



an agency of the
Department of Sport, Arts and Culture

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www.nasmus.co.za

Incorporating the satellites:	Insluitend die satelliete:
Oliewenhuis Art Museum	Oliewenhuis-kunsmuseum
Freshford House Museum	Freshford-huismuseum
First Roodsaal	Eerste Roodsaal
Wagon Museum	Wagenuismuseum
Florisbad Research Station	Florisbad-navorsingstasie

REQUEST FOR QUOTE FOR PROFESSIONAL SERVICES – STANDARD FORMAT

RFQ	REQUEST FOR QUOTATION FOR THE CONDITIONAL ASSESSMENT TO THE FACILITIES ELECTRICAL INFRASTRUCTURE AT THE NATIONAL MUSEUM
ISSUE DATE	03 JULY 2023
CLOSING DATE	11 JULY 2023
CLOSING TIME	12H00

REQUEST FOR QUOTATION FOR THE CONDITIONAL ASSESSMENT TO THE FACILITIES ELECTRICAL INFRASTRUCTURE AT THE NATIONAL MUSEUM

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

Only service providers who are professionally registered and submitted proof of registration with relevant professional bodies are eligible to submit quotations.

The Physical Address for delivery of quotations documents is:
36 Aliwal Street, Bloemfontein 9300 PO Box 266, Bloemfontein, 9300 kerileng@nasmus.co.za

Technical Enquiries: ZE Mantsengu
Email : facilitiesmanager@nasmus.co.za
Tell : 051 447 9609

The Occupational Health and Safety Act 1993 (Act No 85 of 1993), the South African electrician's work must comply with SANS 10142-1 (Edition 2), which is the most recent legislation applicable to the electrical trade shall apply

This, along with the OHS Act's regulations such as the Electrical Installation Regulations, Electrical Machinery Regulations, and General Safety Regulations

Scope of Work (Terms of Reference)

The National Museum is in the process of appointing a qualified Electrical Engineer to conduct a thorough conditional assessment on the National Museum Electrical power network. The National Museum electrical network has been deteriorating due to untraceable connections and old infrastructure, the aim of this project is to improve the power quality to the building premises to ensure smooth operation of all electrical equipment.

SERVICES REQUIREMENT SPECIFICATION

The Electrical Engineer should carry out the services as outlined on the 'Guideline for Services and Processes for Estimating Fees for Persons Registered in terms of the Engineering Profession Act, 2000, (Act No.46 of 2000)'.

3. SCOPE OF WORK FOR THE ELECTRICAL ENGINEER

3.1 The Electrical Engineer must carry out an audit on the Electrical Infrastructure and provide a report on the findings, together with any recommendations that may improve and safeguard the electrical network through regulation/alternation of power feeds from council, and the generator, with the ultimate view to ensure a consistent and uninterrupted supply to the rest of the building premises.

3.2. The Electrical Engineer or Firm must advise on a suitable energy efficient consumption methods that will reduce overloading of power & decrease in power consumption

4. UPDATING AND GENERATION OF NETWORK DRAWINGS

2.1. Compile new network configuration especially with the addition of the solar and generator to the municipal supply. Where there are no drawings to assist with this exercise, the Electrical Engineer will be required to generate drawings according to the network configuration.

5. FINAL REPORT AND RECOMMENDATIONS

4.1. The service provider must compile a full final audit report detailing the findings of the study, their impact on the network, the recommendations to ensure a safe network and provide a high-level costing of the exercise together with a proposed schedule.

6. MAINTENANCE AND SUSTAINABILITY

6.1. Bidder to advise on the following:

6.1.1. Integration of Solar to the existing council electricity & the Generator

7. MINIMUM SKILLS & QUALIFICATIONS REQUIRED.

7.1. The Electrical Engineer must have at least a bachelor's degree/ND in Electrical Engineering from an accredited institution.

7.2. Registration with a professional engineering association as a Professional Engineer (Pr.Eng). Proof of registration as a professional engineer/ technologist with the Engineering Council of South Africa (ECSA).

7.3. The bidder must submit a CV of the Electrical Engineer that must indicate the following:

7.3.1. A list of projects, values, and roles played and indicating a minimum of 2 years' experience in performing and conducting power systems analysis.

7.3.2. The skill set must include relevant technical knowledge and up-to-date sector knowledge, project management, the ability to multitask, commercial awareness, flexibility in order to adapt to evolving technologies, planning and organizational skills, such as time and resource allocation and the ability to work in a multidisciplinary team.

7.3.3. The bidder must have an intimate knowledge of local standards and international codes OHS Act, SANS, IEC codes and standards and industry practices.

7.3.4. The bidder must have knowledge of engineering design management best practices with the ability to implement this knowledge.

7.3.5. Knowledge of applicable codes related to electrical engineering.

7.3.7. The Electrical engineer or firm must submit a **valid public liability insurance** of the value of R1 000 000.

PRICING SCHEDULE

PHASE 1

DESCRIPTION	UNIT	RATE/HOUR	HOURS	UNIT PRICE INCLUDING VAT	TOTAL PRICE INCLUSIVE OF VAT
Conduct a thorough testing & inspection of all Electrical connections at the National Museum	Item				
Generate a complete bill of quantities for the upgrades	Item				
Generate of proposed drawings	Item				
Generate Final Audit Report	Item				

PHASE 2					
Project Management (Monitoring, Inspection & Certification of contractors work)	Item				
Generate as built drawings	Item				
TOTAL CONTRACT VALUE OF ABOVE (CEILING PRICE) INCLUSIVE OF 15% VAT				R	

PHASE 2

The successful bidder will oversee the repairs & upgrading by a contractor through open RFQ

The National Museum intends to appoint of a Service provider for the Electrical Maintenance at Museum, which are based in the Free State Province.

The National Museum by inviting Requests to Quote (RFQ) intends to enter into a suitable once off Electrical Engineering consultant for the required work, using stringent compliance criteria to ensure that contract entered into with a professional service provider who has the capability and capacity to provide the services.

Professional service provider will be expected to meet all the conditions of the various forms of contract that are utilized by the Employer (The National Museum).

Location of the works

The Works are located at The National Museum, 36 Aliwal Street, CBD, Bloemfontein, 9301

8 Compulsory requirements

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

- 8.1.1 at least_____3_ years' experience in provision of similar services supported by at least_____3____(reference letters) contactable reference letters. A bidder will score more points on technical assessment with more than the required number of years of experience as indicated above. Contactable written reference letter(s) must be attached to support the number of years' claimed by the bidder.
- 8.1.2 Completed, signed and witnessed SBD 4 form must be attached.

- 8.1.3 The Electrical Engineer must have at least a bachelor's degree/ND in Electrical Engineering from an accredited institution.
- 8.1.4 a copy of a detailed CV(s) and qualification(s) of the technician or expert to be used on this project must also accompany the quote. **The bidder must submit a CV of the Electrical Engineer that must indicate the following:**
- 8.1.4.1. A list of projects, values, and roles played and indicating a minimum of 2 years' experience in performing and conducting power systems analysis.
- 8.1.4.2. The skill set must include relevant technical knowledge and up-to-date sector knowledge, project management, the ability to multitask, commercial awareness, flexibility in order to adapt to evolving technologies, planning and organizational skills, such as time and resource allocation and the ability to work in a multidisciplinary team.
- 8.1.3.3. The bidder must have an intimate knowledge of local standards and international codes OHS Act, SANS, IEC codes and standards and industry practices.
- 8.1.4.4. The bidder must have knowledge of engineering design management best practices with the ability to implement this knowledge.
- 8.1.4.5. Knowledge of applicable codes related to electrical engineering.
- 8.1.4.7. The Electrical engineer or firm must submit a **valid public liability insurance** of the value of R1 000 000.
- 8.1.5 the bidder must be tax compliant, and a tax pin issued by SARS must be attached.
- 8.1.6 a valid copy of BBBEE certificate or completed and signed BBBEE declaration must be attached.
- 8.1.7 The must be registered on CSD and CSD supplier report must be attached.
- 8.1.8 The bidder must be an active company registered in the Republic of South Africa and a copy of CIPC registration documents must be attached.
- 8.1.9 Registration with a professional engineering association as a Professional Engineer (Pr.Eng). Proof of registration as a professional engineer/ technologist with the Engineering Council of South Africa (ECSA).

Matters for noting

- 1. Non-compliance to the above compulsory requirements will lead to a disqualification of the bidder, except for non-tax compliant with tax matter which is subject to grace period of at least 7 days that will be provided to a preferred service provider should that service provider is not compliant following bid evaluation.**
- 2. Failure by this preferred service provider to rectify its tax matters to a compliant status within the grace period provided will lead to an automatic disqualification.**
- 3. Validity period for bids or formal written quotations submitted shall be valid for a minimum period of thirty (30) days. The formal written price quotations received from the service provider/supplier will be regarded as valid for 30 days despite expiry date less than 30 days indicated on a quote.**

5 Price and Preference Points Evaluation

	Preference Points Criteria	Points Allocation
1	Price	80
2	Broad – Based Black Economic Empowerment (BBBEE)	20
	Total Points	100

5 Bid Evaluation.

All bidders will be subject to a three stage evaluation process, i.e.

- 5.1 Pre-screening, i.e. determination of compliance to compulsory requirements. The will be required to pass pre-screening to be eligible for further evaluation.
- 5.2 Technical assessment, measurement of capability. The bidder will be required to obtain a minimum of 60 points in order to be eligible for preferential procurement evaluation.
- 5.3 Preferential procurement calculation 80/20, whereby 80 is for price and 20 points for BBBEE points.

6 Technical Assessment

FUNCTIONALITY CRITERIA	POINTS ALLOCATION
Experience of firm – Similar scale projects Score points; 1 = 1 year 2 = 2 years 3 =3 years 4 =4 years 5 =5 years plus	40
Experience and Qualifications of one (1) – or similar scale projects Score points; 1 = 1 year 2 = 2 years 3 =3 years 4 =4 years 5 =5 years plus Diploma = 5 No Diploma = 1	40
Reference letters Score points; 1 = 1 reference letter 2 = 2 reference letters 3 = 3 reference letters 4 = 4 reference letters 5 – 5 plus reference letters	20
Total points	100 points

Preference Point System

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 status level of contributor.

Goal 2: Empowerment of Local Businesses

NM is located in the Free State, a rural province on the margins of economic activity. In an effort 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.

In an effort 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	30/20	90/10
Above 50%	4	2
Above 40%	3	1.5
Above 25%	2	1
Above 10%	1	0.5

Proof of claim

Bidders 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.

NB: The Museum reserves the right to determine whether a technical evaluation of bids should be applied depending on the lowest price of this procurement required but all compulsory requirements of submission of information required must be adhered to by the bidder.



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NASMUS SBD4

BIDDER'S DISCLOSURE

1. Purpose of the form

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in the table below.

1 the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

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Full Name	Identity Number	Name of institution	State

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the **National Museum, Bloemfontein**? **YES/NO**

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

3 Declaration of shareholding

3.1 Are any of the bidder's directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise, designated as youth, women, and/or people with disabilities? **YES/NO**

3.1.1 If so, furnish particulars of the names, individual identity numbers, sex, shareholding and, if applicable, disability of sole proprietor/ directors /

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trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in the table below.

Full Name	Identity Number	Sex	Disability	Shareholding %

4 DECLARATION

I, the undersigned, (name)
in submitting the accompanying bid, do hereby make the following
statements that I certify to be true and complete in every respect:

- 4.1 I have read and I understand the contents of this disclosure;
- 4.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 4.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 4.4 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.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

- 4.5 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.
- 4.6 There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the **National Museum, Bloemfontein** 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.
- 4.7 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 No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2, 3 and 4 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

Signature

Date

Position

Name of Bidder