

## **Call for Quotations:**

### **Closing date:**

### **Quotations are requested from suitably qualified and registered valuers:**

#### **Quotations must include :**

A detailed itemised quotation reflecting price per item and a total price inclusive of vat and all taxes, transport etc.

List of project personnel and their CVs reflecting experience and contactable references

Proof of registration as an appraiser/valuator with accredited institutions.

Signed declaration of independence from the valuator.

Proof of tax compliance. Supply tax pin.

Proof of CSD registration. Either copy of the CSD report must be provided or CSD master registration number.

SBD4 Declaration of interest

### **Valuation GRAP 103 2018/2019 requirements**

A selection of items in the collections of uMsunduzi Museum and Ncome Museum need to be valued.

#### **SCOPE OF WORK**

The service provider will be required to:

1. Value artefacts and books using the fair value approach. A unit price for each item needs to be given. There is a minimum of 48 items although there might be additional items. The quote must include a unit price for each additional item that the museum might add.
2. Service provider to advise if an item is PPE or Heritage and reasons for the decision. Such decisions are not final and discussions can be entered into with the service provider by the uMsunduzi Museum.
3. Provide a detailed valuation report which must include a detailed account of the approach taken for valuation as well as a detailed spreadsheet reflecting each item and its value and how the value was derived. Proof must be provided of how values were derived including a link to the website which auditors can click on to verify and print-out of a screenshot of a website showing the same or similar item with the price. In cases where websites were not used, proof of evidence must be supplied of how the value was derived. A list or description of the assumptions behind the valuation of assets must be supplied.
4. Supply original signed valuation certificates for uMsunduzi Museum and Ncome Museum for PPE and Heritage items. This means a minimum of 4 certificates.
5. Please note that the service provider will have to travel to Msunduzi Museum in Pietermaritzburg and Ncome Museum close to Dundee/Nquthu to view the items needing valuation.
6. The supplier is to work with museum staff who might request additional documents, changes etc until all documentation meets the standard required for the auditing process.
7. The service provider is required to provide support during the auditing process i.e. to respond to any queries raised by the auditors if the auditors need to ask questions or need extra documentation and proof of valuation processes etc.

8. Valuation must be completed and all documents submitted by 15 March 2019. 2 Printed copies of all the final documents must be handed in and must be signed. All documents must also be handed in electronically.