NATIONAL MUSEUM
BLOEMFONTEIN

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 | Waenhuismuseum
Florisbad Research Station | Florisbad-navorsingstasie

REQUEST FOR QUOTE– STANDARD FORMAT
PRICE QUOTE

RFQ	REQUEST FOR QUOTE FOR PROVISION OF VEHICLE MAINTENACE AND MECHANICAL REPAIR SERVICES FOR A PERIOD OF 60 MONTHS
ISSUE DATE	**22 June 2026**
CLOSING DATE	**02 July 2026**
CLOSING TIME	15h00
SUBMISSION METHOD	Tender Box, National Museum, No. 36 Aliwal street, Bloemfontein

BRIEFING SESSION	n/a
DATE	n/a
LOCATION ADDRESS	National Museum
CONTACT PERSON	Ms.K.Tlhabatau **kerileng@nasmus.co.za**

All quotations must be submitted in a sealed envelope and deposited in the tender box located at 36 Aliwal Street, Bloemfontein, 9300, on or before the stipulated closing date and time. All bidders submitting their quotations via the tender box are required to sign the submission register as proof of submission.

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 seeks to appoint a suitable service provider for the provision of vehicle maintenance and repair services for all Museum owned vehicles for a period of 60 months.

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

3.1 Contract Period

The contract period will be for 60 months. A contract will be signed with the appointed service provider.

The scope of work will be to:

- Conduct full service on vehicles as and when requested
- Diagnose any problems on the vehicles and issue a diagnostic report as and when requested.
- Provide repair quotations
- Conduct repairs on vehicles as and when requested

The list of vehicles appears below and the description, make model and mileage is provided to guide pricing. The list below is not exhaustive as the Museum may purchase new vehicles during the contract period.

The service should be done per relevant intervals per vehicle based on the history of service. The Museum has requested a quote on a full service.

Additional repairs and breakdowns will form part of this contract.

VEHICLES REQUIRING ANNUAL SERVICE				
No.	**MILEAGE**	**Year**	**Make**	**Description**
1	46410	2018	Toyota	Etios 1.5 Xi SD Sedan
2	27801	2018	Toyota	Etios 1.5 Xi SD Sedan
3	44377	2018	Toyota	Etios 1.5 Xi HB Hatch
4	113849	2012	VW	Polo Vivo Sedan 1.6 T/L 77KW
5	73999	2014	Chevrolet	Chevrolet 1.4 Utility A/C P/U S/C
6	75104	2014	Toyota	Hilux SC 2.0 V
7	43925	2018	Toyota	Hilux SC 2.0 VVTi 5MT A/C
8	54360	2018	Toyota	Hilux SC 2.0 VVTi 5MT A/C
9	55406	2018	Toyota	Hilux SC 2.0 VVTi 5MT A/C
10	47863	2018	Toyota	Hilux SC 2.0 VVTi 5MT A/C
11	58247	2018	Toyota	Hilux DC 2.4 GD-6 4X4 SRX 6MT
12	89263	2018	Toyota	Hilux DC 2.4 GD-6 4X4 SRX 6MT
13	93855	2018	Toyota	Hilux 2.4 GD-6 SRX P/U DC 4X4
14	58247	2008	Toyota	Interstar 2.5 DCI Panel Wagon

15	41408	2017	Toyota	Quantum 2.7 Petrol 16-S Ses-fikile
16	60557	2021	Toyota	Hilux DC 2.4 GD-6 4x4 SRX
17	4287	2023	Peugeot	Peugeot Partner 1.6HDi-68kW LWB

3.2 Place Of Work

All services are to be performed at service provider's premises or remotely.

3.3 Key Performance Requirements

n/a

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 9, below.

4.1.2 Proof of being an established firm specialising in vehicle repairs and maintenance services in South Africa by attaching at least 3 written reference letters expressly showing prior experience in providing this services. **Please note that reference letters should be accompanied by purchase orders or appointment letters or Service Level Agreement. 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.** Bidders are encouraged to submit reference letters with service ratings of previous services provided, i.e. from unsatisfactory to excellent. Bidders will not be disqualified for not for submitting reference letters without service ratings, however this will affect points the bidder can earn on technical evaluation.

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 providing the services

4.1.4 Bidders must be registered with Retail Motor Industry Organisation (RMI), and a proof of active registration should be submitted.

4.1.5 Bidders are required to submit audited or reviewed annual financial statements for preceding financial year end.

4.1.6 Completed and signed SBD forms 4 must be attached.

4.1.7 The bidder must be registered on CSD and CSD supplier report must be attached.

4.1.8 A CV and copies of qualifications of the lead technician.

4.1.9 A trade test certificate of a lead technician.

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

4.1.11 Only bidders with operational workshop in Mangaung/Bloemfontein area will be considered. Bidders should submit a proof of 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 not be considered.

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 A valid copy of SARS tax pin must be attached

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

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

Functionality Criteria		Points	Points Allocation
Bidder's Proposal 1.1. Bidder's proposal must show adequate capability to meet the Museum's vehicle maintance requirements over the contract period.	Bidder's proposal must show excellent capability to meet the Museum's vehicle maintenance and repair requirements over the contract period, including ability to respond to roadside assistance in case of emergencies, towing and shuttle services.	5	10
	Bidder's proposal must shows more than adequate capability to meet the Museum's vehicle maintenance and repair requirements over the contract period, however, one or more of the following, ability to respond to roadside assistance in case of emergencies, towing and shuttle services.	4	
	Bidder's proposal must show adequate capability to meet the Museum's vehicle maintenance and repair requirements over the contract period, lacking to show the ability to respond to roadside assistance in case of emergencies, towing and shuttle services.	3	
	Bidder's proposal must show inadequate capability to meet the Museum's vehicle maintenance and repair requirements over the contract period.	2	
	Bidder's proposal must show no capability to meet the Museum's vehicle maintenance and repair requirements over the contract period.	1	
Bidder's proposal 1.2. Bidder's proposal shows that the bidding company has adequate experience providing vehicle maintenance and repair services	Bidder's proposal shows that the have more than 10 years' experience providing vehicle maintenance and repair services.	5	20
	Bidder's proposal shows that the have more than 5 to 10 years' experience providing vehicle maintenance and repair services.	4	
	Bidder's proposal shows that the have adequate experience of more than 3 years to 5 years providing vehicle maintenance and repair services.	3	

	Bidder's proposal shows that the have between 1 to 3 years of experience providing vehicle maintenance and repair services.	2	
	Bidder's proposal shows that they have no experience or experience is not clear for providing vehicle maintenance and repair services.	1	
Bidder's Proposal 1.3. Bidder's proposal shows that they have adequate in-house equipment and resources for the provision of vehicle maintenance and repair services (which includes diagnostic equipment, vehicle lifters, tools, etc.) located in the Mangaung/ Bloemfontein area (Museum reserves the right to conduct an onsite inspection)	Bidder's proposal show that they have a vehicle servicing and repair workshop in the Mangaung/ Bloemfontein area with the state of the art equipment and adequate resources to carry out the work in house.	5	20
	Bidder's proposal show that they have a vehicle servicing and repair workshop in the Mangaung/ Bloemfontein area with more than adequate equipment and resources to carry out the work in house.	4	
	Bidder's proposal show that they have a vehicle servicing and repair workshop in the Mangaung/ Bloemfontein area with basic equipment and resources to carry out the work in house.	3	
	Bidder's proposal show that they have a vehicle servicing and repair workshop in the Mangaung/ Bloemfontein area but they do not have adequate equipment and resources to carry out the work in house.	2	
	Bidder's proposal did not show that they have a vehicle servicing and repair workshop in the Mangaung/ Bloemfontein area.	1	
Bidder's Proposal 1.4. The Bidder's human capacity with adequate mechanical experience to supervise and perform quality vehicle maintenance and repair service. Please do not attach CVs just provide a summary of the supervisor and mechanical staff already in your employ that will handle the maintenance and repair work for Museum vehicles	The Bidder's human capacity with more than 10 years' experience to supervise and conduct maintenance and repair work for Museum vehicles.	5	20
	The Bidder's human capacity with more than 5 years of experience to supervise and conduct maintenance and repair work for Museum vehicles.	4	
	The Bidder's human capacity with 5 experience to supervise and conduct maintenance and repair work for Museum vehicles	3	
	The Bidder's human capacity with below 5 years' experience to supervise and conduct maintenance and repair work for Museum vehicles.	2	
	The Bidder's human capacity with one year or less experience to supervise and conduct maintenance and repair work for Museum vehicles	1	
Bidder's Proposal 1.5. Bidder is financially sustainable to provide services over the 60 months of the contract.	Bidder has provided financial statements for preceding financial year end, showing a total income of at least R500K and above.	5	10
	Bidder has provided financial statements for preceding financial year end, showing a total income of at least R300k but not exceeding R500k.	4	
	Bidder has provided financial statements for preceding financial year end, showing a total income of at least R 200k but not exceeding R300k	3	
	Bidder has provided financial statements for preceding financial year end, showing a total income of at least R100k but not exceeding R200k	2	

	Bidder has provided financial statements for preceding financial year end, showing a total income below R100k	1	
Reference letters	The bidder has submitted at least 3 reference letters, and all have "Excellent" ratings.	5	20
	The bidder has submitted at least 3 reference letters, and all have "good "or "excellent" ratings.	4	
	The bidder has submitted at least 3 or more reference letters and there are no service ratings or one or more reference letter showing the service ratings are "average/satisfactory" ratings.	3	
	The bidder has submitted 3 or more reference letters with one or more showing below average service ratings	2	
	The bidder has submitted less than 3 reference letters with poor service ratings.	1	
		Total points	**100**

9. Price

9.1. Bidder must complete pricing in table below inclusive of VAT and price including price escalation from year 2 to year 5

9.2. The Museum purchases new vehicles from time to time and the list below is not exhaustive of all the vehicles the Museum will send for servicing and/or mechanical repairs.

	DESCRIPTION	**Cost Incl. VAT**	**Cost Incl. VAT**	**Cost Incl. VAT**	**Cost Incl. VAT**	**Cost Incl. VAT**	**Total**
1X Full Service of vehicles (consult table above for vehicle mileage)		Year 1	Year 2	Year 3	Year 4	Year 5	Year 1 – 5
1	2018 Toyota Etios 1.5 Xi SD Sedan	R	R	R	R	R	R
2	2018 Toyota Etios 1.5 Xi SD Sedan	R	R	R	R	R	R
3	2018Toyota Etios 1.5 Xi HB Hatch	R	R	R	R	R	R
4	2012 VW Polo Vivo Sedan 1.6 T/L 77KW	R	R	R	R	R	R
5	2014 Chevrolet Chevrolet 1.4 Utility A/C P/U S/C	R	R	R	R	R	R
6	2014 Toyota Hilux	R	R	R	R	R	R

	SC 2.0 V						
7	2018 Toyota Hilux SC 2.0 VVTi 5MT A/C	R	R	R	R	R	R
8	2018 Toyota Hilux SC 2.0 VVTi 5MT A/C	R	R	R	R	R	R
9	2018 Hilux SC 2.0 VVTi 5MT A/C	R	R	R	R	R	R
10	2018 Hilux SC 2.0 VVTi 5MT A/C	R	R	R	R	R	R
11	2018 Hilux DC 2.4 GD-6 4X4 SRX 6MT	R	R	R	R	R	R
12	2018 Hilux DC 2.4 GD-6 4X4 SRX 6MT	R	R	R	R	R	R
13	2018 Ford Hilux 2.4 GD-6 SRX P/U DC 4X4	R	R	R	R	R	R
14	2008 Nissan Interstar 2.5 DCI Panel Wagon	R	R	R	R	R	R
15	2017 Toyota Quantum 2.7 Petrol 16-S Ses-fikile	R	R	R	R	R	R
16	2021 Toyota Hilux DC 2.4 GD-6 4x4 SRX	R	R	R	R	R	R
17	2023 Peugeot Peugeot Partner 1.6HDi-68kW LWB	R	R	R	R	R	R
Sub Total including VAT		R	R	R	R	R	R
Additional mechanical work (excluding full service)							
1	Labour per hour for mechanical repair work other than car servicing	R	R	R	R	R	R
Subtotal including VAT		R	R	R	R	R	R
TOTAL COSTS (incl. VAT)		**R**	**R**	**R**	**R**	**R**	**R**

10. 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.

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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[1] 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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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.

Full Name	Identity Number	Name of State institution

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 /

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[2] 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**