

## REQUEST FOR QUOTE:

<b>RFQ</b>	REQUEST FOR QUOTE FOR SERVICING OF THE HVAC ROOF TOP UNITS AT THE NATIONAL MUSEUM FOR 60 MONTHS
<b>RFQ</b>	04/025
<b>ISSUE DATE</b>	02 October 2025
<b>CLOSING DATE</b>	10 October 2025
<b>CLOSING TIME</b>	15h00
<b>DELIVERY OF QUOTES</b>	Tender Box, National Museum, 36 Aliwal Street, Bloemfontein
<b>Queries</b>	Mr. G. Dlamini <a href="mailto:scm@nasmus.co.za">scm@nasmus.co.za</a>

<b>BRIEFING SESSION</b>	n/a
<b>DATE</b>	n/a
<b>LOCATION ADDRESS</b>	National Museum 36 Aliwal Street, Bloemfontein, 9300

### 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 Museum requires a Service Provider for the quarterly service, maintenance and repairs of the HVAC System. The HVAC is situated in Bloemfontein at the National Museum, it comprises of seven (7) Roof packaged units, six (6) Humidifiers, Diffusers, Fire Dampers and Modulating balancing dampers. The successful service provider is

expected to provide a service on a quarterly basis or as and when is required for a period of five (5) years

### 3. Scope of Work:

The scope of the HVAC System maintenance has been established through Facilities Management, within the context of the overall National Museum management of facilities. The maintenance of the National Museum HVAC should optimize their service potential and minimize their whole-of-lifespan costs.

For this purpose, this document is to guide SCM in the identification of HVAC System (RPTU) maintenance service providers who have the correct level of expertise and resources that will ensure the National Museum HVAC System is adequately maintained. Therefore, the following sections should be under consideration for purposes of maintenance:

<b>Description</b>	<b>Model Number</b>	<b>Manufacturer</b>	<b>Comments/Spares</b>
Rooftop Package Unit 1	HC-RPTU-6-70-HP	<b>HC Heat Exchangers 4 Serenade corner Amber road Germiston 1401 011 674 1237</b>	<ul style="list-style-type: none"> <li>• Panel filters</li> <li>• Back filters</li> </ul>
Rooftop Package Unit 2	HC-RPTU-4-60-HP		<ul style="list-style-type: none"> <li>• Panel filters</li> <li>• Back filters</li> </ul>
Rooftop Package Unit 3	HC-RPTU-10-130-HP		<ul style="list-style-type: none"> <li>• Panel filters</li> <li>• Back filters</li> </ul>
Rooftop Package Unit 4	HC-RPTU-5-60-HP		<ul style="list-style-type: none"> <li>• Panel filters</li> <li>• Back filters</li> </ul>
Rooftop Package Unit 5	HC-RPTU-3-40-HP		<ul style="list-style-type: none"> <li>• Panel filters</li> <li>• Back filters</li> </ul>
Rooftop Package Unit 6	HC-RPTU-3-40-HP		<ul style="list-style-type: none"> <li>• Panel filters</li> <li>• Back filters</li> </ul>
Rooftop Package Unit 7	HC-RPTU-10-130-HP		<ul style="list-style-type: none"> <li>• Panel filters</li> <li>• Back filters</li> </ul>
Humidifier (RPTU 2,4)	UE0018	<b>Carrel Unit 5, Capital Hill Industrial Park Halfwayhouse, Midrand 1685 011 805 1558</b>	<ul style="list-style-type: none"> <li>• Cylinder</li> </ul>
Humidifier (RPTU 1)	UE015		<ul style="list-style-type: none"> <li>• Cylinder</li> </ul>
Humidifier (RPTU 3)	UE035		<ul style="list-style-type: none"> <li>• Cylinder</li> </ul>
Humidifier (RPTU 6)	UE035		<ul style="list-style-type: none"> <li>• Cylinder</li> </ul>
Humidifier (RPTU 7)	UE035		<ul style="list-style-type: none"> <li>• Cylinder</li> </ul>
Diffuser	PV-Q-250-MMTSA10-0-0-1-P0	<b>Trox Unit 10 Corner Mini's Horse Chestnut Avenue Northlands Business Parks New Market Road</b>	
Fire Dampers	FRL-S/R/600		
	FRL-SfRf354		

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### 3.2 Maintenance Schedule

#### Schedule A: Service (Quarterly) ROOF TOP PACKAGE UNITS

1. Inspect and wash washable filters
2. Inspect and replace disposable filters
3. Inspect and clean drip tray and drain
4. Inspect and listen for ANY unusual noises
5. Inspect and clean/ wash coil
6. Inspect condenser and supply fans
7. Inspect correct operation of the nit
8. Inspect and record supply air temperature/ off coil
9. Inspect and tighten electrical connection
10. Inspect operation of airflow switch and safety
11. Inspect and record compressor running Amps
12. Inspect and record Hp pressure settings
13. Inspect and record Lp pressure settings
14. Inspect and set all overload to name plate Amps +100%
15. Inspect any vibration and tension on all screws
16. Inspect for correct operation of the unit
17. Inspect crank case heater and state Amps
18. Inspect operation of Hp control
19. Inspect and check expansion valve

#### HUMIDIFIER

1. Inspect correct operation of the unit
2. Check for any water leaks
3. Check for any spark or arc on electrode
4. Check and replace disposable cylinder
5. Check and clean drainpipe
6. Check and inspect orings
7. Check and clean electrodes
8. Check and clean hoses and pipes
9. Check electricals

### 4. Compulsory requirements

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

**5.1.1 A Company profile** indicating location, company experience in the servicing of HVAC System roof top units and/or new installation.

**5.1.2 CIDB ME 1 or Higher**

- 5.1.3** The company must be an established company in South Africa with established offices/ workshop and in this regard provide us with **proof of your existence 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.
- 5.1.4 At least three (3) written reference letters** showing that you provided similar services in the recent past five (5) years. The letters must be on a letterhead, with contactable details and signed by an authorised person. The Museum reserves the right to verify references.
- 5.1.5** Compulsory Registration with the South African Refrigeration and Air Conditioning Contractors Association (SARACCA).
- 5.1.6** OHS File – Safe Operating Procedure (Working at Heights)
- 5.1.7** Company registration with the Department of Labour  
**Occupational Health and Safety Act, 1993 Electrical Installation Regulation Registration 6(4) : Registration of Electrical Contractors**
- 5.1.8** The bidder must attach CV(s) and copies of qualifications of an expert with at least five (5) years' experience as a Service Engineer.  
: Pr Mechanical Engineer (ECSA)  
: Trade Test Electrician (Red Seal)  
:HVAC Trade Test (Air Conditioning) Accredited by Merseta or SAQCC/SARACCA
- 5.1.9** completed, signed and witnessed SBD forms 4 must be attached.
- 5.1.10** the bidder must be registered on CSD and CSD supplier report must be attached.

## **5. Additional requirements**

- 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.** The bidder must be tax compliant, and a copy of a valid tax pin issued by SARS must be attached.

**5.1.3.** 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, 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 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. Price schedule**

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

7.2. Hand delivered quotes will not be considered, bids must be deposited in a tender box at reception during working hours from 09h00 to 16h00 and the bidder must complete and sign the bid submission register as proof of submission.

**The Service shall comprise of 15 Minor service and 5 Major Service for the 60 months**

**Hours Shall be strictly capped at 16hours, all bidders must price for 16hours**

## Year 1

Details	Rate per hour (Incl. VAT)		Estimated hours	Estimated Cost (Inc. VAT)
Provision of Service (Including travelling, labour & cleaning consumables)			16	
Labour: 1 x Service Engineer (Pr. Mechanical Eng) 1 x HVAC Trade Test Technician	R		16	R
	<b>Sub Total (Incl. VAT)</b>			R
	VAT (Where applicable)			R
	<b>Total Cost (Incl. VAT)</b>			R

## Year 2

Details	Rate per hour (Incl. VAT)		Estimated hours	Estimated Cost (Inc. VAT)
Provision of Service (Including travelling, labour & cleaning consumables)			16	
Labour: 1 x Service Engineer (Pr. Mechanical Eng) 1 x HVAC Trade Test Technician	R		16	R
	<b>Sub Total (Incl. VAT)</b>			R
	VAT (Where applicable)			R
	<b>Total Cost (Incl. VAT)</b>			R

### Year 3

Details	Rate per hour (Incl. VAT)		Estimated hours	Estimated Cost (Inc. VAT)
Provision of Service (Including travelling, labour & cleaning consumables)				
Labour: 1 x Service Engineer (Pr. Mechanical Eng) 1 x HVAC Trade Test Technician	R		16	R
	<b>Sub Total (Incl. VAT)</b>			R
	VAT (Where applicable)			R
	<b>Total Cost (Incl. VAT)</b>			R

### Year 4

Details	Rate per hour (Incl. VAT)		Estimated hours	Estimated Cost (Inc. VAT)
Provision of Service (Including travelling, labour & cleaning consumables)			16	
Labour: 1 x Service Engineer (Pr. Mechanical Eng) 1 x HVAC Trade Test Technician	R		16	R
	<b>Sub Total (Incl. VAT)</b>			R
	VAT (Where applicable)			R
	<b>Total Cost (Incl. VAT)</b>			R

## Year 5

Details	Rate per hour (Incl. VAT)		Estimated hours	Estimated Cost (Inc. VAT)
Provision of Service (Including travelling, labour & cleaning consumables)			16	
Labour: 1 x Service Engineer (Pr. Mechanical Eng) 1 x HVAC Trade Test Technician	R		16	R
	<b>Sub Total (Incl. VAT)</b>			R
	VAT (Where applicable)			R
	<b>Total Cost (Incl. VAT)</b>			R

## 7. Bid Evaluation.

All bidders will be subject to a two-staged tactical procurement evaluation process as follows;

- 7.1. the bidder will be evaluated on 100% conformance of the quote to the specifications as issued by the Museum to be eligible for technical assessment/functionality
- 7.2. Technical assessment to be applied on all acceptable bids from pre-screening. A minimum of 70% must be met by a bidder to be eligible for preferential procurement evaluation.
- 7.3. Preferential procurement calculation of 80/20, whereby 80 is for price and 20 points for specific goals will then be applied to select a successful bidder.

## 8. Functionality

Only suppliers who meet the threshold of 70 points 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
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• The bidder’s number of years of experience in services of HVAC system(s) (Reference letters supporting the provision of servicing of HVAC system(s) and the applicable year’s the service was provided)	9 or more reference letters with excellent, good or satisfactory service ratings	5	60
	7 - 8 reference letters with excellent, good or satisfactory service ratings	4	
	5 - 6 reference letters with excellent, good or satisfactory service ratings	3	
	3 - 4 reference letters with excellent, good or satisfactory service ratings	2	
	1 - 2 reference letters with excellent, good or satisfactory service ratings	1	
• The Mechanical engineer number of years of experience in servicing of HVAC system(s). (CV should be attached. The CV should state the institutions where the service was provided, and the respective years)	5 years’ experience or more	5	20
	4 years’ experience	4	
	3 years’ experience	3	
	2 years’ experience	2	
	1 years’ experience	1	
• The highest qualifications of the mechanical engineer to be assigned to the project, (Proof of qualifications should be attached)	Masters degree	5	20
	Honours degree	4	
	Bachelor degree	3	
	Diploma	2	
	Trade test	1	
	• 5 or more reference letters with no service ratings or with service ratings below good, i.e. satisfactory, poor, etc.	25	
	• At least 3 reference letters with good or excellent service ratings	20	
	• At least 3 reference letters with no service ratings or with service ratings below good, i.e. satisfactory, poor, etc.	5	
	• Less than 3 reference letters	0	
TOTAL WEIGHTING		100	

## 9. Preferential procurement evaluation.

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

	Total Points	100
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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
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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>B-BBEE STATUS</b>	<b>80/20</b>	<b>90/10</b>
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:

<b>OWNERSHIP</b>	<b>80/20</b>	<b>90/10</b>
Above 50%	4	2
Above 40%	3	1.5
Above 25%	2	1
Above 10%	1	0.5