of a contract, action may be taken against me should the Declaration prove to be false.

Please note that if the supporting documentation is not provided then the submission will be classified as non-responsive.

1. Disqualification

Please note that if a bid document is not filled in correctly or completely, or complied with the specification, or is delivered/send after the bid closing date and time, or the supplier is not registered on the CSD or **supplier has a non-compliant tax status**, then unfortunately that bidder maybe disqualified. Please return this document with the supporting documents.

2. Bid Document Submission

Emailed RFQ documents will be accepted. However, the onus is on the tenderer to ensure that complete email documents have been received by the IZIKO by the due date and time.

Please note that any alterations to the bid document other than filling in the tenderer's details and tender price will automatically disqualify the tenderer.

Signed ---------- Date ----------

Name ---------- Position ----------

Enterprise name ----------

ANNEXURE: BID RESPONSE FORM

Form 1 must be completed in full, signed and submitted as set out in the Returnables Checklist (section 13A). Bidders may retype the form, provided the content and numbering are unchanged.

BID RESPONSE FORM 1 – MANDATORY COMPLIANCE DECLARATION

Tick YES or NO for each statement. A NO or a blank response to any of items 1 to 5 will render the bid non-responsive. Item 6 is a disclosure: either answer is acceptable, but a YES must be explained below.

No.	Statement	YES	NO
1	The bidder accepts, and has priced, the complete Part A scope, including the approximately 900-object remediation exercise, Library Collection review, opening balance review, required Part A valuations, project management, reporting and audit-supporting outputs. (Mandatory requirement 1)		
2	The bidder commits to delivering the Opening Balance Review Report by 11 December 2026, a substantially complete draft report by 20 January 2027 and final signed outputs by no later than 31 January 2027. (Mandatory requirement 3)		
3	The bidder is able to deploy the proposed qualified personnel to Iziko sites in Cape Town, where required for professional technical assessment, within the project timelines. (Mandatory requirement 6)		
4	The bidder accepts 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. (Mandatory requirement 8)		
5	The bidder accepts, and has priced, the complete Part C scope (GRAP 17 valuation of the PPE population), and commits to delivering the Part C draft by 20 January 2027 and final signed outputs by no later than 31 January 2027. (Mandatory requirement 9)		
6	Self-review disclosure: the bidder, a JV / consortium member, a subcontractor or a proposed team member performed some of the existing work to be reviewed under section 2A.		

Details of item 6 disclosure (if YES): party, work performed, and the team member who will review that work instead

Name		**Capacity**	
Signature		Date	
Name of bidder			