



an agency of the  
Department of Sport, Arts and Culture

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www.nasmus.co.za

Incorporating the satellites:	Insluitend die satelliëte:
Oliewenhuis Art Museum	Oliewenhuis-kunsmuseum
Freshford House Museum	Freshford-huismuseum
First Raadsaal	Eerste Raadsaal
Wagon Museum	Waenhuismuseum
Florisbad Research Station	Florisbad-navorsingstasie

## REQUEST FOR QUOTE: ANNUAL MEDICAL TESTS FOR 60 MONTHS

<b>RFQ</b>	<b>REQUEST FOR QUOTE FOR ANNUAL MEDICAL TESTS FOR 5 YEARS</b>
<b>ISSUE DATE</b>	23 February 2025
<b>CLOSING DATE</b>	06 March 2025
<b>CLOSING TIME</b>	15h00
<b>METHOD OF ISSUE</b>	E tender; Museum website and social media (small advert)
<b>SUBMISSION</b>	Tender box at 36 Aliwal Street, Bloemfontein. No email quotes will be accepted.
<b>FOR QUERIES</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 National Museum is desirous to appoint a service provider (medical practise) for a period of 60 months to conduct the annual medical tests for staff. These staff members are exposed to dust in the daily workings' environment. These exposures need to be monitored with dust sampling and medical tests. On average about 8 people need this medical assessment annually. The service provider may also be requested to conduct other medical assessments should the need arise

### 3. Specifications of Good(s)

Qty	Product	Item Description (attached a photo where possible)	Transport required (yes or no)
3	Medical examinations (Workshop)	Basic Medical examination Vision screening Audiogram screening Glucose screening	No, tests may be done off premises but in Mangaung area.

5	Medical examinations (Karoo Palaeontology)	Lung function tests (Wood dust) Basic Medical examination Vision screening Audiogram screening Glucose screening Lung function tests (Silica dust) X-Rays  Note: OREP's are available on request for the staff to be tested.	
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#### 4 Compulsory requirements

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

- 4.1.1** The bidder must complete the cost table provided for in paragraph 6.
- 4.1.2** The bidder's medical practise must be situated in the Mangaung area either a lease agreement of statement of account of rates and taxes must be attached
- 4.1.3** A CV and copies of an experienced, qualified and registered nurse must be attached in the bid.
- 4.1.4** The nurse must be registered with a relevant professional body such as South African Nursing Council and copy of registration certificate must be attached.
- 4.1.5** A CV of an experienced, qualified and registered professional medical Doctor must be attached in the bidder.
- 4.1.6** The doctor or practice must be registered with Health Professional Council of South Africa (HPCSA) and copy of registration certificate must be attached.
- 4.1.7** completed, signed and witnessed SBD forms 4 must be attached.
- 4.1.8** the bidder must be tax compliant, and a copy of a valid tax pin issued by SARS must be attached.
- 4.1.9** the bidder must be registered on CSD and CSD supplier report must be attached.
- 4.1.10** the bidder quotation must be in conformance to the specifications of the Museum.
- 4.1.11** 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 Additional requirements**

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

### **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 seven (7) days 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.

## **6. Bid Evaluation.**

All bidders will be subject to a two-staged tactical procurement evaluation process as follows.

- 5.1 the bidder will be pre-screened to be eligible for preferential procurement evaluation below.
- 5.2 the bidder will then be selected to preferential procurement evaluation of 80/20. 80 points for lowest price and 20 points for specific goals

## **7. Price**

The bidder must provide a cost inclusive quotation including VAT if applicable. The financial offer must be provided in the table below.

Once appointed, the Museum reserves the right to send other staff for medical assessments not reflected on the table below. Should such a need arise, the appointed service provider may be requested to provide a quote for that assessment as well.

**Year 1 to 5 Fixed Price**

<b>No of staff</b>	<b>Price per patient</b>	<b>QTY</b>	<b>Amount</b>
Staff Medical examinations (Workshop)  Basic Medical examination Vision screening Audiogram screening Glucose screening Lung function tests (Wood dust)	<b>R</b>	<b>3</b>	
staff members Medical examinations (Karoo Palaeontology)  Basic Medical examination Vision screening Audiogram screening Glucose screening Lung function tests (Silica dust) X-Rays  Note: OREP's are available on request for the staff to be tested.	<b>R</b>	<b>5</b>	
<b>Year 1 Sub Total for 8 staff members including VAT</b>		<b>R</b>	
<b>Year 2 Sub Total 8 staff members including VAT and price escalations</b>		<b>R</b>	

<b>Year 3 Sub Total 8 staff members including including VAT and price escalations</b>	<b>R</b>	
<b>Year 4 Sub Total 8 staff members including VAT and price escalations</b>	<b>R</b>	
<b>Year 5 Sub Total 8 staff members including VAT and price escalations</b>	<b>R</b>	
<b>Total for 5 Years (Add Y1 to Y 5)</b>	<b>R</b>	

## 8 Preferential procurement

	<b>Preference Points Criteria</b>	<b>Points Allocation</b>
1	Price	80
2	Specific goals	20
	Total Points	100

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
	<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**

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.

