



an agency of the
Department of Sport, Arts and Culture

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Incorporating the satellites:	Insluitend die satelliete:
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– STANDARD FORMAT PRICE QUOTE

RFQ	REQUEST FOR QUOTE FOR ONCE OFF PROVISION OF ARCHITECTURAL AS-BUILT BUILDING PLANS
ISSUE DATE	06 March 2026
CLOSING DATE	17 March 2026
CLOSING TIME	16h00
SUBMISSION METHOD	Tender Box, National Museum, No. 36 Aliwal street, Bloemfontein

BRIEFING SESSION	n/a
DATE	n/a
LOCATION ADDRESS	National Museum
CONTACT PERSON	Mr G. Dlamini scm@nasmus.co.za

All quotes must be submitted inside a tender box on a sealed envelope at 36 Aliwal Street, Bloemfontein, 9300 on or before the closing date and time.

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 requires a service provider for the Architectural and Project Management Services. The Architect will provide professional services as per the government gazette, the service

provider **MUST** be an established firm having services in South Africa, verification of professional credential will be verified with **SACAP** and **SACPCMP**.

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

3.1 Contract Period

The contract will be signed with the appointed service provider

The Professional Architectural firm will be appointed for the following works;

- Once-off production of DWG & Scaled drawings for the National Museum, The Raadsaal & Wagon Museum, Oliewenhuis Art Museum (Main Building, Reservoir and Terrace) & Florisbad Storage

3.2 Place Of Work

All services are to be performed at the National Museum and / or its satellite offices in Bloemfontein and Soutpan.

3.3 Key Performance Requirements

The provider must provide a written proposal and how they will meet the Museum's needs for the provision of Architectural and Project Management services as per activities outlines below and applicable rates will be in terms of the gazette rates and services as contained in The South African Council for the Architectural Profession (SACAP) under Section 34(2) of the Architectural Profession Act 2000 (Act 44 of 2000).

The expected outputs include but are not limited to;

Complete set of As-Built Architectural Drawings (Floor plans, elevations, sections)

Structural layouts

Municipality visit to review approved buildings plans

Mechanical, electrical, and plumbing (MEP) layouts (If required).

DWG and PDF file formats (Latest AutoCAD compatible version).

2 printed sets (A1/A0 size as applicable)

Certification and approval (if applicable under local regulations)

The appointed service provider will be required to;

<p>Conduct a detailed site survey of the existing building(s)</p> <p>Liase with the Mangaung Metro Municipality on existing drawings</p> <p>Verify and capture all architectural, structural, electrical, and mechanical layouts applicable</p> <p>Produce accurate as-built building plans in compliance with Mangaung Metro Municipality local building regulations</p> <p>Provide scaled AutoCAD DWG drawings and corresponding PDF versions</p> <p>Ensure that all drawings are dimensionally accurate, properly labelled and referenced</p> <p>Provide both hard copy (printed plans) and soft copy (digital files)</p>
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4 Compulsory requirements

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

- 4.1.1 The service provider must complete the price schedule as provided for in paragraph 7.
- 4.1.2 Proof of being an established Architectural firm specialising in heritage buildings in South Africa by attaching at least 3 written reference letters expressly showing prior experience in providing architectural services on Heritage Buildings. **Please note that only reference letters are required and will be accepted (purchase orders, appointment letters, SLA, etc will not be accepted). Reference letters should be in the letterhead of the issuing company and should be signed by the delegated official. We reserve the right to conduct a due diligence in confirming the authenticity and accuracy of the reference letters. Bidders should note that any misrepresentation will lead to the bidder being disqualified.**
- 4.1.3 Bidders are required to submit a proposal detailing the firm's years of experience, previous completed projects and their duration, the capacity of the firm and their methodology in fulfilling the key performance requirements outlined in 3.3 above.
- 4.1.4 Completed and signed SBD forms 4 must be attached.
- 4.1.5 The bidder must be registered on CSD and CSD supplier report must be attached.
- 4.1.6 A CV and copies of qualifications of the Principal Architect/ Director.
- 4.1.7 Copies of professional body registration with SACAP and SACPCMP/PMI PMP for the bidder's lead architect must be attached.

4.1.8 The bidder must be an active company registered in the Republic of South Africa and a copy of CIPC registration documents must be attached.

4.1.9 A valid copy of SARS Tax pin

5 Other required documents (Not Compulsory)

5.1.1 A valid copy of BBBEE certificate or completed and signed BBBEE declaration must be attached.

5.1.2 Proof of the bidder's address in a form of a municipal rates and taxes account statement or a lease agreement where the bidder is a tenant. Any other document will be considered.

These documents in 5.1.1 and 5.1.2 will be used for allocating specific goal points. Failure to submit will result in bidders forfeiting specific goal points.

5.1.3 Matters for noting.

- Non-compliance to the above compulsory requirements will lead to a disqualification of the bidder.
- Bidders should be tax compliant. Where a bidder is found to be non-tax compliant, the bidder will be notified and given a grace period of at least 7 to rectify their tax matter. The bidder's failure 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 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 and Preference Points Evaluation

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

7. Bid Evaluation (Price Quote)

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

- 7.1. Pre-screening, i.e. determination of compliance to compulsory requirements. They will be required to pass pre-screening to be eligible for further evaluation.
- 7.2. Technical Evaluation. The bidder must meet a minimum qualifying criteria of 70 points to qualify for preferential procurement evaluation.
- 7.3. Preferential procurement calculation 80/20, whereby 80 is for price and 20 points for specific preferential goals.

8. Technical assessment

Bidders must achieve a minimum score of 70 points out of 100 to proceed to price and preference procurement evaluation.

Functionality Criteria		Points	Weight
Bidder's Proposal 1.1. Bidder's proposal must show adequate capability to meet the Museum's requirements over the contract period.	Bidder's proposal must show excellent capability to meet the Museum's requirements over the contract period.	5	10
	Bidder's proposal must shows more than adequate capability to meet the Museum's requirements over the contract period.	4	
	Bidder's proposal must show adequate capability to meet the Museum's requirements over the contract period.	3	
	Bidder's proposal must show inadequate capability to meet the Museum's requirements over the contract period.	2	
	Bidder's proposal must show no capability to meet the Museum's requirements over the contract period.	1	
Bidder's proposal 1.2. Bidder's proposal shows that the have adequate experience in Architectural services	Bidder's proposal shows that the have more than 10 years' experience in provision of Architectural services	5	30
	Bidder's proposal shows that the have more than 5 years' experience in provision of Architectural services	4	
	Bidder's proposal shows that the have adequate experience of 5 years in provision of Architectural services	3	
	Bidder's proposal shows that the have less than 5 years of experience in provision of Architectural services	2	
	Bidder's proposal shows that they have no experience or experience in provision of Architectural services	1	
Bidder's Proposal 1.3. The Bidder's human capacity with adequate experience to provide Architectural services. Please do not attach CVs just provide a summary of the	The Bidder's human capacity with more than 10 years' experience in provision of Architectural services. Please do not attach CVs just provide a summary of the supervisor and staff already in your employ that will handle the provision of Architectural services.	5	10
	The Bidder's human capacity with more than 5 years of experience in provision of Architectural services. Please do not attach CVs just provide a summary of the supervisor and staff	4	

supervisor and staff already in your employ that will handle the provision of Architectural services	already in your employ that will handle the provision of Architectural services.		
	The Bidder's human capacity with 5 years experience in provision of Architectural services. Please do not attach CVs just provide a summary of the supervisor and staff already in your employ that will handle the provision of Architectural services.	3	
	The Bidder's human capacity with below 5 years' experience in provision of Architectural services. Please do not attach CVs just provide a summary of the supervisor and staff already in your employ that will handle the provision of Architectural services.	2	
	The Bidder's human capacity with one year or less experience in provision of Architectural services. Please do not attach CVs just provide a summary of the supervisor and staff already in your employ that will handle the provision of Architectural services	1	
Bidder's Proposal 1.4. Bidder is financially sustainable to provide services over the 60 months of the contract.	Bidder has provided audited or reviewed financial statements for preceding financial year end, but income is at least R 1 million	5	20
	Bidder has provided audited or reviewed financial statements for preceding financial year end, but income is at least R 750k	4	
	Bidder has provided audited or reviewed financial statements for preceding financial year end, but income is at least R 500k	3	
	Bidder has provided audited or reviewed financial statements for preceding financial year end, but income is below R 100k	2	
	Bidder did not provide copy of audited or reviewed financial statements for preceding financial year end.	1	
Reference letters	Five (5) reference letters in provision of Architectural services. The bidder will score more if the reference letters are recent. Reference letters must be on a company letter head signed by a manager and must contain contactable information. Reference letters are recent and in the last 24 months of closing date of bid	5	30
	Five (5) reference letters in provision of Architectural services. The bidder will score more if the reference letters are recent. Reference letters must be on a company letter head signed by a manager and must contain contactable information. The reference letters are all not older than 36 months of closing date of bid.	4	
	Five (5) reference letters in provision of Architectural services. The bidder will score more if the reference letters are recent. Reference letters must be on a company letter head signed by a manager and must contain contactable information.	3	
	Bid had Five (5) or more reference letters however one or more of the reference letters were problematic and did not meet all the requirements.	2	
	Bid did not have 5 reference letters	1	
TOTAL WEIGHTING			100

9. Price

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

DESCRIPTION	RATE/HOUR
Architectural services	R
Vat @15%	R
TOTAL COSTS	R

10. Preferential Procurement Assessment

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

11. 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.

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.