



an agency of the
Department of Sport, Arts and Culture

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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– STANDARD FORMAT

PRICE QUOTE

RFQ	REQUEST FOR QUOTE FOR PROVISION OF SOUND SERVICES (DJ AND PA) SERVICES FOR ACTIVITIES AND EVENTS AT THE NATIONAL MUSEUM AND SATELITES (MOSTLY OLIEWENHUIS ART MUSEUM) FOR A PERIOD OF 12 MONTHS
ISSUE DATE	06 March 2026
CLOSING DATE	18 March 2026
CLOSING TIME	15h00
DELIVERY OF QUOTES	Tender Box National Museum, 36 Aliwal Street Bloemfontein 9300
QUERIES	Mr.G.Dlamini scm@nasmus.co.za

BRIEFING SESSION	No
DATE	N/A
LOCATION ADDRESS	N/A
CONTACT PERSON	N/A

All quotes must be submitted at the Tender box, inside a sealed envelope at [36 Aliwal Street, Bloemfontein 9300](#) on or before the due date and time.

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 requires a provider for sound services for art exhibition openings and other functions hosted by us. We are looking for a well-established and experienced company based in Margaung to provide us with professional sound services for a period of 12 months.

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

3.1 Contract Period

The contract period will be 12 months. A service level agreement will be signed with the appointed service provider.

3.2 Place of Work

All services are to be performed at the National Museum or satellites (mostly Oliewenhuis Art Museum) in Bloemfontein. Most events needing sound services at Oliewenhuis Art Museum are outdoor / open air events.

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 Sound DJ system, PA system and DJ services for a period of 12 months.

Technical proposal area	Detail
Capacity of service provider	<ul style="list-style-type: none">• The service provider must be an established business/ individual already providing sound services for a variety of events for a minimum of 3 years.• The service provider should have access to a wide variety of music to accommodate client requests and playlists.
Previous experience	<ul style="list-style-type: none">• Service provider should provide copies of at least 3 appointment or reference letters to show they have provided sound services. Reference letters should not be older than 5 years.
Service delivery proposal	<ul style="list-style-type: none">• The service provider must be able to provide the Museum with quotes for our needs during the 12-month contract period.• Written quotes must be provided within 3 working days of written request.

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 The bidder must complete the price schedule as provided for in paragraph 9.
- 4.1.3 3 Written appointment or reference letters showing prior experience in providing sound services. Reference letters should not older than 5 years. The reference letters should be signed. Bidders are encouraged to submit reference letters with service ratings of previous services provided, i.e. from unsatisfactory to excellent. Bidders will not be disqualified for not for submitting reference letters without service ratings.
- 4.1.4 A concise CV of at least one (1) DJ.
- 4.1.5 Completed and signed SBD4 forms must be attached.
- 4.1.6 Proof of location in Mangaung in the form of recent rates and taxes account (or lease agreement if renting) of the premises.
- 4.1.7 the bidder must be registered on CSD and CSD supplier report must be attached.
- 4.1.8 In case of a bidder is an active company registered in the Republic of South Africa and a copy of CIPC registration documents must be attached.
- 4.1.9 In case of a bidder being a sole proprietor, a copy of the ID must be attached.
- 4.1.10 The bidder must be tax compliant.

5 Additional requirements

- 5.1.1 A valid copy of BBBEE certificate or completed and signed BBBEE declaration must be attached.

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.

6 Price and Preference Points Evaluation

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

7 Bid Evaluation.

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

- 7.1 Pre-screening, i.e. determination of compliance to compulsory requirements. The will be required to pass pre-screening to be eligible for further evaluation.
- 7.2 Technical assessment, measurement of capability. The bidder will be required to obtain a minimum of 70 points to be eligible for preferential procurement evaluation.
- 7.3 Preferential procurement calculation 80/20, whereby 80 is for price and 20 points for specific preferential goals.
- 7.4 The Museum reserves the right to inspect the successful service providers premises before contracting to ensure that they are based in Bloemfontein/Mangaung are and have a complete sound and PA equipment.

8 Technical Assessment

FUNCTIONALITY CRITERIA	POINTS ALLOCATION
<p>Experience of service provider company</p> <p>Score points</p> <p>1 = 3 years' experience providing sound services</p> <p>2 = has 4 years' experience providing sound services</p> <p>3 = has 5 years' experience providing sound services</p> <p>4 = has 6 years' experience providing sound services</p> <p>5 = has 7 or more years' experience providing sound services</p>	40
<p>Appointment or Reference letters</p> <p>Score points</p> <p>1 = 3 reference letters with no service ratings.</p> <p>2 = 3 reference letters with service ratings below good, i.e. satisfactory, poor, etc.</p> <p>3 = 3 reference letters with good service ratings</p> <p>4 = 3 reference letters with excellent service ratings</p> <p>5 = More than 3 reference letters with excellent service ratings.</p>	60
Total points	100 points

9. Price

- 9.1. Bidder must complete pricing in table below inclusive of VAT.
- 9.2. The item descriptions are for comparative purposes and will enable the Museum to compare bidders pricing on the same service.
- 9.3. Services are illustrative only and per unit. The Museum will request for the services in terms of our needs per events.
- 9.4. The bidder will provide for all the Museum's needs as and when they arise.

Item	Description	Price (Including VAT)
Sound services for evening functions (e.g. openings) Set-up by 17:30 Pack up 22:00	<ul style="list-style-type: none"> Provide PA system for speeches. Provision of sound and DJ services: to play a variety of upbeat music to a diverse audience. 	R
Sound services on Public Holiday celebration functions on the front lawn of Oliewenhuis Art Museum Set-up by 8:30 Pack up 15:00	<ul style="list-style-type: none"> Provision of sound and DJ services: to play a variety of upbeat music to a diverse audience. Provide PA system for occasional announcements. 	R
Sound services per hour for other events and activities.	<ul style="list-style-type: none"> Provision of sound and DJ services: to play a variety of upbeat music to a diverse audience. Provide PA system. 	R
Sub total		R
VAT @ 15%		R
Total Including VAT		R

BBBEE Assessment

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

