

## REQUEST FOR QUOTE FOR PROFESSIONAL SERVICES

<b>RFQ</b>	<b>EXTENSION FOR REQUEST FOR A QUOTE FOR SOUND SERVICE AT OLIEWENHUIS ART MUSEUM ON TUESDAY, 11 JULY 2023</b>
<b>RFQ EE</b>	
<b>ISSUE DATE</b>	<b>26 JUNE 2023</b>
<b>CLOSING DATE</b>	<b>30 JUNE 2023</b>
<b>CLOSING TIME</b>	<b>12H00</b>

### 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

Oliewenhuis Art Museum a satellite of The National Museum is required to host an opening on Tuesday, 11 July 2023 for the following exhibitions (co-in siding with the Vrystaat Arts Festival from 11 – 15 July 2023):

- Learning through Art: The Museum as classroom. Arts and Culture Curriculum exhibition for Grade 12 (Main Building, ground floor)
- Internal exhibition curated by Collections Manager from Permanent Collection and ArtbankSA (Annex Gallery)
- Internal exhibition curated by ArtbankSA.

### Specifications

DJ and Sound evening of 11 July 2023	DJ to provide background music and PA system for opening speeches – outside in back garden. All equipment (leads, table etc.) must be provided by services provider. Set up should be completed by 17:30 on Tuesday, 11 July 2023, PA system and music until 21:00.	Delivery and set-up: Oliewenhuis Art Museum 16 Harry Smith Street Waverley
--------------------------------------	---	--

## **4 Compulsory requirements**

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

- 4.1.1** at least three (3) years' experience in provision of similar services supported by at least three (3) contactable reference letters. A bidder will score more points on technical assessment with more than the required number of years of experience as indicated above. Contactable written reference letter(s) must be attached to support the number of years' claimed by the bidder.
- 4.1.2** completed, signed and witnessed SBD forms 4 must be attached.
- 4.1.3** a copy of a detailed CV and qualification(s) of the sound technician or expert to be used on this project must also accompany the quote.
- 4.1.4** the bidder must be tax compliant and a tax pin issued by SARS must be attached.
- 4.1.5** the must be registered on CSD and CSD supplier report must be attached.
- 4.1.6** the bidder must be an active company registered in the Republic of South Africa and a copy of CIPC registration documents must be attached.

### **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**

	<b>Preference Points Criteria</b>	<b>Points Allocation</b>
1	Price	80
2	Broad – Based Black Economic Empowerment (BBBEE)	20
	Total Points	100

## **5 Bid Evaluation.**

All bidders will be subject to a three-stage technical 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 Technical assessment, measurement of capability. The bidder will be required to obtain a minimum of 60 points in order to be eligible for preferential procurement evaluation.
- 5.3 Preferential procurement calculation 80/20, whereby 80 is for price and 20 points for BBBEE points.

## **6 Technical Assessment**

<b>FUNCTIONALITY CRITERIA</b>	<b>POINTS ALLOCATION</b>
Experience of firm – for similar scale projects or services required.  <b>Score points;</b>  1 = 1 year 2 = 2 years 3 =3 years 4 =4 years 5 =5 years plus	40
Experience and Qualifications of one (1) Lead Technician – for similar scale Projects or services required.  <b>Score points;</b>  1 = 1 year 2 = 2 years 3 =3 years 4 =4 years	40

5 =5 years plus  Certificate, trade test, Diploma or higher = 5 No qualification = 1	
<b>Reference letters</b> <b>Score points;</b>  1 = 1 reference letter 2 = 2 reference letters 3 = 3 reference letters 4 = 4 reference letters 5 – 5 plus reference letters	20
<b>Total points</b>	<b>100 points</b>

## 7 Price

The bidder must provide a cost inclusive quotation including VAT if applicable. The financial offer must be provided in the table below;

NO	DESCRIPTION	Rate/hour	Hours	AMOUNT
	Provision Of Sound Services At Event  2 - 4x Wharfedale Active Speakers With Stands Microphone With Stand *** Must include/ Speakers, Stands, Cables, Leads & Microphone			
	<b>SUB TOTAL</b>			
	<b>VAT @ 15%</b>			
	<b>TOTAL TO QUOTATION</b>			<b>R</b>

## **8 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 status level of contributor.

#### **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.

**NB: The Museum reserves the right to determine whether a technical evaluation of bids should be applied depending on the lowest price of this procurement required but all compulsory requirements of submission of information required must be adhered to by the bidder.**

