



an agency of the
Department of Sport, Arts and Culture

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South Africa / Suid-Afrika
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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	Waenhuis-museum
Florisbad Research Station	Florisbad-navorsingstasie

REQUEST FOR QUOTE FOR PROFESSIONAL SERVICES – STANDARD FORMAT

RFQ	REQUEST FOR QUOTE FOR PROVISION OF EMP501 MID YEAR TAX SUBMISSIONS FOR 2026/2027
ISSUE DATE	20 August 2026
CLOSING DATE	31 August 2026
CLOSING TIME	15h00
DELIVERY OF QUOTES	Quote to be forwarded to scm@nasmus.co.za
QUERIES	Mr. G. Dlamini scm@nasmus.co.za

BRIEFING SESSION	n/a
DATE	n/a
LOCATION ADDRESS	n/a
CONTACT PERSON	n/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

2. Purpose and Background

The Museum is looking to appoint a suitably qualified, experienced, established and competent service provider to render EMP501 mid year tax submissions for 2026 and 2027.

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

Tax compliance
EMP501 Mid year tax submission 2026/2027

a. Contract Period

Once-off.

b. Place Of Work

Service to be provided on site

4 Compulsory requirements

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

- 4.1.1 Completed and signed SBD forms 4.
- 4.1.2 The bidder must be tax compliant, and a tax pin issued by SARS must be attached.
- 4.1.3 a valid copy of BBBEE certificate or completed and signed BBBEE declaration may be attached to score more points on bid evaluation. This document is not compulsory.
- 4.1.4 the bidder must be registered on CSD and CSD supplier report must be attached.
- 4.1.5 the bidder must be an active company registered in the Republic of South Africa and a copy of CIPC registration documents must be attached.
- 4.1.6 the bidder must be a platinum SAGE VIP Partner and proof of platinum tier partnership must be attached

5 Additional documents (Not compulsory)

- 5.1.1 A copy of BBBEE certificate or affidavit may be attached to score points on bid evaluation.

Matters for noting.

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

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 three-stage technical 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 further evaluation.
- 5.2 Preferential procurement calculation 80/20, whereby 80 is for price and 20 points for specific preferential goals.

6 Price

7.1. Bidder must complete pricing in table below inclusive of VAT.

Description	Rate/hour	Hours	Amount
EMP501 mid year tax submissions 2026 & 2027			R
Total excl. VAT			R
VAT			R
Total Incl. VAT			R

Description	Rate/km	km	Amount
Travel	R	R	R
Total Excl. VAT			R
VAT			R
Total Incl. VAT			R

7 BBEE Assessment

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

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

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.