



an agency of the  
Department of Sport, Arts and Culture

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[www.nasmus.co.za](http://www.nasmus.co.za)

Incorporating the satellites:	Insluitend die sateliete:
Olievenhuis Art Museum	Olievenhuis-kunsmuseum
Freshford House Museum	Freshford-huismuseum
First Roodsaal	Eerste Roodsaal
Wagon Museum	Waenhuismuseum
Florisbad Research Station	Florisbad-navorsingslasie

## REQUEST FOR QUOTE– STANDARD FORMAT PRICE QUOTE

<b>RFQ</b>	REQUEST FOR QUOTE FOR ONCE OFF PROVISION OF ARCHITECTURAL AS-BUILT BUILDING PLANS
<b>ISSUE DATE</b>	05 September 2025
<b>CLOSING DATE</b>	19 September 2025
<b>CLOSING TIME</b>	15h00
<b>SUBMISSION METHOD</b>	Tender box at National Museum, No. 36 Aliwal Street

<b>BRIEFING SESSION</b>	n/a
<b>DATE</b>	n/a
<b>LOCATION ADDRESS</b>	National Museum
<b>CONTACT PERSON</b>	Mr G. Dlamini <a href="mailto:scm@nasmus.co.za">scm@nasmus.co.za</a>

### 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

The Museum invites qualified Architectural service providers to submit quotations for the provision of professional services to produce As-Built Building Plans and scaled DWG (AutoCAD) drawings. The service provider **MUST** be an established firm having services in South Africa, verification of professional credential will be verified with **SACAP**.

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

#### **3.1 Contract Period**

A contract will be signed with the appointed service provider.

The Professional Architectural firm will be appointed for the following works:

- Once off Production of DWG & Scaled drawings for the National Museum, The First Raadsaal & Wagon Museum, Oliewenhuis Art Museum (Main Building, Reservoir and The Terrace) & Florisbad Storage

#### **3.2 Place Of Work**

All services are to be performed at the National Museum and satellite offices in Mangaung and Soutpan.

#### **3.3 Key Performance Requirements**

The expected outputs include but are not limited to:

- Complete set of As-Built Architectural Drawings (floor plans, elevations, sections).
- Structural layouts.
- Municipality visit to review approved building plans.
- Mechanical, electrical, and plumbing (MEP) layouts (if required).
- DWG and PDF file formats (latest AutoCAD compatible version).
- 2 printed sets (A1/A0 size as applicable).
- Certification and approval (if applicable under local regulations).

The appointed service provider will be required to:

- Conduct a detailed site survey of the existing building(s).
- Liase with the Mangaung Metro Municipality on existing drawings.
- Verify and capture all architectural, structural, electrical, and mechanical layouts (as applicable).
- Produce accurate as-built building plans in compliance with the Managaung Metro Municipality local building regulations.
- Provide scaled AutoCAD DWG drawings and corresponding PDF versions.
- Ensure that all drawings are dimensionally accurate, properly labelled, and referenced.
- Provide both hard copy (printed plans) and soft copy (digital files).

#### **4 Compulsory requirements**

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

- 4.1.1** The service provider must complete the price schedule as provided for in paragraph 7.
- 4.1.2** Proof of being an established Architectural in South Africa by attaching at least 3 written appointment or reference letters, minimum of 3 years' experience in providing architectural services.
- 4.1.3** Completed, signed, and witnessed SBD forms 4 must be attached.
- 4.1.4** the bidder must be registered on CSD and CSD supplier report must be attached.
- 4.1.5** CV(s) and copies of qualified and experienced Architect(s) to be used on this project
- 4.1.6** Copies of professional body registration with SACAP or equivalent must be attached of a firm of architects to be used on this project.

#### **5 Additional requirements**

- 5.1.1** a valid copy of BBBEE certificate or completed and signed BBBEE declaration must be attached.
- 5.1.2** the bidder must be an active company registered in the Republic of South Africa and a copy of CIPC registration documents must be attached.
- 5.1.3** The bidder must be tax compliant, and a tax pin issued by SARS must be attached.
- 5.1.4** 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.

## 5 Price and Preference Points Evaluation

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

## 6. Bid Evaluation

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 Evaluation. The bidder must meet a minimum qualifying criteria of 70 points to qualify for preferential procurement evaluation
- 6.3. Preferential procurement calculation 80/20, whereby 80 is for price and 20 points for specific preferential goals.

## 7. Technical assessment

CRITERIA		1	2	3	4	5	WEIGHT	TOTAL
<ul style="list-style-type: none"> <li>The highest qualification of the Principal Architect/ Director. (Proof of certified qualifications should be attached)</li> </ul>	Post-graduate degree						10	
	Undergraduate							
The number of years of experience of the proposed Architect. (CV should be attached)	More than 3 years' experience						25	
	3 years' experience							
	Less than 3 years' experience							
References for the provision of Architectural Services. The reference letters must be in the letterhead of the issuing institution and signed by the designated official of institution	More than 3 reference letters with good or excellent service ratings						25	
	More than 3 reference letters with no service ratings or with service ratings below good, i.e. satisfactory, poor, etc.							
	3 reference letters with good or excellent service ratings							

		3 reference letters with no service ratings or with service ratings below good, i.e. satisfactory, poor, etc.								
		Less than 3 reference letters								
Proposed methodology	Architectural	Tenderer has not provided methodology, approach or detailed proposed specifications.							40	
		The tenderer 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.								
		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.								
		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.								
		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 tenderer should provide more than one effective option with methodologies.							
<b>Total Points</b>							<b>100</b>	

## 8. Price

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

<b>DESCRIPTION</b>	<b>RATE/HOUR</b>
Provision of Architectural services	R
Vat @15	R
<b>TOTAL</b>	<b>R</b>
Disbursements	
Travel to Museum	
Accommodation	
<b>TOTAL COSTS</b>	<b>R</b>

## 9. Preferential Procurement Assessment

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

## 10. 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<sup>1</sup> 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
	<b>20</b>	<b>10</b>

B-BBEE Status Points will be awarded as per below:



Performance Level	8/07/20	9/07/20
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	8/07/20	9/07/20
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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First Roodsaal	Eerste Roodsaal
Wagon Museum	Wagenuisemuseum
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 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 /

## 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 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