



an agency of the
Department of Sport, Arts and Culture

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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-navorsingstasie

REQUEST FOR QUOTE FOR PROFESSIONAL SERVICES – STANDARD FORMAT

RFQ	PHOTO01
ISSUE DATE	21 February 2024
CLOSING DATE	29 February 2024
CLOSING TIME	18H00

REQUEST FOR A QUOTE FOR TO APPOINT A SPECIALIST ART PHOTOGRAPHER COMPANY TO ENTER INTO A 3 YEAR PHOTOGRAPHY CONTRACT FOR MUSEUM ARTWORKS

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 National Museum would like to request quotation for a specialist art photography company that can photograph framed and unframed artworks.

3. Specification

Quantity	Product	Item Description (attached a photo where possible)	Transport required (yes or no)
n/a	A specialist <u>art photographer</u> that can photograph framed and unframed artworks	A specialist <u>art photographer</u> that can photograph framed artworks with the following non negotiable compliant specifications: Specifications: 1. Artworks are to be photographed utilising adequate professional grade studio-	Yes please – to Oliewenhuis Art Museum, 16 Harry Smith Street, Bloemfontein

		<p>based supplemental lighting to ensure accurate colour.</p> <ol style="list-style-type: none"> 2. Images to be produced utilising a digitally calibrated capture device to ensure fidelity and colour accuracy of artwork reproduction. Resultant images should provide an accurate "to life" representation of the artworks. 3. Images should be captured utilising a digital capture device with a minimum resolution of 40 million pixels (40 megapixels). 4. Photographer should provide all relevant equipment: i.e. lights, back drop etc. 5. The collection photography will take place on Museum site 6. Artworks will be framed and the photographer will thus have to provide equipment and know how to take images of artworks with and without glass. As well as 3D artworks such as sculptures and installations. <p>Images are to be provided in triplicate with the following specifications:</p> <ul style="list-style-type: none"> · One set of archival TIFF images to serve as digital assets for long-term archival storage and printing · One set of high-resolution JPEG Images for digital transmission · One set of medium-resolution images for web application. <p>The appointed service provider is required to provide his/her own team although a team member of the Museum will be available at all times to supervise care and handling of the artworks and to provide other necessary assistance and answer any questions that the appointed service provider may have.</p> <p>The appointed service provider will deliver a USB with two folders in it. Folder 1, will have RAW files and the second folder</p>	
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		<p>will have small email able JPG's</p> <p>Special conditions</p> <ul style="list-style-type: none"> • No commercial photography, fashion photography or wedding photography will be accepted. • Museum will retain exclusive rights to photos taken but will prohibit the Photographer not to use the photos taken in any way. • Credit line of photography will be provided to the Photographer for display or publish of photo work 	
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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 visual art photography supported by at least three (3) relevant contactable reference letters from previous and current visual art photography. 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 The attached SBD form 4 must be completed, signed and witnessed.
- 4.1.3 a copy of a detailed CV and qualification(s) of Visual Art Photographer 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 Conformance to specifications

5 Minimum requirements

- 5.1.1 a valid copy of BBBEE certificate or completed and signed BBBEE declaration is not compulsory but should be attached to score points on preferential procurement.
- 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. pricing

5.1.1 The bidder must present their quote in the pricing schedule below

5.1.2 The daily rate must include escalations from year 1 to year 3

5.1.3 Bid documents must be emailed to scm@nasmus.co.za.

5.1.4 Hand delivered bids will not be considered

NO	DESCRIPTION	Rate/hour
1	YEAR1 Daily rate for Photography up to 25 Artworks	R
2	YEAR2 Daily rate for Photography up to 25 Artworks	R
3	YEAR3 Daily rate for Photography up to 25 Artworks	R
	SUB TOTAL	R
	VAT @ 15%	
	TOTAL COST INCL. VAT	R

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 (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.

All bidders will be subject to a two-stage technical evaluation process as follows;

- a. Pre-screening, i.e. determination of compliance to compulsory requirements. The will be required to pass pre-screening to be eligible for further evaluation.
- b. Technical assessment as per functionality. The bid must score a minimum of 70 points to qualify for preferential procurement evaluation
- c. Preferential procurement calculation 80/20, whereby 80 is for price and 20 points for specific goals

7 Functionality.

FUNCTIONALITY CRITERIA	POINTS ALLOCATION
Experience of firm – for similar scale projects or services required. Company profile shows that the firm has a proven track record of 3 or more years;	50

<p>In visual art photography. Relevant reference letters must be attached, clearly indicating visual art photography experience</p> <p>Score points;</p> <ul style="list-style-type: none"> • less than 2 years' experience = 1 • Below 2 to less than 3 years' experience =2 • 3 years' experience = 3 • More than above 3 - 4 years experience = 4 • More than 5 years =5 	
<p>Technical capacity of Photographer</p> <p>A detailed CV(s) of Photographer must be attached clearly indicating the numbers of years in visual art photography. Copies of qualification must be attached to score points on qualifications scoring below</p> <p>Score points; CV</p> <ul style="list-style-type: none"> • less than 2 years' experience = 1 • Below 2 to less than 3 years' experience =2 • 3 years' experience = 3 • More than above 3 - 4 years experience = 4 • More than 5 years =5 <p>Score points; Qualification</p> <ul style="list-style-type: none"> • No qualification = 1 • Certificate =2 • Diploma = 3 • Degree = 4 • Post graduate =5 	<p>40</p>

Location Proof of rates and taxes, lease agreement or title deed must be attached to score points on this criteria Score points; <ul style="list-style-type: none"> • Above 400km away from Free State = 1 • Above 300 – 400km from Free State =2 • 200km to 300km away from Free State = 3 • Any Free State town = 4 • Mangaung =5 	10
Total points	100 points

7. Preferential Point System

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

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 B B E E 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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Incorporating the satellites:	Insluitend die sateliete:
Oliewenhuis Art Museum	Oliewenhuis-kunsmuseum
Freshford House Museum	Freshford-huismuseum
First Raadsaal	Eerste Raadsaal
Wagon Museum	Wagenuismuseum
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 /

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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 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