



✉ 266, Bloemfontein, 9300
 36 Aliwal 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	Waenhuismuseum
Florisbad Research Station	Florisbad-navorsingstasie

an agency of the
Department of Sport, Arts and Culture

RFQ	Training Provider: Information Security awareness for staff for a period of 36 months
ISSUE DATE	17 February 2026
CLOSING DATE	27 February 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	N/A
DATE	N/A
TIME	N/A
LOCATION ADDRESS	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

The National Museum invites quotations from suitably qualified service providers for the provision of Information Security Awareness training services over a period of thirty-six (36) months, subject to annual performance review and budget availability.

3. Scope of Service

The National Museum needs our officials to be trained on IT security awareness. The supplier must be able to provide training at the National Museum. The National Museum will provide catering, and this can be excluded from costings.

The Information security awareness can be achieved when National Museum staff are knowledgeable about information security threats and what are their individual responsibilities to prevent threats from materialising. The information security awareness training must include the following scope:

- Increase user knowledge on Information security, personal information and privacy.
- Educate users to improve information security management and encourage good security practises.
- How to protect user personal data as well as the National Museum's data from growing information security threats.
- The main risks users face when using information technology.
- How to identify threats such as social engineering, phishing and malware.
- Where and how to report information security incidents.
- Meet internal policy and regulatory requirements for information security

Below is the Key Performance Areas

KEY PERFORMANCE AREAS	
1	During the contract period, the provider will receive request for quotes for training or refresher training, and they must provide a quote to the Museum. Where training is requiring customisation, the provider will do so.
2	Register the officials for training and schedule dates with Human Resources The Museum will do information security awareness training in small groups of 20 people.
3	Provide learning material for all training.
4	Provision of training by a qualified facilitator. The facilitator must not be changed without the written approval of the Museum.
5	Issue certificates to officials when training is completed.
6	Invoice the Museum when training is completed.

4. Bid Evaluation

All bidders will be subject to a three-stage evaluation process, i.e.

- 4.1. Pre-screening, i.e. determination of compliance to compulsory requirements. Bidders will be required to pass pre-screening to be eligible for further evaluation.
- 4.2. Functionality, to assess the bidder's ability, experience, resources, and methodology to successfully deliver the required training services. Bidders must achieve a minimum score of 70 points out of 100 to proceed to price and preference procurement evaluation.
- 4.3. Preferential procurement calculation 80/20, whereby 80 is for price and 20 points for specific goals.
- 4.4. The Museum may vet the existence of the winning bidder by a physical visit.

5. Required documents

Below documents are mandatory requirements and must be submitted with your quote. Failure to submit any document listed below will result in a disqualification of the service provider

5.1 MANDATORY DOCUMENTS TO BE SUBMITTED	
1.	Bidder's profile which should include the bidder's training material & content for the provision of training in IT Security Awareness.
2.	Proof of location of the bidder in a form of Municipal rates and taxes statement of account or a lease agreement where a bidder is not the owner of the property.
3.	CV of facilitator who is qualified to conduct Information Security Awareness training.
4.	Copy of proof of accreditation as training provider in information security issued by SETA/QCTO or equivalent.
5.	Three (3) reference letters or purchase orders for Information security awareness training conducted.
6.	The training provider must submit the SBD 4 form signed and completed.
7.	Bidder's CSD registration report.
8.	Bidders should submit their training methodology for the provision of training in IT Security Awareness.

5.2 OTHER DOCUMENTS TO BE SUBMITTED (NON-MANDATORY)	
1.	BBBEE certificate or Declaration is not compulsory but may be submitted to score points on preferential point system of 80/20 on price and BBBEE points.

6. Functionality

Bidders must achieve a minimum score of 70 points out of 100 to proceed to price and preference procurement evaluation.

Functionality Criteria		Points	Points Allocation Weight
Training Methodology Quality and suitability of training approach	Comprehensive methodology with blended learning, assessments, case studies, and evaluation tools	30	30
	Good, structured methodology with assessments and learning outcomes	20	
	Basic training methodology with limited structure	10	
Facilitator Qualifications and Experience Relevant certifications and training experience	Facilitator has cybersecurity certifications (e.g. CISSP, CISM, CEH) and 5+ years training experience	25	25
	Relevant IT/security qualification and 3–5 years training experience	15	
	Basic IT qualification and less than 3 years training experience.	8	
Company Experience and Track Record Previous delivery of similar training	5 or more similar projects with public sector or large organisations	25	25
	3–4 similar projects	15	
	1–2 similar projects	8	
Training Material and Content Relevance, quality, and alignment with requirements	Comprehensive, customised content aligned with POPIA, cybersecurity awareness, and regulatory requirements	20	20
	Good generic training content covering most areas	12	
	Limited or outdated material	6	

Bidders must achieve a minimum score of 70 points out of 100 to proceed to price and preference procurement evaluation.

7. Price and Preference Points Evaluation

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

8. Price

8.1. The service provider must be cost for the Information Security Awareness training including VAT if applicable.

8.2. Prices must be valid for 12 months. Thereafter annual price increases (for Year 2 and 3) must be agreed to by both parties and increase must be market related.

8.3. Catering to be done by the National Museum.

8.4. Please quote for costs for 20 trainees (column A). Training is mostly done in groups of 20.

NB: Bids with all compulsory documents must be submitted at 36 Aliwal Street, Bloemfontein on or before the closing time and date. Bids submitted by email and fax will not be accepted.

In the table below, please provide cost relating to provision of 1 day training in Bloemfontein, at the offices of the National Museum, at 36 Aliwal Street, Bloemfontein, 9300

Training course	COLUMN A Price for 20 trainees including VAT
1 day Information Security Awareness Training	R
1 day Travel Costs (Where traveling costs are applicable state the distance to be travelled in kilometres (km) and traveling details, i.e. from xxx to xxx).	R
1 day Accommodation Cost	R
1 day any other Disbursements not specified above. (Please specify).....	R
Sub Totals (excl. VAT)	R
VAT	R
Totals (incl. VAT)	R

9. Preferential procurement

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

Specific goals

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



an agency of the
Department of Sport, Arts and Culture

266, Bloemfontein, 9300
36 Aliwal 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	Waenhuismuseum
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.

Full Name	Identity Number	Name of State institution

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 /

NASMUS

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