







4 Compulsory requirements

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

- 4.1.1 A Company profile** indicating location, company experience in the supply of goods and services.
- 4.1.2** The company must be an established company in Bloemfontein with established offices/ workshop and in this regard provide us with **proof of your existence with either a copy of your lease agreement or a copy of your municipal rates and taxes account for your premises.** The Museum reserves the right to verify you have an established business premises and resources to carry out the scope.
- 4.1.3 Three (3) written reference letters** from Mangaung/ Bloemfontein clients showing that you provided services of supply of goods. The letter must be on a letterhead, with contactable details and signed by an authorised person. The Museum reserves the right to verify references.
- 4.1.4** completed, signed and witnessed SBD forms 4 must be attached.
- 4.1.5** the bidder must be registered on CSD and CSD supplier report must be attached.
- 4.1.6** the bidder quotation must be in conformance to the specifications of the Museum.
- 4.1.7** The bidder must be tax compliant, and a copy of a valid tax pin issued by SARS 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** A copy of BBBEE certificate or completed and signed BBBEE declaration may be attached for a bidder to earn more points on preferential procurement evaluation.

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.

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

- 5.1 the bidder will be evaluated on 100% conformance of the quote to the specifications as issued by the Museum to be eligible for preferential procurement evaluation below;
- 5.2 Preferential procurement calculation of 80/20, whereby 80 is for price and 20 points for specific goals will then be applied to select a successful bidder.

6 Price

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

6.2. Hand delivered quotes must be delivered to the National Museum and placed in the tender box. The tender register must be signed.

6.3. Below is a typical glass work needed and is used for the purposes of comparing your prices in this bid.

Product	Price
Supply of one top load washing machine (according to specifications supplied)	R

TOTAL COST INCLUDING VAT

R