



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	Wagenuismuseum
Florisbad Research Station	Florisbad-navorsingstasie

RFQ	Provision for accredited training provider to facilitate a two days' workshop training in supply chain management
RFQ DD	
ISSUE DATE	25 May 2023
CLOSING DATE	02 June 2023
CLOSING TIME	18h00

REQUEST FOR QUOTE FOR ACCREDITED TRAINING PROVIDER TO FACILITATE A TWO DAYS' WORKSHOP TRAINING IN SUPPLY CHAIN MANAGEMENT

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

The Museum would like to source a quote from an experienced and accredited training provider to facilitate a two days' workshop training in Supply Chain management for 20 employees who are involved in supply chain management activities

3. Scope of Service

The training provider must facilitate a workshop for 20 employees with customised content:

- 3.1.1 A two-day workshop with customised content for 20 learners
- 3.1.2 Training manuals to be provided to all learners
- 3.1.3 Pitch of workshop must be at grade 10 and above
- 3.1.4 Target group supply chain officials and Heads of department involved in bid committee meetings.
- 3.1.5 Issue certificates of attendance to each attendee
- 3.1.6 Venue for Workshop will be National Museum at 36 Aliwal Street, CBD Bloemfontein
- 3.1.7 Catering: The National Museum will be responsible for catering
- 3.1.8 Relevant learning material must be provided to each learner
- 3.1.9 Time and date will be provided once the service provider is appointed for a once off training service

3.2 Customised content:

The service provider must present a proposal for the 2 day workshop to be presented which must at minimum include the following topics:

3.2.1 Supply chain management Public service

- Understand and apply the relevant legislation that governs supply chain management within Public service
- Identify and apply the principles of supply chain management in Public service
- Identify the various elements supply chain management and apply these elements in order to fulfil their functions effectively; and
- Secure and manage supplier contracts

3.2.2 Contract Management

- Explain the legislative environment, role players, terminology and the role of contract documents pertaining to contract management.
- Perform contracts administrative activities
- Perform record management activities, and
- Manage relationships and monitor performance on contracts

4 Compulsory requirements

4.1.1 The training provider must be accredited with SETA in training

4.1.2 Proof of SETA accreditation must be provided

4.1.3 The facilitator must have 5 years' experience facilitating this type of content

4.1.4 CV and qualifications of the facilitator who will be conducting training must be provided to show that they have the necessary qualifications, knowledge and skill to conduct training in this calibre.

4.1.5 The training provider must provide a list of 3 contactable references of organizations where they conducted similar training in the past.

4.1.6 The training provider must submit the SBD 4 Form signed and completed.

4.1.7 BBBEE certificate or Declaration is not compulsory but may be submitted to score points on preferential point system of 80/20 on price and BBBEE points.

4.1.7 CSD registration and tax clearance

5 Price and Preference Points Evaluation

	Preference Points Criteria	Points Allocation
1	Price	80
2	Broad – Based Black Economic Empowerment (BBBEE)	20
	Total Points	100

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. The 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 60 points in order to be eligible for preferential procurement evaluation.
- 6.3 Preferential procurement calculation 80/20, whereby 80 is for price and 20 points for BBBEE points.

7 Technical Assessment

FUNCTIONALITY CRITERIA	POINTS ALLOCATION
Experience of firm on Similar training – Similar scale projects in provision for training services. Score points; 1 = 1 year 2 = 2 years 3 =3 years 4 =4 years 5 =5 years plus	40
Technical capacity of a Training Facilitator Score points; Please attach Detailed CV and copies of qualifications Of the training facilitator. 1 = No proof of qualification and not meeting the requirement 2 = Qualification attached, but the qualification is not par to requirements 3 = More than one CVs and qualifications meeting the requirements 4 = More than two CVs and Qualification attached and meeting the requirements 5 = three CVs and Qualifications attached and qualifications are exceeding the requirement	40

Reference letters Score points; 1 = 1 reference letter 2 = 2 reference letters 3 = 3 reference letters 4 = 4 reference letters 5 – 5 plus reference letters	20
Total points	100 points

8 Price

The service provider must be cost per month for hosting services including VAT if applicable.
Service provider must indicate the following.

NB: Quote with all compulsory documents must be forwarded to scm@nasmus.co.za

Area of service	Price per person	No of delegates	Total cost Inc. VAT
SCM Training	R	20	
Total			

9 BBBEE Assessment

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

BBBEE Assessment

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

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 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.

NB: The Museum reserves the right to determine whether a comprehensive technical evaluation or assessment of bids should be applied or not depending on the lowest price obtained from this request for a quote (RFQ) but all compulsory requirements of submission of information stated above must be adhered to by the bidder.

This important notice is in line with the Museum's approved Supply Chain Policy which is aligned to Public Finance Management Act



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:
Olievenhuis Art Museum	Olievenhuis-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 interest¹ 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.

¹ 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 consortium² 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.

² 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