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South Africa / Suid-Afrika  
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[www.nasmus.co.za](http://www.nasmus.co.za)

Incorporating the satellites:	Insluitend die satelliete:
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 FOR SUPPLY AND DELIVERY OF GOOD(S) – STANDARD FORMAT

RFQ	EXTENSION OF REQUEST FOR A QUOTE FOR ARTBANKSA LASER ENGRAVING (Stainless Steel) (ONCE OFF SERVICE)
ISSUE DATE	01 FEBRUARY 2024
CLOSING DATE	06 FEBRUARY 2024
CLOSING TIME	15H00

### 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](http://www.nasmus.co.za)

### 2. Purpose and Background

The James Brink Field School was initiated during 2023 to accommodate students in practical archaeology and other disciplines at Florisbad Research Station. A memorial wall was envisaged to honour Dr. James Brink at the station. The National Museum would like to request a quotation for laser engraving (Stainless Steel) to produce the artwork for this memorial wall. Specifications.

### 3. Specifications of Good(s)

Quantity	Product	Item Description (attached a photo where possible)	Transport required (yes or no)
1	Laser engraving of a portrait	<p>Portrait:</p> <p>The size of the portrait 810 cm x 700 mm to be mounted on a brick wall.</p> <p>Portrait is currently in digital format, and ready for laser cutting.</p> <p>The portrait will be accompanied with laser cut text, loosely standing from the portrait (please find image below)</p>	<p><b>Yes please:</b> Delivery to National Museum, 36 Aliwal Street, Bloemfontein</p>
1	Plasma cutting	<p><b>Text:</b></p> <p>"In Memory Of Dr. James S. Brink Quaternary Paleontologist and Archaeozoologist (1957 – 2019).</p> <p>To honour his outstanding commitment and distinguished service to the Department of Florisbad Quaternary Research, National Museum Bloemfontein."</p> <p><b>PLEASE NOTE: The letters (200pt) are free standing, and not on one laser cut sheet. A capital letter is 50 mm in height (width varies)</b></p> <p><b>Body text is 38mm in height (width varies)</b></p>	



## **4. REQUIREMENTS**

### **4.1 Compulsory requirements**

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

- I. completed, signed and witnessed SBD forms 4 must be attached.
- II. the bidder must be tax compliant and a copy of a valid tax pin issued by SARS must be attached.
- III. the bidder must be registered on CSD and CSD supplier report must be attached.
- IV. the bidder quotation must be in conformance to the specifications of the Museum.
- V. The bidder must provide a portfolio with evidence of at least 3 years' experience. Extensive experience in laser cutting and engraving.

### **5.2 Minimum Requirements**

- a) the bidder must be an active company registered in the Republic of South Africa, and a copy of CIPC registration documents may be attached.
- b) a valid copy of BBBEE certificate or completed and signed BBBEE declaration may be attached to score points on preferential procurement.

## 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	Specific goals	20
	Total Points	100

## 5 Bid Evaluation.

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

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

## 6. Price

The bidder must provide a cost inclusive quotation including VAT if applicable. The financial offer must be provided in the table below; A quote with all compulsory documents must be forwarded to [kerileng@nasmus.co.za](mailto:kerileng@nasmus.co.za)

<b>Description</b>	<b>Qty</b>	<b>Cost inc. vat</b>	<b>Transport required</b>
Laser engraving of a portrait	1		Yes, National Museum, 36 Aliwal Street, Bloemfontein 9300
Plasma cutting	1		

## **7. BBBEE 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 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
	<b>20</b>	<b>10</b>

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.