



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:
Olieenhuis Art Museum	Olieenhuis-kunsmuseum
Freshford House Museum	Freshford-huismuseum
First Roodsaal	Eerste Roodsaal
Wagon Museum	Wagenuismuseum
Florisbad Research Station	Florisbad-navorsingstasie

## REQUEST FOR QUOTE-STANDARD FORMAT

RFQ	REQUEST FOR QUOTE FOR THE SUPPLY AND DELIVERY OF PERSONAL PROTECTIVE EQUIPMENT FOR A PERIOD OF 60 MONTHS
ISSUE DATE	02 April 2025
CLOSING DATE AND TIME	11 April 2025
CLOSING TIME	15h00
DELIVERY OF QUOTES	Tender Box, National Museum, 36 Aliwal Street, Bloemfontein
Queries	Mr. G. Dlamini <a href="mailto:scm@nasmus.co.za">scm@nasmus.co.za</a> No email quotes will be acceptable.

BRIEFING SESSION	n/a
DATE	n/a
LOCATION ADDRESS	n/a
CONTACT PERSON	SCM

### 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 organization can be found at [www.nasmus.co.za](http://www.nasmus.co.za)

## 2. Purpose and Background

The Museum requires an established company based in Mangaung to supply and deliver PPE for a period of 60 months as when required (usually regularly). The Museum staff are engaged in a range of activities that require PPE cyclically.

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

#### 3.1. Contract Period

60 Months (Five Years)

#### 3.2. Place of Work

n/a

#### 3.3. Scope of Work

The bidder must provide a price quote to supply and deliver of all items listed below to the National Museum. The Museum will order stock regularly in accordance with our needs for the duration of the contract.

Below are the specifications of the PPE the Museum regularly orders. These items are listed for the purpose of providing an indication of what is routinely ordered and for price quotations. The Museum reserves the right to order other items not provided below.

All PPE must meet requisite safety standards and sourced from a reputable company.

The bidder must quote on the below specifications or similar

Item No	ITEM
<b>A</b>	<b>GENERAL PPE</b>
1	Safety gloves for cleaning Nylon Lycra Nitrafine gloves Pack of 100
2	Dust Masks FFP2  Box of 20
3	Earmuffs (RAM Ear – tech model ET – E3)
4	Laboratory safety glasses Vision spoggle anti-fog and anti-safety glasses
5	Pioneer Safety Mask RS002 (Gas Masks)
6	Workmans Knee guards

	Dromex - Foam Kneepad Set with Straps
<b>B</b>	<b>PPE FOR ALL GENERAL ASSISTANTS' CLEANERS</b>
7	Jonsson energy shoe or similar – Colour Black
8	Long Dust Coats Poly Cotton with Pockets Embroidery: National Museum logo Colour: Blue
<b>C</b>	<b>PPE FOR ALL GENERAL ASSISTANT GARDENING</b>
9	Safety suit 2 piece Beck Econo Conti Suit Royal Lime and Silver Size or similar Embroidery: National Museum Logo
10	Safety Rain Suit Reflective Polyester PVC Rain Suit (top and bottom) Colour Blue
11	Safety All Weather Garden Gumboot General purpose PVC Gumboot Anckle length (half boot) Colour: Black
12	Safety garden gloves Protective Garden Gloves
13	Lawn Mowing safety glasses Safety glasses with shatter-proof lenses, impact resistant frames and provide side protection. Detachable side protectors (e.g. clip-on or slide-on shields)
<b>D</b>	<b>PPE FOR GENERAL ASSISTANTS WORKSHOP</b>
14	Workshop Safety Suits (Fire, Flame and Acid)  Fmt D59 Flame & Acid 2 Pc Conti Suit Navy FMT - D59 - Conti Suit - Flame & Acid, 100% Cotton, Reflective Tape Safety Jacket Colour: Navy Embroidery: National Museum Logo
15	Workshop Chelsea Safety boots Slip on. No laces. Steel toe Colour: Black
<b>E</b>	<b>PPE FOR MUSEUM RESEARCH DEPARTMENTS</b>
16	Long sleeve Laboratory/ Field work coats with pockets Colour: Khaki Embroidery: National Museum Logo
17	Sun Hat for fieldwork Unisex Trendy Versatile Sunshade Bucket Hat for Outdoor

	Must have a neck flap Colour: Khaki Embroidery: National Museum Logo
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#### 4. Compulsory requirements

The service provider must attach the following documents to the quotation as follows.

- 4.1.1 Three (3) contactable written reference letters showing prior experience in the past 5 years for supply and delivery of PPE must be attached. Reference letters must be on a company letter head, with contactable phone numbers and signed.
- 4.1.2 The bidder must own and operate their PPE supply business in the Mangaung. Details of the offices or premises where the business is located must be provided in the form of a Municipal rates and taxes statement or a lease agreement where the office premises are leased.
- 4.1.3 Completed, signed, and witnessed SBD forms 4 must be attached.
- 4.1.4 the service provider must be registered on CSD and CSD supplier report must be attached.
- 4.1.5 Conformance to price schedule and must be fully completed.

#### 5 Additional requirements

- 5.1.1 a valid copy of BBBEE certificate or completed and signed BBBEE declaration is not compulsory but may be attached to score points on 80/20 preferential procurement evaluation.
- 5.1.2 The service provider must be tax compliant, and a tax pin issued by SARS must be attached.

- 5.1.3 The service provider must be an active company registered in the Republic of South Africa and a copy of CIPC 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 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 the quote.

## 6. Bid Evaluation.

All service providers will be subject to a two-stage evaluation process as follows:

- 6.1. Pre-screening, i.e. determination of compliance to compulsory requirements. They will be required to pass pre-screening to be eligible for further evaluation.
- 6.2. Preferential procurement calculation 80/20, whereby 80 is for price and 20 points for specific preferential goals.

	Preferential procurement evaluation	Points Allocation
1	Price	80
2	Specific goals	20
	Total Points	100

## 7. Technical Assessment

No technical assessment. This is a price quote only. The Museum may conduct a site visit to verify information provided by the bidder.

## 8. Price

**The prices are specifically for each department stated.**

8.1 The service provider must complete pricing in table below inclusive of VAT.

8.2 Price should be fixed for 12 months. For the second and third year of the contract, price increases must be agreed on with the Museum.

The bidder must quote on the below specifications or similar

Item No	ITEM	Quantity to quote on	Price inclu Vat
<b>A</b>	<b>GENERAL PPE</b>		
1	Safety gloves for cleaning Nylon Lycra Nitrafine gloves	1x Pack of 100 Size: Medium	R
2	Dust Masks FFP2	1x Box of 20	R
3	Earmuffs (RAM Ear – tech model ET – E3)	1	R
4	Laboratory safety glasses Vision spoggle anti-fog and anti-safety glasses	1	R
5	Pioneer Safety Mask RS002 (Gas Masks)	1	R
6	Workmans Knee guards Dromex - Foam Kneepad Set with Straps	1	R
<b>B</b>	<b>PPE FOR ALL GENERAL ASSISTANTS' CLEANERS</b>		
7	Jonsson energy shoe or similar – Colour Black	1 shoe Size 6 for purpose of quote	R
8	Long Dust Coats Poly Cotton with Pockets Colour: Blue	1 x large size coat includes embroidery of logo	R

	<b>Embroidery: National Museum logo</b>		
<b>C</b>	<b>PPE FOR ALL GENERAL ASSISTANT GARDENING</b>		
9	Safety suit 2 piece Beck Econo Conti Suit Royal Lime and Silver Size or similar <b>Embroidery: National Museum Logo</b>	1 x large size suit includes embroidery of logo	R
10	Safety Rain Suit Reflective Polyester PVC Rain Suit (top and bottom) Colour Blue	1 x large size suit	R
11	Safety All Weather Garden Gumboot General purpose PVC Gumboot Ankle length (half boot) Colour: Black	1 x size 6 shoes	R
12	Safety garden gloves Protective Garden Gloves	1	R
13	Lawn Mowing safety glasses Safety glasses with shatter-proof lenses, impact resistant frames and provide side protection. Detachable side protectors (e.g. clip-on or slide-on shields)	1	R
<b>D</b>	<b>PPE FOR GENERAL ASSISTANTS WORKSHOP</b>		
14	Workshop Safety Suits (Fire, Flame and Acid)  Fmt D59 Flame & Acid 2 Pc Conti Suit Navy FMT - D59 - Conti Suit - Flame & Acid, 100% Cotton, Reflective Tape Safety Jacket Colour: Navy <b>Embroidery: National Museum Logo</b>	1x large suit	R
15	Workshop Chelsea Safety boots Slip on. No laces. Steel toe Colour: Black	1 x size 6 shoes	R
<b>E</b>	<b>PPE FOR MUSEUM RESEARCH DEPARTMENTS</b>		
16	Long sleeve Laboratory/ Field work coats with pockets Colour: Khaki <b>Embroidery: National Museum Logo</b>	1 x large coat With embroidery logo	R

17	Sun Hat for fieldwork Unisex Trendy Versatile Sunshade Bucket Hat for Outdoor Must have a neck flap Colour: Khaki <b>Embroidery: National Museum Logo</b>	1 x sun hat With embroidery logo	R
<b>TOTAL COST INC. VAT (IF APPLICABLE)</b>			<b>R</b>

## 9. 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 consider 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 labor market and participate in the economy.

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 labor 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
	<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	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.

## **6. 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:

BBE 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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Wagon Museum	Waghuismuseum
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.

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 /

## 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.

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Signature

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Date

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Position

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Name of Bidder