



an agency of the  
Department of Sport, Arts and Culture

266, Bloemfontein, 9300  
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South Africa / Suid-Afrika  
051 - 4479609 051 - 4476273  
www.nasmus.co.za

Incorporating the satellites:  
Oliewenhuis Art Museum  
Freshford House Museum  
First Raadsaal  
Wagon Museum  
Florisbad Research Station

Insluitend die satelliete:  
Oliewenhuis-kunsmuseum  
Freshford-huismuseum  
Eerste Raadsaal  
Waenhuismuseum  
Florisbad-navorsingstasie

RFQ	Training Provider for 60 months to provide on demand OHS training
RFQ DD	
ISSUE DATE	23 July 2024
CLOSING DATE	02 August 2024
CLOSING TIME	16h00

**NB: Quote with all compulsory documents must be forwarded to [scm@nasmus.co.za](mailto: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 IZIKO Museum which resort under the Department of Arts and Culture and is governed by the council of IZIKO. 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

The Museum would like to source quotes from Mangaung based accredited training providers to facilitate on demand training for Occupational Health and Safety for a period of 60 months. The supplier will be appointed for 60 months.

### 3. Scope of Service

The National Museum from time to time needs its officials to be trained in Occupational Health and Safety courses including refresher courses.

The supplier must be based in Mangaung and be able to train at their offices or at the National Museum offices dependent on the type of training needed and the numbers involved.

The National Museum will provide catering, and this can be excluded from costings.

KEY PERFORMANCE AREAS	
1	Provider to receive request for training or refresher training and provide a quote for approval. Where training is requiring customisation, the provider will do so.
2	Register the officials for training and schedule dates

3	Provide learning material for all courses
4	Provision of training by a qualified facilitator
4	Issue certificates to officials when training is completed
5	Invoice the Museum when training is completed

#### 4 Mandatory 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**

<b>MANDATORY DOCUMENTS TO BE SUBMITTED</b>	
1.	Company profile
2.	Physical offices in Mangaung area
3.	CV of facilitator for OHS training
4.	Copy of accreditation with QCTO or delegated accreditation by SETA as an OHS training provider must be attached in the bid
4.	Three (3) reference letters or purchase orders for OHS training conducted
5.	The training provider must submit the SBD 4 Form signed and completed.
6.	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.
7.	CSD registration and tax clearance

#### 5 Additional requirements

<b>MANDATORY DOCUMENTS TO BE SUBMITTED</b>	
1.	The bidder must be a registered company in the RSA, and proof of registration with CIPC registration must be attached in the bid.
2.	BBBEE certificate or Declaration is not compulsory but may be submitted to score points on preferential point system of 80/20 on price and specific goals.

## 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 two-stage evaluation process, i.e.

- 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 Preferential procurement calculation 80/20, whereby 80 is for price and 20 points for specific goals.
- 7.3 The Museum may vet the existence of the winning bidder by a physical visit.

## 8 Price

7.1. The service provider must provide cost per month for OHS training including VAT if applicable. Service provider must indicate the following.

7.2. Below training is not exhaustive and the Museum may request a quote for other OHS related training. Prices must be valid for 12 months. Thereafter annual price increases must be agreed to by both parties and increase must be market related.

7.3. Catering to be done by the National Museum.

7.4. Please quote for costs for 1 trainee (column A) and costs for group training of 5 (column B). Training is mostly done in groups; however, we may need to occasionally send 1 person.

**NB: Quote with all compulsory documents must be forwarded to [scm@nasmus.co.za](mailto:scm@nasmus.co.za).**

Training course	COLUMN A Price for 1 trainee including VAT	COLUMN B Price for group of 5 trainees including VAT
1 day Health and Safety Representative Training	R	R
1 day OHS Act Training (including 16.2 training)	R	R
2 days First Aid Level 1 and 2 Training	R	R
1 day Incident Investigation Training	R	R
1 day Safety Management Training (Managers and Supervisors training)	R	R
1-day Basic training for fire team members	R	R

1 day Handling and Storage of Dangerous Goods (HCS)	R	R
1 day OHS Risk Assessments for the workplace	R	R
Sub Totals (incl VAT)	R	R
<b>Totals for both columns (incl VAT)</b>	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
	<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.



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## 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 interest<sup>1</sup> 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.

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<sup>1</sup> 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.

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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 /



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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 consortium<sup>2</sup> 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.

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<sup>2</sup> 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.

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Signature

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Date

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Position

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Name of Bidder