



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	Wagenuismuseum
Florisbad Research Station	Florisbad-navorsingslasie

REQUEST FOR QUOTE- STANDARD FORMAT PRICE QUOTE

RFQ	REQUEST FOR QUOTE FOR REPAIR AND REFURBISHMENT OF OLIEWENHUIS ART MUSEUM ROOF
ISSUE DATE	15 July 2025
CLOSING DATE	25 July 2025
CLOSING TIME	15h00
DELIVERY OF QUOTES	Tender Box, National Museum, 36 Aliwal Street, Bloemfontein
QUERIES	Mr. G. Dlamini scm@nasmus.co.za

BRIEFING SESSION	Yes
DATE	22 July 2025
TIME	12h00
LOCATION ADDRESS	Oliewenhuis Art Museum No. 16 Harrismith street Bloemfontein, 9300
CONTACT PERSON	scm@nasmus.co.za

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 construction company for the refurbishment of roof at Oliewenhuis Art Museum. The contractor will provide the service as per the required and the contractor for works MUST be an established construction company in South Africa, verification of professional

credential will be verified with CIDB, ECSA, ECA or ECB. The contract will be for a period as determine in the project plan with the Architecture or Agent appointed to oversee this project.

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

3.1 Contract Period

Once-off

3.2 Place Of Work

All construction work are to be performed at the Oliewenhuis Art Museum.

3.3 Key Performance Requirements

The provider is to perform all construction works as determined by the Architecture or project management company appointed to oversee the works contractor.

Activities to be undertaken by the contractor upon appointment will include but not limited to: Activities to be undertaken by the professional team upon appointment will include but not limited to: Slate Tiles:

- Roof Coverings
- Carpentry & Joinery
- Paintwork

4 Compulsory requirements

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

Order	Mandatory documents to be submitted in the order as indicated below
1	A company profile, the mission and values of your organization, proven track record and details of experience in repairs and refurbishment of the roof of heritage sites or buildings.
2	<p>Proof of being an established construction company specialising in repair and refurbishment of heritage buildings in South Africa. At least 3 written reference letters <u>showing 5 years prior experience in providing repairs and refurbishment of roof for Heritage buildings.</u></p> <p>Minimum three contactable written reference letters with a logo of a customer of similar previous work done must be attached, and the reference letter must contain the following;</p> <p>i) work done in detail</p>

	ii) duration of work done iii) the value of the work done iv) signature of the customer
3	The bidder must complete the price schedule as provided for in the BOQ attached.
4	A copy of valid registration with Construction Industry Development Board (CIDB) – CIDB grading 2GB or Higher.
5	A copy of valid registration or membership of the Engineering Council of South Africa (ECSA)/structural engineering
6	A copy of valid registration or membership of the Electrical Contracting Association (ECA) or Electrical Contracting Board (ECB)
7	The bidder must be an active company registered in the Republic of South Africa and <u>a copy of CIPC registration documents must be attached</u>
8	All the requirements regarding the formation of the Joint Venture, consortium, partnership, sub construction and any other form of a company must be adhered to.
9	Letter of good standing from the Compensation Commissioner (WCA)
10	Proof of Public Liability Insurance up R5m. Proof of valid insurance cover must be provided.
11	Incorporated Joint Ventures to attach the Incorporated Joint Venture agreement (The agreement should stipulate Management responsibilities, Profit sharing, Partner's Liabilities/responsibilities and Management contributions) if applicable
	<i>The completion of the following enclosed documentation:</i>
12	Health & safety plan including working at heights
13	Detailed project plan or method statement
14	CV and copies of qualified and experienced Construction manager or Site Agent to be used on this project registered with SACPCMP
15	The bidder must be registered on CSD and CSD supplier report must be attached.
16	SBD 1 - Invitation to submit a Quotation.
17	SBD 3.3 - Pricing Schedule (Professional Services)
18	SBD 4 - Declaration of Interest
19	SBD 6.1 - Preference Points Claim

20	SBD 8 - Declaration of bidder's past Supply Chain Management Practices
21	SBD 9 - Certificate of Independent Bid Determination

5 Minimum requirements

The following documents are not compulsory and may be attached;

Order	Non-Mandatory documents to be submitted in the order as indicated below
1	Valid B-BBEE Verification Certificate from a Verification Agency accredited by the South African National Accreditation Systems (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) confirming micro enterprise with annual turnover less than R5 million per annum or a valid BBEE declaration.
2	SBD 2 – Valid original Tax Clearance Certificate or SARS Tax pin

5.1.1 Matters for noting.

- 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.
- 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.
- 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. Bid Evaluation (Price Quote)

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

- 6.1. Pre-screening, i.e. determination of compliance to compulsory requirements. They will be required to pass pre-screening to be eligible for further evaluation.
- 6.2. Technical assessment, a minimum criteria of 70 points is required for a bidder to be eligible for preferential procurement evaluation.
- 6.3. Preferential procurement calculation 80/20, whereby 80 is for price and 20 points for specific preferential goals.

7. Price

7.1. Bidder must complete pricing in table below inclusive of VAT.

Bid price to be provided as per BOQ attached

8. Functionality

Functionality Criteria		Points	Points Allocation
<ul style="list-style-type: none"> The bidder's number of years of experience in construction pertaining to the refurbishment of roof slate roof tiles to heritage buildings. (Reference letters supporting the provision of construction in refurbishment of slate roof tiles and the applicable year's the service was provided) 	9 or more reference letters with excellent, good or satisfactory service ratings	5	30
	7 - 8 reference letters with excellent, good or satisfactory service ratings	4	
	5 - 6 reference letters with excellent, good or satisfactory service ratings	3	
	3 - 4 reference letters with excellent, good or satisfactory service ratings	2	
	1 - 2 reference letters with excellent, good or satisfactory service ratings	1	
<p>Project management in refurbishment of roof slate tiles to heritage buildings.</p> <ul style="list-style-type: none"> Bidder must allocate a site Agent for this project The proposal should contain a work plan, showing tasks, timelines Did the bidder give, submit clear proposed project timelines for this project? Does the project plan cater for risk management associated with this project and mitigation strategy? 	<p>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 bidder should provide more than one effective option with methodologies.</p>	5	20

<ul style="list-style-type: none"> Project management and turn around management (Ability to - Deliver on Time) 	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.	4	
	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.	3	
	The bidder 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.	2	
	Bidder has not provided methodology, approach or detailed proposed specifications.	1	
<ul style="list-style-type: none"> The Construction Manager/Site Agent number of years of experience in construction pertaining to refurbishment of roof slate tiles to heritage buildings (CV should be attached. The CV should state the institutions where the service was provided, and the respective years) 	5 years' experience or more	5	30
	4 years' experience	4	
	3 years' experience	3	
	2 years' experience	2	
	1 years' experience	1	
<ul style="list-style-type: none"> The highest qualifications of the Construction Manager/Site Agent to be assigned to the project, (Proof of qualifications should be attached) 	Masters degree in construction management/civil engineering	5	20
	Honours degree in construction management/civil engineering	4	
	Bachelor degree in construction management/civil engineering	3	
	Diploma in construction management/civil engineering	2	
	National diploma in construction management/civil engineering	1	

TOTAL POINTS			100

9. Preference Point System

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

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

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.



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:
Olievenhuis Art Museum	Olievenhuis-kunsmuseum
Freshford House Museum	Freshford-huismuseum
First Raadsaal	Eerste Raadsaal
Wagon Museum	Waghuismuseum
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 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 /

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