



an agency of the
Department of Sport, Arts and Culture

266, Bloemfontein, 9300
36 Aliwal Street / Aliwalstraat 36
South Africa / Suid-Afrika
051 - 4479609 051 - 4476273
www.nasmus.co.za

Incorporating the satellites:	Insluitend die satelliëte:
Oliewenhuis Art Museum	Oliewenhuis-kunsmuseum
Freshford House Museum	Freshford-huismuseum
First Raadsaal	Eerste Raadsaal
Wagon Museum	Waenhuismuseum
Florisbad Research Station	Florisbad-navorsingstasie

REQUEST FOR QUOTE:

RFQ	REQUEST FOR QUOTE FOR THE SUPPLY AND DELIVERY OF BOXES AND ZIP LOCK BAGS OVER A PERIOD OF 60 MONTHS
ISSUE DATE	04 March 2026
CLOSING DATE	13 March 2026
CLOSING TIME	15h00
METHOD OF SUBMISSION	Bids are to be submitted on a sealed envelope to the National Museum at 36 Aliwal Street, Bloemfontein, 9300 on or before the closing date and time. Emailed and faxed bids will not be accepted.
FOR QUERIES	Ms. N. Setlaba intern3@nasmus.co.za

1. Background to the National Museum

The National Museum - a natural history, cultural history and art museum was established in 1877 and is a declared cultural institution, which resorts under the Department of Arts and Culture and is governed by a council. The mission of the National Museum is to provide heritage resources and an enjoyable experience to all people through quality research, conservation, education and exhibitions. More information about the organisation can be found at www.nasmus.co.za

2. Purpose and Background

The National Museum requires a suitable and reputable supplier who will supply and deliver boxes and zip lock bags over a period of 60 months, as specified below to the National Museum Premises, 36 aliwal Street, Bloemfontein CBD, 9300.

3. Specifications of Good(s)

3.1. Boxes

Qty	Product	Item Description (attached a photo where possible)	Transport required
500	Large corrugated boxes with lids	450x320x190 mm, <u>double wall</u> bottom with separate single wall lid	Yes, Delivery address: 36 aliwal Street, Bloemfontein CBD, 9300
1000	Large corrugated boxes with lids	450x320x190 mm, <u>single wall</u> bottom with separate lid	

2000	Medium corrugated boxes with lids	<p>280x210x80 mm, <u>single wall</u> bottom with separate lid (Four medium boxes with lids must fit into a large box)</p> <p>Note:</p> <ul style="list-style-type: none"> • All boxes to be supplied flat for self-assembly. • Lids must only fit over top quarter / top half of box as per attached photos - <u>No full lids</u> please. 	
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3.2. Zip Lock Bags

Qty	Product	Item Description (attached a photo where possible)	Transport required (yes or no)
		<u>Self seal clear plastic bags (Zip lock bags) 40 micron thick.</u>	Yes,
5 000		Size 40x60mm	Delivery
10 000		Size 50x70mm	address: 36
10 000		Size 65x85mm	aliwal
4 000		Size 80x100mm	Street,
4 000		Size 80x120mm	Bloemfontei
4 000		Size 100x150mm	n CBD,
5 000		Size 120x180mm	9300
3 000		Size 150x180mm	

3 000		Size 150x250mm	
5 000		Size 215x315mm	
3 000		Size 180x320mm	
1 000		Size 305x420mm	

4 Compulsory requirements

The bidder must attach the following documents to the quotation as follows.

- 4.1.1** Completed and signed SBD form 4
- 4.1.2** CSD supplier registration document
- 4.1.3** Conformance to specifications. Bidders are compelled to complete the price schedule on part 7 of this bid document.
- 4.1.4** Proof of business operations address, in a form of a municipality's rates and taxes account statement or a lease agreement where the bidder is leasing.
- 4.1.5** The bidder must be an active company registered in the Republic of South Africa, and a copy of CIPC registration documents must be attached.
- 4.1.6** Three reference letters showing that similar service (supply of storage boxes/ or zip lock bags) was provided. Reference letters must be on the client company letterhead, be signed and provide contactable details as well as the service that was rendered. The reference letter must not be older than 60 months.

5 Additional requirements

- 5.1.1** the bidder must be tax compliant The museum reserves the right to check the bidder's tax compliance status on CSD.
- 5.1.2** a valid copy of BBBEE certificate or completed and signed BBBEE declaration must be attached, whereby the bidder is claiming points on specific goals.

Matters for noting.

1. All bidders are welcome to participate in the bid, however preference will be given to local businesses (operating in the Mangaung Local Municipality).

2. Non-compliance to the above compulsory requirements will lead to a disqualification of the service provider, except where non-tax compliant with tax matters which is subject to grace period of at least 7 days that will be provided to a preferred service provider should that service provider be non-compliant following bid evaluation.
3. Failure by this preferred service provider to rectify its tax matters to a compliant status within the seven (7) days grace period provided will lead to an automatic disqualification.
4. Validity period for bids or formal written quotations submitted shall be valid for a minimum period of 90 days. The formal written price quotations received from the service provider/supplier will be regarded as valid for 90 days despite expiry date less than 90 days indicated on a quote.

6. Bid Evaluation.

All bidders will be subject to a two-staged tactical procurement evaluation process as follows.

6.1 the bidder will be pre-screened to be eligible for preferential procurement evaluation below.

6.2 the bidder will then be selected to preferential procurement evaluation of 80/20. 80 points for lowest price and 20 points for specific goals

7. Price

7.1 Bidders must provide a cost inclusive quotation including VAT if applicable. The financial offer must be provided in the table below.

7.2 Prices must be valid for 12 months. Thereafter annual price increases (for Year 2 to 5) must be agreed to by both parties and increase must be market related.

7.3. The service provider will be the Museum's official supplier for storage boxes, and the Museum may request boxes or zip lock bags of other sizes other than those reflected in the table below.

7.4. Pricing table to be completed for Boxes

Quantity	Product	Attached photos	Year 1 only
Supply and delivery of Large and medium corrugated boxes with lids:			
500	450x320x190 mm, <u>double wall</u> bottom with separate single wall lid		R
1000	450x320x190 mm, <u>single wall</u> bottom with separate lid		R
2000	280x210x80 mm, <u>single wall</u> bottom with separate lid (Four medium boxes with lids must fit into a large box)		R

	SUB TOTAL		R
	Transport & Delivery		R
	VAT @ 15%		R
	TOTAL QUOTATION (INCL.)		R
All boxes to be supplied flat for self-assembly. Lids thereof will only fit over top quarter / top half of box. <u>No full lids.</u>			

7.5. Pricing table to be completed for Ziplock Bags

No	Qty	Product	Item Description (attached a photo where possible)	Year 1 Price
Self seal clear plastic bags (Zip lock bags) 40 micron thick.				
1	5 000		Size 40x60mm	R
2	10 000		Size 50x70mm	R
3	10 000		Size 65x85mm	R
4	4 000		Size 80x100mm	R
5	4 000		Size 80x120mm	R
6	4 000		Size 100x150mm	R
7	5 000		Size 120x180mm	R
8	3 000		Size 150x180mm	R
9	3 000		Size 150x250mm	R
10	5 000		Size 215x315mm	R
11	3 000		Size 180x320mm	R
12	1 000		Size 305x420mm	R
Once off delivery costs				R
SUB TOTAL				R
VAT @15%				R
TOTAL				R

8 Preferential procurement

	Preference Points Criteria	Points Allocation
1	Price	80
2	Specific goals	20
	Total Points	100

In accordance with the Preferential Procurement Regulations of 2022, NM has determined the following specific goals for which preference points will be awarded:

Goal 1: Broad-Based Black Economic Empowerment

Section 10 of the B-BBEE Act enjoins every public entity to take into account and apply the B-BBEE Codes of Good Practice in determining and implementing a preferential procurement policy. NM will thus award preference points to suppliers based on their B-BBEE specific preferential goals.

Goal 2: Empowerment of Local Businesses

NM is in the Free State, a rural province on the margins of economic activity. To develop and empower local businesses based in the Free State, NM will award preference point to suppliers based in the Free State.

Goal 3: Youth Empowerment

Youth participation in the economy is crucial for the growth and development of the South African economy, but their participation has been limited by several factors. One of the main challenges for youth has been the high levels of unemployment. The unemployment rate for young people in South Africa is much higher than the national average, which makes it difficult for them to enter the labour market and participate in the economy.

In an effort to empower youth and encourage their participation in the economy, NM will award preference points to businesses which are at least 51% owned by youth.

Goal 4: Women Empowerment

Women participation in the economy is crucial for the growth and development of the South African economy, but their participation has been limited by several factors. For women, the challenge has been unequal access to economic opportunities, including education, training, and employment. Women in South Africa often face discrimination and gender-based violence, which can limit their ability to participate in the economy. Additionally, women tend to be concentrated in low-paying, informal sector jobs, which offer little security and limited opportunities for advancement.

To empower women and encourage their participation in the economy, NM will award preference points to businesses which are at least 51% owned by women.

Goal 5: Empowerment of People with Disabilities

People with disabilities face significant barriers to participating in the South African economy. According to the World Bank, about seven million South Africans have some form of disability, and they are more likely to experience poverty and unemployment compared to those without disabilities.

People with disabilities often face discrimination in the labour market and have limited access to education, training, and employment opportunities. They may also face physical and attitudinal barriers, making it difficult for them to fully participate in the economy.

In an effort to empower people with disabilities and encourage their participation in the economy, NM will award preference points to businesses which are at least 51% owned by people with disabilities.

Points awarded for each goal

Preferential points will be awarded as per below scoring:

CRITERION	80/20	90/10
B-BBEE Status	4	2
Businesses Based in the Free State	4	2
Ownership by Youth	4	2
Ownership by Women	4	2
Ownership by People with Disabilities	4	2
	20	10

B-BBEE Status Points will be awarded as per below:

B-BBEE STATUS	80/20	90/10
Level 1	4	2
Level 2	3	1.5
Level 3	2	1
Level 4 and below	1	0.5
Non-compliant	0	0

Ownership Points for Youth, Women, and People with Disabilities will be awarded as per below:

OWNERSHIP	80/20	90/10
Above 50%	4	2
Above 40%	3	1.5
Above 25%	2	1
Above 10%	1	0.5

Proof of claim

Service providers must submit valid proof of claim for any of the above criteria as stipulated in the bid documents. Failure to submit proof of claim will not disqualify a bid but will result in points not being awarded for any criterion for which proof of claim has not been submitted or is invalid.