

REQUEST FOR QUOTE FOR PROFESSIONAL SERVICES – STANDARD FORMAT

RFQ	REQUEST FOR PROPOSAL FOR SERVICE PROVIDER TO PROVIDE VOICE OVER IP TO MUSEUM FOR 60 MONTHS
ISSUE DATE	31 July 2026
CLOSING DATE	11 August 2026
CLOSING TIME	15h00
SUBMISSION METHOD	Via email to scm@nasmus.co.za
QUERIES	Mr. G. Dlamini scm@nasmus.co.za

COMPULSORY BRIEFING SESSION	Yes a compulsory site briefing will take place.
DATE	06 August 2026
TIME	12H00
LOCATION ADDRESS	National Museum, Bloemfontein No. 36 Aliwal street, Bloemfontein, 9300
CONTACT PERSON	Mr. G. Dlamini 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 professional service provider to provide a quote for the provision of monthly Voice over IP to Freshford House Museum, First Raadsaal Museum and Exporama for a period 60 months for 1, 1 and 17 users respectively.

In addition, the service provider must provide a quote on all additional equipment needed that is compatible for the service to be implemented satisfactorily.

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

3.1 Contract Period

5 years (60 months).

3.2 Place Of Work

All services are to be performed at the Freshford House Museum, First Raadsaal Museum and Exporama offices in Mangaung.

3.3 Scope of Work

The provider must provide a price quote per below. The Museum does have telephone equipment currently in place. The service provider must conduct a site visit and inspect what new equipment and accessories would need to be purchased by the Museum that would be compatible with their proposed Voice Over IP services to ensure a turnkey service. It is important that the service provider alerts the Museum to all costs involved for the service to become operational.

Service to be provided
Monthly provision of Voice Over IP services for a period of 24 months Freshford House Museum, First Raadsaal Museum and Exporama for 1, 1 and 17 users respectively.
Once-off Supply and installation of equipment. It is important that the service provider alerts the Museum to all costs involved for the service to become operational. This includes the purchasing of all compatible equipment and accessories.

4 Compulsory requirements

The service provider must attach the following documents to the quotation as follows.

- 4.1.1** Attend the compulsory site briefing.
- 4.1.2** A written proposal indicating what voice over IP services solution to the Freshford House Museum, First Raadsaal Museum and Exporama and details of any additional equipment and assessor purchases the Museum will need to purchase on a once off basis that is compatible with the voice over IP service proposed.
- 4.1.3** Completed and signed SBD forms 4 must be attached.
- 4.1.4** The service provider must be tax compliant, and a tax pin issued by SARS must be attached.
- 4.1.5** the service provider must be registered on CSD and CSD supplier report must be attached.
- 4.1.6** the service provider must be an active company registered in the Republic of South Africa and a copy of CIPC registration documents must be attached.
- 4.1.7** Conformance to specifications

5 Additional requirements (Not compulsory)

- 5.1.1** a valid copy of BBBEE certificate or completed and signed BBBEE declaration may be attached to score points on preferential procurement.

Matters for noting.

1. Non-compliance to the above compulsory requirements will lead to a disqualification of the service provider, 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.
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 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

5 Bid Evaluation.

All service providers will be subject to a two-stage evaluation process as follows:

- 5.1 Pre-screening, i.e. determination of compliance to compulsory requirements. The will be required to pass pre-screening to be eligible for 80/20 preferential procurement evaluation.
- 5.2 Preferential procurement calculation 80/20, whereby 80 is for price and 20 points for specific preferential goals.

6 Technical Assessment

No technical assessment. This is a price quote.

7 Price

- 7.1. Part A: Service provider must complete pricing for monthly and 12 months Voice over IP services in the table below inclusive of VAT.
- 7.2. Part B: Service provider must complete pricing for any additional equipment or accessories the Museum will need to purchase to ensure a turnkey service and all

equipment and accessories are compatible. Service provider can add more lines in part B should the items or accessories exceed 10.

7.3. The appointed service provider will inform the Museum timeously of annual increases of monthly subscription costs during the 5 year (60 month term) of the contract.

7.4. A quote with all compulsory documents must be forwarded to scm@nasmus.co.za

Part A: Provision of Voice over IP services				
No	Service	X 1-month costs	X 12 months costs	Amount Inc. VAT
1	Year 1 Provision of Voice over IP services for Freshford House Museum Office 1 user	R	R	R
2	Year 1 Provision of Voice over IP services for Exporama Offices 17 users	R	R	R
3	Year 1 Provision of Voice over IP services for First Raadsaal Museum Office 1 user	R	R	R
4	Any additional fees for monthly services not reflected above Detail:	R	R	R
SUB TOTAL PART A (including VAT)				R
Part B: Once-off supply & installation of any other services or equipment and any accessories				
	Item detail	Quantity	Amount	Amount including VAT
1			R	R
2			R	R
3			R	R
4			R	R
5			R	R
6			R	R
7			R	R
8			R	R
9			R	R
10			R	R

SUB TOTAL PART B (including VAT)	R
TOTAL COST INCLUDING VAT (PART A AND B)	R

8. 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 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

Service providers 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.