



an agency of the  
**Department of Sport, Arts and Culture**

## REQUEST FOR QUOTATION FOR PROFESSIONAL SERVICES

RFQ	NM 002/23
ISSUE DATE	14 NOVEMBER 2023
CLOSING DATE	04 DECEMBER 2023
CLOSING TIME	12H00
BRIEFING SESSION DATE	17 NOVEMBER 2023
BRIEFING SESSION TIME	11H00
BRIEFING SESSION VENUE	NATIONAL MUSEUM 36 ALIWAL STREET BLOEMFONTEIN CENTRAL 9301
CONTACTPERSON	<a href="mailto:scm@nasmus.co.za">scm@nasmus.co.za</a>

# **REQUEST FOR QUOTAION FOR THE PROVISION OF BUILT ENVIRONMENT PROFESSIONAL SERVICES FOR A PERIOD OF 36 MONTHS**

## **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 Sport, Arts and Culture and is governed by a council. The mission of the National Museum is to provide heritageresources 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. Overview**

The National Museum requires the services of a team of professional for a period of three years to provide services required for the implementation of the capital works programme and the Government Immovable Asset Management Act (GIAMA) based infrastructure planning as detailed in the infrastructure plan, approved by DSAC and the National Heritage Council for each building.

This assignment will also include providing oversight over existing capital works project and the roll out of new projects.

## **3. Project Brief**

Provision of Architectural Professional Services.

### **Consultant and tendering entity:**

Architect with heritage experience as principal Consultant and Principal Agent/Project Manager

## **4. Scope of professional services**

Each bidder is required to submit a listing and description of similar previous projects completed by the bidder, including contactable references of the client/employer of each such project. Each bidder is required to submit an abbreviated CV, consisting of no more than one page, each person dedicated to the project, as well as proof of professional registration.

### **4.1 Architect**

An Architect with heritage expertise is required to provide the standard architectural service in terms of the PROCSA agreement and will be required to take responsibility for any National Heritage permit submissions. The Heritage Architect must be registered as a professional Architect with SACAP with a minimum of 10 years relevant post qualification experience and 5 years relevant experience in working on heritage buildings. The Architect will be the Project Manager and Principal Agent.

## 5. Scope of work

The scope of work to be undertaken by the service provider upon appointment will include the assessment of the full scope of services to be provided and the preparation of a work plan that captures all the levels of support as outlined above. The scope of work will be guided by the approved Facilities plan and building condition reports for each of the buildings. The order of the work will be prioritized by National Museum, and this **will be dependent on availability of funds.**

Activities to be undertaken by the professional team upon appointment will include but not limited to:

- 5.1 Project management services
- 5.2 Compilation and facilitation of applications of National Heritage Council (NHC)
- 5.3 Development of tender documentation of procurement of goods and services required for the project.
- 5.4 Undertaking Building conditional assessments
- 5.5 Preparation of reports, scope of work, specifications based on assessments
- 5.6 Participation in tender processes, briefing session presentations and adjudication of tenders
- 5.7 Contract management
- 5.8 Undertaking of regular site inspections to monitor contractor compliance for all sites
- 5.9 Preparation and submission of monthly progress reports to National Museum.
- 5.10 Preparation of heritage close out report and submission to NHC on completion

## 6. Assignment cost

A detailed pricing schedule, inclusive of professional fees, disbursement and VAT must be provided by bidders as per Appendix A

The number of hours will be agreed upon after consultation and discussion between National Museum and the preferred service provider, prior to provision of the service.

All invoices must be accompanied by time sheets. Payment will be made on a time charge plus disbursement basis.

## 7. Requirements

The bidding requirements and stages are summarized in the table below:

Stage 1: Pre-Qualification Criteria	Stage 2: Functionality Criteria	Stage 3: Price and Specific goals
Bidders must submit all documents as outlined in <b>Table 1 Compliance Documents below</b>  <b>Note: Failure to supply any of the compliance documents stipulated</b>	Bidders are required to achieve a minimum of 70% on functionality criteria to proceed to stage 3 (Price and Specific goals of 80/20 preferential point system)  <b>Refer Table 2 – Required</b>	Bidders that meet the minimum threshold for functionality will be evaluated for preference point scoring as follows, refer to Table 4:  Price – 80 points

below will lead to disqualification	documents to enable functionality scoring  Specifications will be posted on the National Museum website – <a href="http://www.nasmus.co.za">www.nasmus.co.za</a>	Specific goals – 20 points  Note: price is an important factor as it ensures optimum value for money and total cost to National Museum and should take into consideration all goods and services to be delivered
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## 8. Stage 1: Pre-Qualification Criteria

**Note: Failure to supply any of the compliance documents below will lead to disqualification.**

**Table 1:**

Order	Compliance documents
1	The bidder must submit a technical proposal showing how the bidder meets the requirements of the Museum
2	Curriculum vitae/CVs of professional in different discipline above : (refer to page 2, paragraph 3 of the tender brief)
3	A Valid B-BBEE certificate or Sworn Affidavit to determine the bidder's status level, as prescribed by the B-BBEE Act, 2003 (Act No. 53 of 2003) as amended and Code of Good Practice where there will be sub-contracting, the rules must be applied.  <b>NB: This is not a compulsory document and the bidder will not be disqualified for non-submission but the document should be submitted to for a bidder to score points on preferential point evaluation of 80/20</b>
4	Central Supplier Database report – with a supplier number and company details and Tax Status verification pin together with tax registration number  <b>NB: The CSD report must be a recent report at tender submission closure date and must reflect a positive tax status.</b>
5	All Health and Safety policies and procedures of the bidding company
6	Professional Indemnity insurance – all consultants to provide
7	Completed Occupational Health and Safety Agreement (Annexure B)
8	Completed and signed Confidentiality and Non-Disclosure Agreement (Annexure C)
9	Completed and signed SBD1 – Invitation to Bid



10	Completed and signed SBD3.3 – Pricing Schedule (Professional Services)
11	Completed and signed SBD 4 – Bidders Disclosure
12	Completed and signed SBD6.1 –Preferential Points Claim Form
13	Completed and signed SBD 7.2 – Contract Form (Rendering of Services)

### 8.1 Required Documents for Functionality

The documents required below in Table 2 will be used for functionality evaluation, bidders are requested to furnish the detailed information to substantiate compliance to each of the evaluation criteria.

**Table 2:**

Order	Compliance documents
1	<b>Index confirming contents of all documents</b>
2	Cover letter, with signed acceptance of National Museum's invitation and acknowledgement of National Museum's terms and stated requirements attached.
3	<p>A company profile highlighting the following:</p> <ul style="list-style-type: none"> <li>• Team structure assigned to work on this project</li> <li>• A list of similar work done in the past five (5) years</li> <li>• At least a minimum of three (3) reference letters from clients on similar work done.</li> </ul> <p><b>Note: More than three reference letters should be attached for a bidder to score maximum points.</b></p>
4	<p><b>Certified copies of:</b></p> <ul style="list-style-type: none"> <li>• Company Registration (CIPC)</li> <li>• IDs of Key personnel – including Directors</li> <li>• Proof of bank account details of company</li> </ul>
5	<p>Proof of professional registration certificates for the following disciplines:</p> <ul style="list-style-type: none"> <li>• Architecture SACAP</li> <li>• SACPCMP</li> </ul>
6	Curriculum vitae/CVs of professional in different discipline above : (refer to page 2, paragraph 3 of the tender brief)
7	Detailed pricing structure: A pricing schedule detailing a full pricing breakdown, inclusive of VAT, and disbursement (Appendix B)

## 9. Evaluation of proposals

Proposals will be evaluated on price and functionality in accordance with Preferential Procurement Regulation of 2022.

### 9.1 Stage 2: Functionality

Proposals which score lower than the minimum overall percentage threshold of 70% (70 points) will be regarded as non-responsive and will be eliminated from further evaluation. Proposals which score 70% (70 points) and more on functionality will be eligible for further evaluation.

**Table 3: Values: 0-Non-responsive; 1-Poor; 2-Average; 3-Good; 4-Very Good; 5-Excellent**

FUNCTIONALITY CRITERIA	POINTS ALLOCATION
<p><b>Experience of firm – for similar scale projects or services required.</b> The bidder must submit a company profile accompanied by signed contactable reference letters from previous clients where similar services required were rendered.</p> <p><b>Score points;</b></p> <p>1 = no company profile and letter with less than 1 year experience submitted 2 = company profile and 1 letter with 1 year but less than 2 years experience attached 3 = company profile and 2 letters with 2 years but less than 3 years experience attached 4 = company profile and 3 letters with 3 years but less than 4 years experience 5 = company profile and 3 or more letters with 4 or more years experience attached</p>	30
<p><b>Experience and Qualifications of Project manager - for similar scale projects</b> The bidder must attach CVs of a Professional Project manager with at least five (5) years' experience in Built environment</p> <p><b>Score points;</b></p> <p>1 = no experience indicated or no CV attached 2 = 1-1.9 year experience plus professional registration 3 = 2-2.9 years experience plus professional registration 4 = 3-4.9 years experience plus professional registration 5 = 5 years plus with professional registration</p>	30

<b>Experience and Qualifications of a Professional Heritage Architect/Specialist - for similar scale projects</b> The bidder must attach CVs of a Professional Heritage Architect with at least five (5) years' relevant experience.  <b>Score points;</b>  1 = no experience indicated or no CV attached 2 = 1-1.9 year experience plus professional registration 3 = 2-2.9 years experience plus professional registration 4 = 3-4.9 years experience plus professional registration 5 = 5 years plus with professional registration		20
<b>Methodology – for similar scale projects</b> The bidder must submit a detailed technical proposal for this project		20
Non-responsive: (score 1)	The bidder has not provided methodology, approach or detailed proposed specifications.	
Poor: (score 2)	The bidder has misunderstood certain aspects of the scope of work and does not deal with the critical aspects of the project. The activity schedule omits important task or the timing of the activities.	
Fair (score 3)	The approach is generic and not tailored to address the specific project objectives and requirements. The approach does not adequately deal with the critical characteristics of the projects. All key activities are included in the activity schedule, but are not detailed. There are minor inconsistencies between timing, projects deliverables and the proposed approach.	
Good (score 4)	The approach is tailored to address the specific project objectives and requirements. All key activities are included in the activity schedule. There are minor inconsistencies between timing, projects deliverables and the proposed approach. There is a fair degree of detail that facilitates understanding of the proposed work plan.	

	Besides meeting the “good” rating, the important issues are approached in an innovative and efficient way, indicating that the service provider has outstanding knowledge of the deliverables and meets the specifications 100%. The proposal details ways to improve the project outcomes and the quality of the outputs. The proposal has included value added services that is relevant to the project. The sequencing and timing of activities are very well defined, indicating that the bidder has optimized the use of resources and the work plan permits flexibility to accommodate contingencies and risks. The bidder should provide more than one effective option with methodologies.	
Very Good (score 5)		
<b>Total points</b>		<b>100</b>

### 10. Stage 3: Price and Specific goals

Proposals that meet the minimum stipulated threshold for functionality criteria will be evaluated based on preference points as described in the Preferential Point System stipulated in the Preferential Procurement regulation of 2022 and all applicable National Treasury Regulations. The criteria for apportioned and weighted preference points for this tender are as follows:

**Table 4: preference Point Criteria**

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

#### 10.2 Price

**The pricing schedule must include a breakdown of different disciplines and any other services and components as listed in scope of work. Refer to Appendix A**

- The bidder must provide a cost inclusive quotation and VAT (where applicable) must only be reflected on the Summary table.
- The financial offer must be provided in the table below.
- The total, all-inclusive bidding price over a 3-year period must be indicated (Year 1; Year2, and Year 3) in the table below. Prices must be fixed for 12 months, and all escalations applicable for year 2 and 3 must be included.



## Appendix A

Service	Description	Unit price for 1 including VAT
<b>A</b>	Project management	R
	Compilation and facilitation of applications to Heritage Council (NHC)	R
	Development of tender documentation of procurement of goods and services required for the project.	R
	Preparation of scope of work, specifications.	R
	Participation in tender processes, briefing session presentations and adjudicating of tenders	R
	Contract management	R
	Undertaking of regular site inspections to monitor contractor compliance for all sites	R
	Preparation and submission of monthly progress report and submission to National Museum	R
	Preparation of a heritage close out report and submission to NHC	R
<b>B</b>	Disbursements (percentage of A)	R
	<b>TOTAL COST INCL. VAT</b>	

SUMMARY OF ESTIMATED COSTS FOR PROFESSIONAL SERVICES FOR 36 MONTHS		
N o	Period	Sub Totals
1	Year 1	R
2	Year 2	R
3	Year 3	R
VAT		R
TOTAL		R

### 10.3 Preferential procurement

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.

### 11. Summary of general principles

- Non-compliance to compulsory requirements will lead to disqualification of bidder, except were non-compliance with tax matters which is subject to provision of grace period of at least 7 days that will be provided to the preferred service provider to resolve non-tax compliance.
- 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.
- Validity period for bids or formal written quotations submitted shall be valid for a minimum period of sixty (60) days. The formal written price quotations received from

the service provider/supplier will be regarded as valid for 60 days despite expiry date less than 60 days indicated on a quote.

- The lowest or only proposal received will not necessarily be accepted
- National Museum reserves the right to withdraw its decision to seek the provision of these services at any time.
- There will be no discussions with any bidder until final decision has been taken by the Bid Adjudication Committee. Any subsequent discussions shall be at the discretion of National Museum.

## **12. Reasons for disqualifications**

National Museum will disqualify any proposal for any one or more of the following reasons;

- A bidder submits a proposal late;
- A bidder submits a proposal via facsimile or e-mail;
- A bidder does not submit one or more mandatory documents;
- A bidder submits incomplete documentation and/or information as per the requirements; and
- A Bidder submits information which is fraudulent, factually untrue, or inaccurate

Any such disqualifications will take place without prior notice to the applicable bidder.

## **13. Formal contract**

The proposal and appended documentation, read together, form the basis for a formal agreement to be negotiated and concluded in a formal contract between National Museum and preferred bidder.

A mere offer and acceptance shall not constitute a formal contract of any nature for any purpose between National Museum and the preferred bidder.

## **14. Submission Date and Closing time**

Bidders must submit their bids a single (one) hard copy proposal in a sealed envelope, reflecting the bid number marked for the attention of Supply Chain Management into the tender box located in the Reception Area at the **National Museum at 36 Aliwal Street, Bloemfontein Central, Bloemfontein, 9301** at or before **12h00** on the **04 December 2023**

No emailed or faxed quotations shall be accepted.

For any inquiries regarding this process, kindly send an email to: [scm@nasmus.co.za](mailto:scm@nasmus.co.za)

### 15. Acceptance of Terms and conditions

The above terms and conditions of this bid have been read, understood and accepted.  
For and on behalf of the Bidder:

.....

\_\_\_\_\_  
Bidder's Name & Surname

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Signature of Bidder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of the Witness

\_\_\_\_\_  
Date

**TRADING NAME:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**CONTACT NUMBER:** \_\_\_\_\_





an agency of the  
Department of Sport, Arts and Culture

266, Bloemfontein, 9300  
36 Aliwal Street / Aliwalstraat 36  
South Africa / Suid-Afrika  
☎ 051 - 4479609 📠 051 - 4476273  
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	Waenuismuseum
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 interest<sup>1</sup> 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.

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<sup>1</sup> 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.



## NASMUS

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 /

## NASMUS

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 consortium<sup>2</sup> 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.

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<sup>2</sup> 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.

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Signature

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Date

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Position

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Name of Bidder