



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 sateliete:
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

RFQ	GRAP01 2024
ISSUE DATE	08 MARCH 2024
CLOSING DATE	19 MARCH 2024
CLOSING TIME	16H00

### REQUEST FOR PROPOSALS FOR THE PROVISION OF TRAINING SERVICES ON UPDATES ON GRAP AND PFMA DISCLOSURE REQUIREMENTS

#### 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 prepares its annual financial statements in accordance with the Public Finance Management Act (PFMA) and the Standards of General Recognised Accounting Practice (GRAP) including any interpretations, guidelines and directives issued by the Accounting Standards Board (ASB). From time to time the ASB issues new standards and updates on existing standards. In order to be up-to-date with applicable GRAP standards, the finance team requires training on the updates and the current applicable GRAP standards that will affect our financial reporting for the year ended 31 March 2024 and future reporting periods, as issued by the ASB.

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

The national museum is seeking a suitable training provider with the knowledge of GRAP and PFMA, coupled with experience on the preparation of GRAP compliant financial statements, to provide a three (3) days GRAP training.

- Day one (1) will be focused on the fundamental principles of GRAP and PFMA on financial reporting, i.e. the accounting framework, GRAP 1, etc. The training should help the trainees understand how various GRAP standards are linked to AFS components and the also detail PFMA requirements thereto.
- Day two (2) will be focused on New and revised GRAP standards and their impact to the financial reporting when applied in the current reporting year and future years.
- Day three (3) will be focused on National Treasury updates on the PFMA disclosure requirements, since 2023 to the most recent.
- The prospective service provider should have a minimum of 3 year experience in providing training and/or compiling GRAP compliant annual financial statements and has the ability to transfer skill.
- The service provider is expected to submit a proposal for the provision of GRAP training which should include the below listed items and must submit the quotation/pricing schedule indicating hourly rate(s), also submit all the required compulsory documentations.
  - The highest qualification of the proposed trainer (proof of qualifications should be attached);
  - The number of years of experience of the proposed trainer (proof thereof should be attached);
  - A list of contactable references (at least 3 should be listed); and
  - Training programme and methodology, which should also include proposed GRAP standards on which training will be provided and their relevance.
- The training shall be physically provided the premises of the National Museum Bloemfontein, 36 Aliwal Street, Bloemfontein Central, 9300.

### 4. Compulsory requirements

The bidder must adhere to the below compulsory requirements and attach the required documents listed below to the quotation for the bid to be accepted as eligible.

Order	Mandatory documents to be submitted in the order as indicated below
4.1	A company profile expanding on - Mission and values of your organization

	- A proven track record of years of GRAP training or compilation of GRAP compliant AFS.
4.2	A minimum of 3 reference letters on the letterhead of organizations where training and/or financial statement compilation services were previously provided.
4.3	CV(s) and certified qualification copies of the trainer(s) (including professional registration certificates where applicable).
4.4	Technical Proposal detailing how the scope delivered.
4.5	Fully completed and signed, SBD 4 form must be attached.
4.6	The bidder must be registered on CSD and CSD supplier report must be attached.
4.7	Proof of SETA accreditation as a training service provider
4.8	The bidder must be tax compliant, and a tax pin issued by SARS must be attached.
4.9	In case of a natural person, the bidder must submit must attach his/her certified ID copy.
4.10	The bidder must complete the price schedule in paragraph 8, below.

## 5. Minimum requirements

Order	
5.1	A valid copy of BBBEE certificate or completed and signed BBBEE declaration is not compulsory but may be attached to score points on specific goals.
5.2	In case of a legal person, the bidder must be an active company registered in the Republic of South Africa and a copy of CIPS registration documents 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 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 sixty (90) days. The formal written price quotations received from the

service provider/supplier will be regarded as valid for 90 days despite expiry date which is less than 90 days indicated on a quote.

## 6. Price and Preference Points Evaluation

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

## 7. Bid Evaluation.

All bidders will be subject to a three-stage technical evaluation process as follows.

- Pre-screening, i.e. determination of compliance to compulsory requirements. They will be required to pass pre-screening to be eligible for further evaluation.
- Technical assessment, measurement of capability. The bidder will be required to obtain a minimum of 70 points in order to be eligible for preferential procurement evaluation.
- Preferential procurement calculation 80/20, whereby 80 is for price and 20 points for specific goals.

## 8. Technical Assessment

Only suppliers who meet the threshold of 70% and above of the total functionality/quality points will be eligible to be evaluated further on preferential procurement of 80/20 points.

Functionality Criteria		Points	Points Allocation
• The highest qualification of the proposed trainer. (Proof of certified qualifications should be attached)	• Post-graduate degree	20	20
	• 3 years Degree/Diploma with articles	10	
	• 3 years Degree/Diploma with without articles	5	
• The number of years of experience of the proposed trainer in the public sector. (CV should be attached)	• More than 3 years' experience	20	20
	• 3 years' experience	10	
	• Less than 3 years' experience	0	
• References for the provision of GRAP Training or Compilation of financial statements in the public sector. (The reference letters must be in the letterhead of the issuing institution and signed by the designated official of that public institution)	• More than 3 reference letters with good or excellent service ratings	40	40
	• More than 3 reference letters with no service ratings or with service ratings below good, i.e. satisfactory, poor, etc.	25	
	• 3 reference letters with good or excellent service ratings	20	
	• 3 reference letters with no service ratings or with service ratings below good, i.e. satisfactory, poor, etc.	10	
	• Less than 3 reference letters	0	
• Training methodology, which should also	• Excellent Training methodology	20	20

include proposed GRAP standards to provide training on and their relevance.	• Good Training methodology	10	
	• Moderate Training methodology	5	
		<b>Total points</b>	<b>100</b>

## 9. Price

- 8.1. Service provider must complete pricing in table below inclusive of VAT and reflect the no of hours they have budgeted to provide the service.
- 8.2. The Museum will not pay for time travelling.
- 8.3. A quote and all compulsory documents must be forwarded to [scm@nasmus.co.za](mailto:scm@nasmus.co.za).
- 8.4. The rate per hour will apply to any work not reflected below but needed to be carried out to achieve the objectives of the project.
- 8.5. Hand delivered bids/quotes will not be considered

Trainer Details	Rate per hour (Incl. VAT)	No. of delegates	Estimated hours (limited to a sum total of 24hrs)	Estimated Cost (Inc. VAT)
A trainer in possession of a Diploma without articles	R	06		R
A trainer in possession of a Degree without articles	R	06		R
A trainer in possession of a Diploma with articles	R	06		R
A trainer in possession of a Degree with articles	R	06		R
A trainer in possession of a Post-graduate degree (NQF level 8 and higher)	R	06		R
<b>Sub Total (Incl. VAT)</b>				<b>R</b>
Disbursement Costs (Where applicable)				<b>R</b>
<b>Total Cost (Incl. VAT)</b>				<b>R</b>

## 10. Preferential Procurement

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
	<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	30%/20	20%/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.



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Incorporating the satellites:	Insluitend die sateliete:
Oliewenhuis Art Museum	Oliewenhuis-kunsmuseum
Freshford House Museum	Freshford-huismuseum
First Raadsaal	Eerste Raadsaal
Wagon Museum	Wagenuismuseum
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**

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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Position

\_\_\_\_\_  
Name of Bidder