



an agency of the
Department of Sport, Arts and Culture

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South Africa / Suid-Afrika
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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 Raadsaal	Eerste Raadsaal
Wagon Museum	Waenhuismuseum
Florisbad Research Station	Florisbad-navorsingstasie

REQUEST FOR QUOTE– STANDARD FORMAT PRICE QUOTE

RFQ	REQUEST FOR QUOTE FOR THE SUPPLY AND DELIVERY OF A NEW OR DEMO SEDAN MOTOR VEHICLE AT THE NATIONAL MUSEUM BLOEMFONTEIN
ISSUE DATE	06 March 2026
CLOSING DATE	18 March 2026
CLOSING TIME	15h00
SUBMISSION METHOD	Tender Box, National Museum, No. 36 Aliwal street, Bloemfontein

BRIEFING SESSION	n/a
DATE	n/a
LOCATION ADDRESS	National Museum
CONTACT PERSON	Mr G. Dlamini scm@nasmus.co.za

All quotes must be submitted inside a tender box on a sealed envelope at 36 Aliwal Street, Bloemfontein, 9300 on or before the closing 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 seeks to appoint a suitable dealership to supply and deliver, registered, fuelled, in perfect working order and ready for immediate use on public roads, new/unused or a Demo (with kilometres not exceeding 18,000km) sedan motor vehicle. Delivered to the Museum premises at 36 Aliwal Street, Bloemfontein. The supplier/dealership should provide a service maintenance plan, guarantee and warrantee for each fleet unit.

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

3.1 Required specifications:

Once-off supply and delivery of a new/unused or a Demo (with kilometres not exceeding 18,000km) sedan motor vehicle with the following specifications and requirements:

- Supply and deliver a new/used or a Demo (with kilometres not exceeding 18,000km) sedan motor vehicle which is registered and licenced with the local traffic authority, fuelled, in perfect working order and ready for immediate use on public and rural roads.
- The vehicle should be white.
- The supplier/dealership should provide a service maintenance plan, guarantee and warrantee for the vehicle, which is usable at any of the vehicle manufacture's service centres nationwide.
- The supplier/dealership should register and licence the vehicle on behalf of the national museum to the local traffic authority on a BRNC certificate

The below Table outlines the minimum vehicle specifications required:

Description	Sedan
ENGINE	
Engine type	Transverse Inline
Cylinders	3 or 4
Gearbox Type	Automatic
Service Interval	As per manufacture's specification
ECONOMY	
Fuel Type	Diesel or Petrol
Fuel Consumption	Ranging from 4.00l to 6.00l / 100km or lesser where possible.
Fuel Tank Sizes	Ringing between 30l to 55l

SAFETY FEATURES	
Antilock	Yes
Driver Airbag	Yes
Passenger Airbag	Yes
Side Airbags	Yes
Traction Control	Yes
Side Impact Protection	Yes
OTHER FEATURES	
Doors	4 doors
Seats	5 seater
Central Locking	Yes
Air Conditioner	Yes
Power Steering	Yes
Electric Windows	Yes
Security / Alarm	Yes
Radio	Yes
Remote Controlled Side Mirror	Yes
ADDITIONAL REQUIREMENTS	
Vehicle to be supplied must be white in colour	
Brand new / unused vehicle or Demo (not exceeding 18,000kms)	
Warranty, service and maintenance plan is required	
Basic toolkit and workshop repair manuals	
It must be registered and licenced by the supplier on behalf of the Museum to the local authority on a BRNC certificate.	

3.2 Place Of Work

The vehicle are to be delivered to the National Museum premises at 36 Aliwal Street, Bloemfontein.

4 Compulsory requirements

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

- 4.1.1** The bidder must complete the price schedule as provided for in paragraph 8, below, which should be coupled by the bidder's detailed quotation with all the features of the quoted vehicle.
- 4.1.2** Bidders are required to submit a proposal detailing the dealership's years of experience, their service offerings and the capacity of the dealership.
- 4.1.3** Bidders must be registered with the National Association of Automobile Manufacturers of South Africa (NAAMSA) or National Automobile Dealers' Association (NADA), and the proof of registration must be submitted.
- 4.1.4** Bidders should submit fully completed and signed SBD4 form.
- 4.1.5** The bidder must be registered on CSD and CSD supplier report must be attached.

4.1.6 The bidder must be Tax Compliant.

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.

4.1.8 Bidders should be open for price negotiations on signing of contract.

5 Other required documents (Not Compulsory)

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

5.1.2 Bidders should attached proof of business address, where business operations are taking place, in a form of a municipal rates and taxes statement of account or lease agreement in the case of a lease.

These documents in 5.1.1 and 5.1.2 will be used as a means of verification for goal allocation of goal points. Failure to submit will result in bidders forfeiting specific goal points.

Matters for noting.

- Non-compliance to the above compulsory requirements will lead to a disqualification of the bidder.
- Bidders should be tax compliant. Where a bidder is found to be non-tax compliant, the bidder will be notified and given a grace period of at least 7 to rectify their tax matter. The bidder's failure to rectify its tax matters to a compliant status within the grace period provided will lead to an automatic disqualification.
- 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 (Price Quote)

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. They will be required to pass pre-screening to be eligible for further evaluation.
- 7.2. Preferential procurement calculation 80/20, whereby 80 is for price and 20 points for specific preferential goals.

8. Price

- 8.1. Bidder must fully complete pricing in table below, and indicate where not applicable.
- 8.2. Bidders should also submit a detailed breakdown quotation in the letterhead of the bidder.

DESCRIPTION	Total
Supply and delivery of a new/unused sedan motor vehicle (Please provide the make and model of the vehicle):	R
Supply and delivery of a Demo sedan motor vehicle (with mileage not exceeding 18,000) Please specify the vehicle mileage of the vehicle:	R
Other Additional charges (Please specify):	R
1)	R
2)	R
3)	R
4)	R
5)	R
6)	R
7)	R
	R
Subtotal Excluding VAT	R
VAT	R
TOTAL COSTS (incl. VAT)	R

9. 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.

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.