



an agency of the
Department of Sport, Arts and Culture

266, Bloemfontein, 9300
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South Africa / Suid-Afrika
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www.nasmus.co.za

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

RFQ	THE REQUEST FOR QUOTES FOR THE ONCE-OFF SUPPLY, DELIVERY AND INSTALLATION OF THREE (3) ALL-IN-ONE PRINTERS AND A FIVE (5) YEAR SERVICE AND MAINTENANCE AGREEMENT
ISSUE DATE	04 March 2026
CLOSING DATE	13 March 2026
CLOSING TIME	16h00
DELIVERY OF QUOTES	Hand delivery only inside a sealed envelope at: 36 Aliwal Street Bloemfontein CBD 9300 Inside the closed tender box
Queries	Ms N Setlaba (SCM) 051 446-9609

RFQ: THE ONCE-OFF SUPPLY, DELIVERY AND INSTALLATION OF THREE (3) ALL IN ONE PRINTERS WITH A 5 YEAR MAINTENANCE PLAN.

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 intend to procure three (3) all in one printers for its day-to-day operations, as well as a 5-year service and maintenance agreement, as per specifications below.

3. Specifications of Good(s)

Qty	Product	Item Description (attached a photo where possible)	Transport required
3	Printer/copier	<p>Modes: Print, scan, copy</p> <p>Process: at least four dry electrostatic transfer system (Colour)</p> <p>Output: 60gms – 150gms at approx. 60/min Thicker paper may be slower per min. Duplex printing/copying</p> <p>Output speed: A4 at approx. 50ppm (80gms)</p> <p>Resolution: Print: 1200 X 4800dpi Copy: 600dpi Scan: 600 – 1200dpi</p> <p>Paper capacity: Tray 1: 500 x 80gms Tray 2: 500 x 80gms Bypass tray: 250 x 80gms</p> <p>Paper weight: Tray 1: 80 – 300gms Tray 2: 80 – 300gms Bypass tray: 80 – 300gms</p> <p>Paper sizes: All sizes up to A3 (print, scan, copy)</p> <p>Paper types: Plain, Recycled, Special Paper 1-3, Letterhead, Cardstock, Pre-printed Paper, Bond Paper, High-Gloss Coated Paper, Colour Paper, Envelopes, Coated, Labels & OHP</p> <p>Printer controller: CPU: At least Intel core i5 (last generation) or similar Memory: At least 8GB HDD: 1TB SATA OS Support: Windows 7/8/8.1/10/11/Server</p> <p>Printer Languages: Standard: PCL5c, PCL6, PDF</p>	Yes, at 36 Aliwal Street, Bloemfontein CBD, 9300

		<p>Scanner file formats: Single/Multi-Page TIFF, PDF</p> <p>High Compression PDF & PDF/A, Single-Page JPEG</p> <p>Scan modes: Scan-to-Email (with LDAP support) Scan-to-Folder (SMB/FTP) Scan-to-URL Scan-to-Media (USB/SD Card) Network TWAIN Scanning</p> <p>Connectivity: Wi Fi, Blue Tooth and ethernet port</p>	
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4 Compulsory requirements

The bidder must attach the following compulsory documents to the quotation:

- 4.1.1 The bidder's profile** indicating location, experience in the supply and delivery of all-in-one printer with maintenance services.
- 4.1.2** The bidder must be an established business operating in Bloemfontein with established offices/ workshop and in this regard provide us with **proof of your existing business premises 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 The bidder's three (3) written reference letters** showing that you provided the supply and delivery of all-in-one printer with maintenance services (not older than 5 years). The reference letters 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** Copies of the bidder's audited/reviewed annual financial statements for the past 3 financial years, must be attached.
- 4.1.5** The bidder must submit a fully complete and signed SBD4 form.
- 4.1.6** The bidder must be registered on CSD and CSD supplier report must be attached.
- 4.1.7** The bidder's quotation must be in conformance to the specifications of the Museum. Bidders are compelled to fully complete the price schedule table in section 8 of this bid.
- 4.1.8** Valid copy of SARS Tax pin must be attached

5 Other required documents (Non-compulsory)

- 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.
2. The bidder must be tax compliant, where a bidder is non-tax compliant a grace period of at least 7 days will be provided to a prospective successful bidder. Failure by the prospective successful bidder 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 three-stage evaluation process, i.e.

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 assessment, measurement of capability. The bidder will be required to obtain a minimum of 70 points to be eligible for preferential procurement evaluation.

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

7. Technical Assessment

Bidders must achieve a minimum score of 70 points out of 100 to proceed to price and preference procurement evaluation.

Functionality Criteria		Points	Weight
Bidder's Proposal 1.1. Bidder's proposal must show adequate capability to meet the Museum's publication requirements over the contract period.	Bidder's proposal must show excellent capability to meet the Museum's printing requirements over the contract period.	5	10
	Bidder's proposal must shows more than adequate capability to meet the Museum's printing requirements over the contract period.	4	
	Bidder's proposal must show adequate capability to meet the Museum's printing requirements over the contract period.	3	
	Bidder's proposal must show inadequate capability to meet the Museum's printing requirements over the contract period.	2	
	Bidder's proposal must show no capability to meet the Museum's printing requirements over the contract period.	1	
Bidder's proposal 1.2. Bidder's proposal shows that the have adequate experience printing work of a similar type (journals, magazines, books).	Bidder's proposal shows that the have more than 10 years' experience in supply and delivery of printers.	5	20
	Bidder's proposal shows that the have more than 5 years' experience in supply and delivery of printers.	4	
	Bidder's proposal shows that the have adequate experience of 5 years in supply and delivery of printers.	3	
	Bidder's proposal shows that the have less than 5 years of experience in supply and delivery of printers.	2	
	Bidder's proposal shows that they have no experience or experience in supply and delivery of printers	1	
Bidder's Proposal 1.3. Bidder's proposal shows that	Bidder's proposal shows that they have multiple sites with in-house printers equipment and resources for the supply and delivery of printers.	5	20

they have adequate in-house printing equipment and resources for the provision of Museum's printing services.	Bidder's proposal shows that they have more than one adequate in-house printer equipment and resources for the supply and delivery of printers.	4	
	Bidder's proposal shows that they have at least one in-house printers equipment and resources for the supply and delivery of printers.	3	
	Bidder's proposal did not show that they have insufficient in-house printing equipment and resources for the supply and delivery of printers and may rely on some outsourcing.	2	
	Bidder's proposal did not show that they have in-house printing equipment and resources for the supply and delivery of printers and may rely on outsourcing	1	
Bidder's Proposal 1.4. The Bidder's human capacity with adequate experience to supervise quality printing, binding and delivery of the Museum publications. Please do not attach CVs just provide a summary of the supervisor and staff already in your employ that will handle the printing of the Museum's publication.	The Bidder's human capacity with more than 10 years' experience to supervise the supply and delivery of printers to the Museum. Please do not attach CVs just provide a summary of the supervisor and staff already in your employ that will handle the the supply and delivery of printers	5	10
	The Bidder's human capacity with more than 5 years of experience to supervise the supply and delivery of printers to the Museum. Please do not attach CVs just provide a summary of the supervisor and staff already in your employ that will handle the supply and delivery of printers	4	
	The Bidder's human capacity with 5 years experience to supervise the supply and delivery of printers to the Museum. Please do not attach CVs just provide a summary of the supervisor and staff already in your employ that will handle the supply and delivery of printers to the Museum.	3	
	The Bidder's human capacity with below 5 years' experience to supervise the supply and delivery of printers to the Museum publications. Please do not attach CVs just provide a summary of the supervisor and staff already in your employ that will handle the supply and delivery of printers to the Museum.	2	
	The Bidder's human capacity with one year or less experience to supervise the supply and delivery of printers to the Museum. Please do not attach CVs just provide a summary of the supervisor and staff already in your employ that will handle the supply and delivery of printers to the Museum.	1	
Bidder's Proposal 1.5. Bidder is financially sustainable to provide services over the 60 months of the contract.	Bidder has provided audited or reviewed financial statements for preceding financial year end, but income is at least R 1 million	5	20
	Bidder has provided audited or reviewed financial statements for preceding financial year end, but income is at least R 750k	4	
	Bidder has provided audited or reviewed financial statements for preceding financial year end, but income is at least R 500k	3	
	Bidder has provided audited or reviewed financial statements for preceding financial year end, but income is below R 100k	2	
	Bidder did not provide copy of audited or reviewed financial statements for preceding financial year end.	1	
Reference letters	Five (5) reference letters for the supply and delivery of printers The bidder will score more if the reference letters are recent. Reference letters must be on a company letter head signed by a	5	20

	manager and must contain contactable information. Reference letters are recent and in the last 24 months of closing date of bid		
	Five (5) reference letters for the supply and delivery of printers. The bidder will score more if the reference letters are recent. Reference letters must be on a company letter head signed by a manager and must contain contactable information. The reference letters are all not older than 36 months of closing date of bid.	4	
	Five (5) reference letters provided for the supply and delivery of printers. The bidder will score more if the reference letters are recent. Reference letters must be on a company letter head signed by a manager and must contain contactable information.	3	
	Bid had Five (5) or more reference letters however one or more of the reference letters were problematic and did not meet all the requirements.	2	
	Bid did not have 5 reference letters	1	
TOTAL WEIGHTING			100

8. Price

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

- 8.1 Copier charges must include price escalations from year 1 to year 5, taking into account inflation, price increase and other factors.
- 8.2 Bid documents including a quote with all other documents must be delivered by hand at 36 Aliwal Street, Bloemfontein, 9300 and a register of bids be completed.
- 8.3 Emails and fax submission will not be considered.

YEAR 1

Description	Qty	Cost inc. vat	Transport & installation required
(Service & Maintenance)			
Outright cash purchase			National Museum No. 36 Aliwal Street BLOEMFONTEIN 9300
Cash Purchase of printer/copier/scanner	3	R	

Description	Cost inc. vat	Services delivered
Copier charges in cents <ul style="list-style-type: none"> • Black & White 18 000 copies • Colour 15 000 copies 	R R	National Museum No. 36 Aliwal Street BLOEMFONTEIN 9300

YEAR 2

Description	Cost inc. vat	Services delivered
Copier charges in cents <ul style="list-style-type: none"> • Black & White 18 000 copies • Colour 15 000 copies 	R R	National Museum No. 36 Aliwal Street BLOEMFONTEIN 9300

YEAR 3

Description	Cost inc. vat	Services delivered
Copier charges in cents <ul style="list-style-type: none"> • Black & White 18 000 copies • Colour 15 000 copies 	R R	National Museum No. 36 Aliwal Street BLOEMFONTEIN 9300

YEAR 4

Description	Cost inc. vat	Services delivered
Copier charges in cents <ul style="list-style-type: none"> • Black & White 18 000 copies • Colour 15 000 copies 	R R	National Museum No. 36 Aliwal Street BLOEMFONTEIN 9300

YEAR 5

Description	Cost inc. vat	Services delivered
Copier charges in cents <ul style="list-style-type: none">• Black & White 18 000 copies• Colour 15 000 copies	R R	National Museum No. 36 Aliwal Street BLOEMFONTEIN 9300

9. Preferential Procurement Assessment

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

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

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 status level of contributor.

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-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

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.