



**an agency of the
Department of Arts and Culture**

**REQUEST FOR PROPOSAL: ARMED
RESPONSE AND MONITORING
INCLUDING EQUIPMENT
SERVICING**

RFP NO: NMSEC 003/24

**TERMS OF REFERENCE FOR RENDERING OF SECURITY
SERVICES AT THE NATIONAL MUSEUM (NM), NO: 36
ALIWAL STREET, BLOEMFONTEIN AND ITS SATELLITE
LOCATIONS FOR A PERIOD OF SIXTY (60) MONTHS.**

1. INTRODUCTION

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

To appoint a Service provider for the rendering of security services at the National Museum, no. 36 Aliwal Street, Bloemfontein, Freshford House Museum, Raadsaal, Exporama Building, Loope street, DPW Nursery stores and Oliewenhuis Art Museum for a period of sixty (60) months in Free State Province.

3. DURATION AND CONDITIONS OF THE TENDER

3.1 Duration:

- (a) The duration of the contract will be for a period of sixty months commencing from the date determined by Museum.
- (b) The successful tenderer shall be obliged to sign a Service Level Agreement (SLA) immediately after the tender is awarded.
- (c)

4. CONDITIONS

4.1 Tenderers shall provide the National Museum with the following information:

- (a) Their regional and headquarters,

- (b) Names, addresses and telephone numbers of their banks or other financial institutions that manage their finances and the names of a contact persons at each financial institution;
- (c) The names, identity numbers and street addresses of all partners, shareholders of their companies;
- (d) A list of references; at least three (3) contactable for the similar work done not older than three (3) years.

4.2 Prospective tenderer shall visit the site in order to ascertain the extent of the service to be rendered. A compulsory site meeting will be held on the 27 of May 2024 at the National Museum; No: 36 Aliwal Street, Bloemfontein.

5. Operational Conditions

5.1 SPECIFICATION

ITEM NO	DESCRIPTION	YES	NO	REMARKS
5.1.1	Good/Service required			
	24 hours Services are as follows; 1. Armed response and monitoring that contain the following; • Radio/communication linked to 24-hour control room(i.e. sms,calls notification) • Armed response service for these premises • Perimeter protection – magnetic contacts on specified perimeter doors • Space protection device – passive infrared detectors inside the premises. Sites for services are the following;			

	• National Museum Building • Oliewenhuis Art Museum • Exporama Building • Raadsaal Museum • • Loope street • DPW Nursery stores, and • Freshford Art Museum			
5.1.2	Servicing and maintenance of armed response and monitoring (including fire and burglary equipment) existing equipment as follows; • 3 x regular quarterly services • 1 x major annual service The servicing should include replacement and addition of equipment as and when required.	3 x regular quarterly and 1 x major annual service		

6. MANDATORY BID REQUIREMENTS

Each bidder will be evaluated by a panel on the basis of compliance with requirements and submission of required documents as instructed/requested in the below.

Eligibility criteria – Organisations must provide:

1. CSD registration Summary Report with a compliant tax status on the closing Day.
2. A fully completed and signed Bid document.
3. List of verifiable track record of at three combined years in similar services and submit minimum of one reference letters from those clients.
4. Bidders must provide a valid registration membership certificate for network license, e.g. ICASA radio frequency license.
5. Bidders must provide a valid membership registration with PSiRA (Private Security Industry Regulatory Authority) certificate in the name of the company and/or close corporation as per Industry circular dated 10 March 2015 issued by PSIRA.
6. Completed and signed SBD 1
7. Completed and signed SBD 2
8. Completed and signed SBD 3.3
9. Completed and signed SBD 4

10. Completed and signed SBD 6.1
11. The bidder must be an active company registered in the Republic of South Africa, and a copy of CIPC should be attached.
12. Proof of office address in the form of either a lease agreement or title deed
13. Photo and vehicle registration of at least five (5) vehicles with the logo of the company.
14. Proposal addressing the service requirements

Please note that failure to comply with the above mandatory submission requirements will invalidate the bid. The bid will be disqualified and will not be evaluated.

Bid documents are obtainable from etender or upon request from National Museum .

The physical address submission of bid documents is: National Museum, No. 36 Aliwal street, Bloemfontein, Free State, South Africa

Queries relating to the issuing of these documents or requesting further clarity on the completion of documentation for this bid must be addressed to the SCM Unit via email scm@nasmus.co.za

The briefing session will be held at National Museum at no. 36 Aliwal street, Bloemfontein on 27 May 2024 at 12h00. Bidders must to complete briefing session attendance register to be considered for evaluation. The closing time for receipt of bids is **12h00 on 31 May 2024. Bidders must complete the bid submission register in order to be considered.**

Bids must be hand delivered or deposited in a tender box at National Museum no. 36 Aliwal street, Bloemfontein, 9300 by the 31 May 2024 at 12h00. Late bids will not be considered.

Telegraphic, telephonic, fax, e-mail and late bids will not be accepted

7. COMPULSORY INSPECTION OF THE HEAD QUARTERS

The National Museum reserves the right to conduct site office inspection of all potential bidders to determine existence of and validity of information supplied in the tender documents.

8. PERSONNEL

The service provider must provide the security personnel required for the successful rendering of the service, as follows:

8.1 Security personnel that will respond to alarm alerts and patrol around the premises.

8.2 Management Directors, Owners and Members will exercise direct control over all Security Officers assigned for this service.

9. PERSONNEL COMPETENCIES

The service provider is to render the Security Service employing qualified Security Officers that possess competencies and skills as described below:

9.1 Technical and Behaviour Skills

- 9.1.1 Trained and accredited (according to the Grade as specified in the PSIRA Act)
- 9.1.2 Access Control Systems (Act 53 of 1985, Act on Access Control to Public Premises and Vehicles);
- 9.1.3 Guarding and Patrolling (ISO Standards);
- 9.1.4 Search procedures (as specified in the relevant Act);
- 9.1.5 Gathering of relevant information and establish facts; and
- 9.1.6 First Aid and Fire fighting.

9.2 Security Officers: (Grade C & B)

- 9.2.1 Security Officers must have at least Grade 12/ and/or equivalent qualification;
- 9.2.2 Security Officers must be able to communicate, read, and write in English and/or commonly spoken language of the respective area;
- 9.2.3 Security Officers may not be younger than 18 years of age, unless otherwise specified in any legislation.
- 9.2.4 Security Officers must have knowledge of Occupational Health and Safety Act (OHSA).
- 9.2.5 Security Officers must be adequately trained in security procedures, fire equipment, customer service, use of all security related equipment such as radio communication etc.
- 9.2.6 Security Officers must be registered with the Private Security Industry Regulatory Authority, proof of which must be supplied on request; and
- 9.2.7 Security Officers must have undergone customer relations training.

10. KEY OBLIGATIONS:

10.1 The service provider shall provide the following:

- Reference is to be made to par 5 Operational conditions of this document.

10.2 ROAMING PATROL DUTIES (PREMISES)

- 10.2.1 Roaming patrol duties shall be conducted in the premises for detecting any intrusion and/or general observation of the premises. Roaming patrols Are to be supported by the reaction unit during emergencies.
- 10.2.2 The service provider shall implement pro-active patrolling patterns to ensure proper random coverage of the entire contracted area including the external

perimeters and sidewalks.

10.2.3 Patrols are to be carried out to identify report and respond to irregularities observed. All such incidents are to be properly recorded in pocket books and reported accurately in the Electronic Occurrence Register and Manual occurrence Register.

10.2.4 The service provider shall implement pro-active patrolling patterns to ensure proper random coverage of the entire contracted area including the external perimeters and sidewalks;

10.2.5 Emergencies: the service provider shall assist the Museum's with development, practicing, implementation, and deployment of the emergency planning and event management (e.g. evacuations procedures and other official functions). In the event of an emergency, Manager/Representative must be informed immediately even after hours.

11. UNIFORM

The service provider shall ensure that each member of his/her security personnel on duty will at all times be fully equipped in respect of the following:

11.1 A neat and clearly identifiable uniform of the company, which will include matching raincoats and overcoats, **no other clothing, other than the prescribed uniform, will be allowed.**

11.2 Clear identification card of the company with the member's photo, identity and file number on it, as well as PSIRA card must be worn conspicuously on his/her person at all times.

12. GENERAL REQUIREMENTS

The tenderer must submit a recent clearance certificate obtained from SAPS Criminal Record Centre, (at his/her own expense) to the Museum in respect of all personnel he/she supplies to render the service, within a month (30 days) after commencement of the service.

14. CONTACT WITH MUSEUM'S REPRESENTATIVE

14.1 A meeting, where formal discussions can be held between the Museum's Representative and Contractors Supervisor/Manager or Contractor himself/herself, must be held at least once a month or when the need arise. Minutes of the meeting must be kept by the Museum.

15. PRICING SCHEDULE SERVICES

15.1 It must be noted that the bid price must be inclusive of all costs.

15.2 Bidders are requested to submit their price quotes, which require prices to be quoted on a fixed price basis for the duration of the contract.

15.3 Pricing must be inclusive for 5 years including price escalations, VAT and other cost were relevant.

Services	Year 1	Year 2	Year 3	Year 4	Year 5
24 hour Armed response and monitoring for all sites					
Servicing and maintenance of armed response and monitoring equipment including fire and burglary equipment for all sites on 3 x regular quarterly bases and 1 x major annual service					

TOTAL COST INCL. VAT

R

16. PAYMENTS

PRO-RATA DECREASE OF PAYMENT (General Conditions of Contract (GCC),

16.1 All amounts payable in terms of this Agreement shall be inclusive of VAT. The service provider shall provide the Museum with proof of registration as VAT vendor.

17. TERMINATION OF SERVICE

17.1 The stipulations of the General Conditions of Contracts and procedure apply in particular to cases of failure to comply with any of the conditions of contract, or where an unsatisfactory service is rendered.

17.2 Any amendment or waiving of the stipulations of the contract must occur in writing by mutual consent through the Representative of the Museum.

17.3 Should the contractor alienate his rights and liabilities in terms of this contract, he/she should notify the Museum immediately so that the necessary steps for the ceasing of the contract can be taken.

18. EVALUATION CRITERIA

National Museum (NM) promotes the concept of “best value” in the award of contracts, as opposed to merely looking for the cheapest price, which does not necessarily provide the best value. Best value incorporates the expertise, experience and technical proposal of the organisation and individuals who will be providing the service and the organisational capacity supporting the project team.

NM is committed to achieving the government’s transformation objectives in terms of the Preferential Procurement Regulation of 2022 as amended.

The value of this bid is estimated not to exceed R50 000 000 and therefore the 80/20 system shall be applicable. The procedure for the evaluation of responsive tenders is Price, functionality (quality) and Preference method. The evaluation of the bids will be conducted in the following two stages:

- First, pre-screening to determine compliance with mandatory requirements of the bid.
- Secondly, the assessment of quality will be done in terms of the evaluation criteria (Table 1) and the minimum threshold of 70 points explained below. A bid will be disqualified if it fails to meet the minimum threshold for functionality as per the bid invitation
- Thereafter, only the qualifying bids are evaluated in terms of the 80/20 preference points systems, where the 80 points will be used for price only and the 20 points will be awarded to a bidder for attaining specific goals in accordance with the information below;

18. 1 Preferential procurement evaluation.

	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.

18. 2 Functionality Evaluation

The allocation of points for the evaluation of quality is set out in Table1 below:

Functionality and technical Criteria is specified by Category In order to ensure simplification, the total Functionality score will be rated out of a total of 100.

Scores will be tabulated to 100 points. Respondents must score an overall total functionality score of 80 points and over to be assessed on their financial offer and preference score.

A minimum of 4 suitably qualified and experienced evaluators will evaluate the bids received and the average score will be carried forward as the Total Functionality Score.

Evaluation Criteria Maximum Points	Maximum Points
Service approach/proposal	50
Tenderer's experience (company)	50
Total evaluation points for quality	100

18.2.1 Evaluation criteria 1: Product Proposal and Technical Specifications

The product specification must respond to the specifications and must outline the proposed approach / methodology and work plan complete with time frames. The proposal should articulate what the tenderer is offering to provide for the price tendered in the pricing data.

The following should be provided as a minimum in the paper with headings for each to facilitate reviewing of the submission.

- The supplier should provide a detailed approach and methodology accompanied by QMS (Quality Management System) and project execution plan.
- The proposal must respond to the proposed scope of work and outline the proposed approach/methodology and work plan. The proposal should articulate what the tenderer is offering to provide for the price tendered in the pricing data.
- The supplier must have the necessary resources and understanding of the process to be able to deal with all the challenges of the project of this nature.
- The supplier must have the necessary equipment. Adequate technical systems and understanding of the process to be able to deal with all the challenges of the project of this magnitude.
-

Other alternatives that will contribute in the efficiency and effectiveness of the company in delivering to the scope of work.

18.2.2 The scoring of the product proposal and specifications will be as follows:

	Product Proposal and Specifications
Non Responsive (score 0)	Tenderer has not provided methodology, approach or detailed proposed specifications.
Poor (score 20)	The tenderer has misunderstood certain aspects of the scope of work and does not deal with the critical aspects of the project. The activity schedule omits important task or the timing of the activities.
Satisfactory (score 30)	The approach is generic and not tailored to address the specific project objectives and requirements. The approach does not adequately deal with the critical characteristics of the projects. All key activities are included in the activity schedule, but are not detailed. There are minor inconsistencies between timing, projects deliverables and the proposed approach.
Good (score 40)	The approach is tailored to address the specific project objectives and requirements. All key activities are included in the activity schedule. There are minor inconsistencies between timing, projects deliverables and the proposed approach. There is a fair degree of detail that facilitates understanding of the proposed work plan.
Excellent (score 50)	Besides meeting the "good" rating, the important issues are approached in an innovative and efficient way, indicating that the service provider has outstanding knowledge of the deliverables and meets the specifications 100%. The proposal details ways to improve the project outcomes and the quality of the outputs. The proposal has included value added services that is relevant to the project. The sequencing and timing of activities are very well defined, indicating that the tenderer has optimized the use of resources and the work plan permits flexibility to accommodate contingencies and risks. The tenderer should provide more than one effective option with methodologies.

18.2.3 Evaluation criteria 2: The bidder's Experience

The experience of the bidder in rendering service in relation to the scope of work will be evaluated. The bidder should briefly describe his or her experience in this regard and attach this to the schedule.

a.

Name of the organization, contact person, telephone numbers and email address	Description of similar work (service)	Value of work (i.e the service provided)	Date of commencement and the duration period of the project.

The scoring of the bidder's experience will be as follows:

	Bidder's Experience	Client reference
Non Responsive (score 0)	The bidder has no experience rendering services of similar nature.	No reference provided.
Poor (score 10)	The bidder has 1-4 years of experience rendering services of similar nature.	. Valid reference letters will be used to confirm experience. The reference letters must be signed and be on the logo of current or previous clients. The description of the service provided must be clear and specific with specific start and end date, duration of the service must be specific, references must be signed by the client. Otherwise references that do not contain the above requirements will not be counted as valid.
Good (score 30)	The bidder has rendered services product of similar nature in the past 5 years from the date of this tender.	. Valid reference letters will be used to confirm experience. The reference letters must be signed and be on the logo of current or previous clients. The description of the service provided must be clear and specific with specific start and end date, duration of the service must be specific, references must be signed by the client. Otherwise references that do not contain the above requirements will not be

		counted as valid.
VeryGood (score 40)	The bidder has rendered services of similar nature in the past 10 years from the date of this tender.	. Valid reference letters will be used to confirm experience. The reference letters must be signed and be on the logo of current or previous clients. The description of the service provided must be clear and specific with specific start and end date, duration of the service must be specific, references must be signed by the client. Otherwise references that do not contain the above requirements will not be counted as valid.
Excellent (score 50)	The bidder has rendered service of similar nature in the past 15 years from the date of this tender. Provided with a minimum of 5 contactable references ranging for different years	. Valid reference letters will be used to confirm experience. The reference letters must be signed and be on the logo of current or previous clients. The description of the service provided must be clear and specific with specific start and end date, duration of the service must be specific, references must be signed by the client. Otherwise references that do not contain the above requirements will not be counted as valid.

19. CONTACT PERSONS

GENERAL AND TECHNICAL ENQUIRIES RELATING TO THIS BID MAY BE DIRECTED TO:

The National Museum No: 36 Aliwal Street Bloemfontein attention:

Mr G. Dlamini
Supply Chain Manager
Phone: (051) 447 9609
E-mail address: scm@nasmus.co.za

20. ACCEPTANCE OF TERMS AND CONDITIONS

The above terms and conditions of this bid have been read, understood and accepted. For and on behalf of the Bidder:

.....

Bidder's Name & Surname:

Designation

Signature of Bidder:

Date:

Signature of the Witness

Date

TRADING NAME: _____

CONTACT PERSON: _____

CONTACT NUMBER: _____

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NATIONAL MUSEUM BLOEMFONTEIN)

BID NUMBER:

CLOSING DATE:

CLOSING TIME:

DESCRIPTION.....

The successful bidder will be required to fill in and sign a written Contract Form (SBD 7).

BID DOCUMENTS MAY BE POSTED TO:.....P.O. Box 266, Bloemfontein, 9300

OR

DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

36 Aliwal Street, Bloemfontein
9301

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

The bid box is generally open 7 days a week.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

THE FOLLOWING PARTICULARS MUST BE FURNISHED
(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

NAME OF BIDDER

POSTAL ADDRESS

STREET ADDRESS

TELEPHONE NUMBER CODE.....NUMBER.....

CELLPHONE NUMBER

FACSIMILE NUMBER CODE NUMBER.....

E-MAIL ADDRESS

VAT REGISTRATION NUMBER

HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN SUBMITTED? (SBD 2) YES or NO

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (SBD 6.1) YES or NO

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA).....☐A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS); OR.....☐A REGISTERED AUDITOR☐

[TICK APPLICABLE BOX]

(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE)

ARE YOU THE ACCREDITED REPRESENTATIVE
IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED?
NO

YES or

[IF YES ENCLOSE PROOF]

SIGNATURE OF BIDDER

DATE

CAPACITY UNDER WHICH THIS BID IS SIGNED

TOTAL BID PRICE..... TOTAL NUMBER OF ITEMS OFFERED

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department:

Contact Person:

Tel:

Fax:

E-mail address:.....

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Contact Person: SCM Manager

Tel: 051 447 9609

Fax 051 447 6273

E-mail address:...scm@nasmus.co.za

TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

- 1 In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 2 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
- 3 The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
- 4 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
- 5 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za.
- 6 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER:	BID NO.....
CLOSING TIME:.....	CLOSING DATE:.....

OFFER TO BE VALID FOR90.....DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)	
1.	The accompanying information must be used for the formulation of proposals.		
2.	Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.	R.....	
3.	PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)		
4.	PERSON AND POSITION	HOURLY RATE	DAILY RATE
		R.....	
		R.....	
		R.....	
		R.....	
		R.....	
5.	PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT		
		R.....	 days
		R.....	 days
		R.....	 days
		R.....	 days
5.1	Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.		
	DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY AMOUNT
			R.....
			R.....
			R.....
			R.....
	TOTAL: R.....		

** "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

Bid No.:

Name of Bidder:

- 5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....			R.....
.....			R.....
.....			R.....
.....			R.....
TOTAL: R.....			

6. Period required for commencement with project after acceptance of bid
7. Estimated man-days for completion of project
8. Are the rates quoted firm for the full period of contract? *YES/NO
9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.
-
-
-

*[DELETE IF NOT APPLICABLE]

Any enquiries regarding bidding procedures may be directed to the –

Supply Chain Manager
National Museum Bloemfontein
TEL: 051 447 9609
email scm@nasmus.co.za



an agency of the
Department of Sport, Arts and Culture

266, Bloemfontein, 9300
36 Alival Street / Aliwalstraat 36
South Africa / Suid-Afrika
051 - 4479609 051 - 4476273
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	Wagenuismuseum
Florisbad Research Station	Florisbad-navorsingstasie

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.

NASMUS

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

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R1 000 000 (all applicable taxes included).

1.2 The value of this bid is estimated to exceed/not exceed R1 000 000 (all applicable taxes included) and therefore the.....system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contribution.

1.3.1 The maximum points for this bid are allocated as follows:

	POINTS
1.3.1.1 PRICE	
1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION	
Total points for Price and B-BBEE must not exceed	100

1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.5. The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

2..1 "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;

- 2.2 **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.3 **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.4 **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5 **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7 **“consortium or joint venture”** 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;
- 2.8 **“contract”** Error! Bookmark not defined. means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 **“EME”** means any enterprise with an annual total revenue of R5 million or less .
- 2.10 **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 **“non-firm prices”** means all prices other than “firm” prices;
- 2.13 **“person”** includes a juristic person;
- 2.14 **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.15 **“sub-contract”** means the primary contractor's assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.16 **“total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- 2.17 **“trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.18 **“trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

4. POINTS AWARDED FOR PRICE

4.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

$P_{\min}$ = Comparative price of lowest acceptable bid

5. Points awarded for B-BBEE Status Level of Contribution

- 5.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	8	16
4	5	12

	4	
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- 5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
- 5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

6. BID DECLARATION

- 6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

- 7.1 B-BBEE Status Level of Contribution: =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

8 SUB-CONTRACTING

8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 If yes, indicate:

- (i) what percentage of the contract will be subcontracted?
- (ii) the name of the sub-contractor?
- (iii) the B-BBEE status level of the sub-contractor?
- (iv) whether the sub-contractor is an EME? YES / NO (delete which is not applicable)

9 DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm

9.2 VAT registration number :

9.3 Company registration number :

9.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

9.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

9.7 Total number of years the company/firm has been in business?

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- (i) The information furnished is true and correct;
- (ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- (iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent

basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution

WITNESSES:

1.

.....
SIGNATURE(S) OF BIDDER(S)

2.

DATE:.....

ADDRESS:.....

.....

.....