

REQUEST FOR QUOTE FOR PROFESSIONAL SERVICES – STANDARD FORMAT

RFQ	SUPPLY AND DELIVER COMPUTER HARDWARE AND ELECTRONIC EQUIPMENT FOR NATIONAL MUSEUM FOR 36 MONTHS
ISSUE DATE	17 October 2025
CLOSING DATE	31 October 2025
CLOSING TIME	15h00
SUBMISSION METHOD	Bids to be emailed to scm@nasmus.co.za

BRIEFING SESSION	n/a
DATE	n/a
LOCATION ADDRESS	n/a
CONTACT PERSON	Mr G. Dlamini

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 Museum has an annual demand plan to replace computer hardware and electronic equipment. We are looking for a knowledgeable and experienced provider to supply and deliver computer hardware and electronic equipment for the National Museum for a period of 36 months.

3. Scope/Specifications with deliverables of Service(s) required.

3.1 Contract Period

The contract period will be for 36 months. A service level agreement will be signed with the appointed service provider. The contract will be renewed annually based on the ability of the supplier to be able to meet our requirements and prices to remain competitive taking into account exchange rates.

3.2 Place Of Work

All services are to be performed at the National Museum's offices in Mangaung.

3.3 Key Performance Requirements

The provider must provide a written proposal and how they will meet the Museum's needs for the provision of computer hardware and electronic equipment for a period of 36 months.

Technical proposal area	Detail
Capacity of service provider and Location	• The service provider must be an established company in the business of providing this type of service for a minimum of 5 years. • If the service provider has established shop/offices. Suppliers based in Mungaung will receive higher scores. • Service provider should provide proof of location in the form of a recent municipal rates and taxes bill or a lease agreement in the event of a rental. • Service provider should provide copies of at least 3 appointment or reference letters to show they have provided similar services preferably to government entities.
Capacity of the team	• The service provider must have at least one qualified IT technician in their employment who can provide product related information and advice to the Museum on available products in the market. • Provide a concise CV of such member (max 2 pages) who is knowledgeable on computer hardware and electronic equipment and has at least 3 years experience.
Ability to source genuine computer hardware products and provide support for warranty/ guarantee in the event of defects	• The service provider must have established relationship with major brands/ providers in the market to be able to source for all the Museum's needs for new equipment and replacement parts. • This will allow the provider to always source genuine products and parts. • This will also allow the provider to action any warrantee / guarantee when there are problems. • Service provider can give more information on the existing relationships they have in place with major brands in their technical proposal
Service delivery proposal	• The service provider must be able to provide the Museum with quotes for our needs during the 36-month contract period.

	• Written Quotes must be provided within 7 days of written request. • Typical items to be supplied would be desktops, laptops, iPads, spare parts, electronic equipment, cameras, audio visual, printers etc. • Items must be provided within 30 days of provision of the purchase order. • Items must be delivery to the National Museum premises • Preferably the Museum can walk in for smaller petty cash related purchases.
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4 Compulsory requirements

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

- 4.1.1** The bidder must submit a technical proposal showing how the bidder will meet the requirements of the Museum as detailed in paragraph 3 above.
- 4.1.2** 3 Written appointment or reference letters showing prior experience in supply and delivery of computer hardware or electronic be attached.
- 4.1.3** A concise CV of one (1) IT technician in bidders employment to show knowledge and experience with computer hardware and electronic equipment.
- 4.1.4** Completed and signed SBD forms 4.
- 4.1.5** Proof of location of offices in the form of recent rates and taxes account or lease agreement if renting.
- 4.1.6** the bidder must be registered on CSD and CSD supplier report must be attached.
- 4.1.7** the bidder must be an active company registered in the Republic of South Africa and a copy of CIPC registration documents must be attached.

5 Additional requirements

- 5.1.1** The bidder must be tax compliant, and a tax pin issued by SARS must be attached.
- 5.1.2** a valid copy of BBBEE certificate or completed and signed BBBEE declaration may be attached to score more points on bid evaluation. This document is not compulsory.

Matters for noting.

1. Non-compliance to the above compulsory requirements will lead to a disqualification of the bidder, 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.
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 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.

Price and Preference Points Evaluation

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

6. Bid Evaluation.

All bidders will be subject to a three-stage technical evaluation process as follows:

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

7. Technical Assessment

FUNCTIONALITY CRITERIA	POINTS ALLOCATION
Technical proposal 1 = The proposal does not address the requirements of the Museum and provider has Not demonstrated a capacity to execute the project brief.	40

2 = The proposal addresses some of the requirements of the Museum and provider has demonstrated some capacity to execute the project brief. 3 = The proposal addresses the requirements of the Museum and provider has demonstrated adequate capacity to execute the project brief. 4 = The proposal addresses and exceeds the requirements of the Museum and provider has demonstrated adequate capacity to execute the project brief. 5 – The proposal addresses and exceeds the requirements of the Museum and provider has demonstrated more than adequate capacity to execute the project brief.	
Capacity of staff: One IT technician employed with knowledge and experience about computer hardware and electronic equipment. Score points. 1 = Team has NO IT technician employed 1 + Team has at least 1 IT technician employed with less than one years' experience 2 = Team has at least 1 IT technician employed with two years' experience. 3 = Team has at least 1 IT technician employed with not less than three years' experience. 4 = Team has at least 1 IT technician employed with not less than four years' experience. 5 = Team has at least 1 IT technician employed with five or more years' experience.	20
Location of service provider to be supported by a recent rates and taxes account or lease agreement. Score points. 1 = supplier has no Free State Province offices 2 = supplier has offices in the Free State Province but outside of Mangaung 3 = supplier has Mangaung offices, but the consultant/intermediary may be based outside of Mangaung. 4 = supplier has a Mangaung office and a Mangaung based consultant/intermediary in full time employment. 5 = supplier has a Mangaung office which is well capacitated and a Mangaung based consultant/intermediary in full time employment.	20
Experience of service provider company Score points 1 = has less than 3 years' experience. 2 = has less than 4-5 years' experience. 3 = has 5 years' experience. 4 = has more than 5 years' experience. 5 = has more than 10 years' experience.	20

Appointment or Reference letters Score points 0= no appointment or reference letter or no relevant appointment or reference letters 1 = Below 2 relevant appointment or reference letters 2 = Below 3 relevant appointment or reference letters 3 = Has 3 relevant appointment or reference letters at least at least 1 for PFMA entity 4 = Has 3 relevant appointment or reference letters at least at least 2 for PFMA entity 5 – Has 3 relevant appointment or reference letters at least at least 3 for PFMA entity	10
Total points	100 points

8. Price

- 7.1. Bidder must complete pricing in table below inclusive of VAT.
- 7.2. The item descriptions are for comparative purposes and will enable the Museum to compare bidders pricing on the same product. These represent typical items that the Museum will place orders for during the contract period and the quantities will differ.
- 7.3. Quantities are illustrative only and per unit. The Museum will order quantities in terms of our demand plan.
- 7.4. The bidder will provide for all the Museum's needs as and when they arise.

Make and Delivery	Description	Unit price for 1 including VAT
Desktop	The list of the minimum spec of a desktop required; 1. Intel Core i7 processor / minimum Core i5 2. At least 512GB SSD (Solid State Drive) 3. 16GB DDR4 RAM 4. Windows 11 Professional Ethernet jack	R
Laptop	The list of the minimum spec of a Notebook required; 1. Intel Core i7 processor 2. Approx. FHD 15.6" screen 3. At least 512GB SSD (Solid State Drive) 4. 16GB DDR4 RAM 5. webcam	R

	6. Windows 11 Professional 7. Keyboard with a numpad Ethernet jack	
Executive laptop	No minimum specifications	R
Laptop bag	No minimum specifications	R
Laptop replacement battery	No minimum specifications	R
Manhattan SuperSpeed USB 3.0 Hub and Card Reader/writer	No minimum specifications	R
Delivery costs	No minimum specifications	R
	No minimum specifications	

9. BBEE Assessment

Preferential procurement calculation 80/20, whereby 80 is for price and 20 points for specific goals.

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 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

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.