



an agency of the
Department of Sport, Arts and Culture

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South Africa / Suid-Afrika
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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 FOR PROFESSIONAL SERVICES – STANDARD FORMAT

RFQ	Deep Cleaning of carpets at the National Museum
ISSUE DATE	14 February 2023
CLOSING DATE	23 February 2023
CLOSING TIME	12h00

REQUEST FOR A QUOTE FOR DEEP CLEANING OF CARPETS AT THE NATIONAL MUSEUM ADMIN OFFICE

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 National Museum would like to request quote for Deep cleaning for, Admin office. The purpose is to be compliant with Health and Safety. The service for deep cleaning will be based at No. 36 Aliwal Street, CBD, Bloemfontein. Please send your quotation and compulsory documents to scmintern@nasmus.co.za.

3. Specifications of Good(s)

The National Museum requires the services of a duly registered service provider, to undertake deep cleaning service for carpets. The successful bidder will be responsible to deep clean all carpets in accordance with specifications below:

- Cleaning Services are required at The National Museum

- Cleaning consumables and products used must be environmentally friendly.
- Preferred cleaning method either to be steam cleaning or dry carpet cleaning
- All cleaning materials and equipment must be provided by the service provider. The National Museum reserves the right to approve cleaning materials and chemicals prior to use thereof.
- Service provider will be required to move and/or lift office equipment for the sole purpose of cleaning e.g. moving/lifting of chairs
- Soaking wet carpets will not be acceptable and a quick drying time is expected.
- Cleaning method to include stain removal
- The successful bidder will not be allowed to store cleaning consumables and equipment onsite
- The National Museum will not be held responsible for any damages, losses, theft of equipment or any valuables of the contractor or injury of his/her personnel while on site in the execution of their duties.
- Damages to The National Museum infrastructure or office furniture caused by the service provider will be for his/her own account
- The National Museum will not lend, borrow, or supply the contractor with any cleaning equipment, cleaning consumables and products or tools for the execution of their duties. The aforementioned is solely the responsibility of the contractor to have when they come onsite to execute duties.
- All empty containers and waste generated as a result of service delivery, must be disposed off-site by the service provider.

THE SIZE OF THE AREA IS 136.9m²

4 Compulsory requirements

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

- 4.1.1** at least three (3) years' experience in provision of similar services supported by at least three (3) contactable reference letters. A bidder will score more points on technical assessment with more than the required number of years of experience as indicated above. Contactable written reference letter(s) must be attached to support the number of years' claimed by the bidder.
- 4.1.2** a valid copy or copies of relevant professional registration with a professional body or professional bodies must be attached.
- 4.1.3** completed, signed and witnessed SBD forms 4, 8 and 9 must be attached.
- 4.1.4** a copy of a detailed CV(s) and qualification(s) of the technician or expert to be used on this project must also accompany the quote.
- 4.1.5** please submit Compensation for Occupational Injuries and Diseases.
- 4.1.6** Safety, Health, Environmental and Quality or Occupational Health and Safety Certificate

- 4.1.7** Method Statement /Plan should be provided with quotation.
- 4.1.8** Cleaning products should be user friendly
- 4.1.9** the bidder must be tax compliant and a tax pin issued by SARS must be attached.
- 4.1.10** a valid copy of BBBEE certificate or completed and signed BBBEE declaration must be attached.
- 4.1.11** the must be registered on CSD and CSD supplier report must be attached.
- 4.1.12** the bidder must be an active company registered in the Republic of South Africa and a copy of CIPS registration documents must be attached.

Matters for noting

- 1. Non-compliance to the above compulsory requirements will lead to a disqualification of the bidder, except for non-tax compliant with tax matter which is subject to grace period of at least 7 days that will be provided to a preferred service provider should that service provider is not 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 thirty (30) days. The formal written price quotations received from the service provider/supplier will be regarded as valid for 30 days despite expiry date less than 30 days indicated on a quote.**

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

5 Bid Evaluation.

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

- 5.1 Pre-screening, i.e. determination of compliance to compulsory requirements. The bidder will be required to pass pre-screening to be eligible for further evaluation.
- 5.2 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.
- 5.3 Preferential procurement calculation 80/20, whereby 80 is for price and 20 points for BBBEE points.

6 Technical Assessment

FUNCTIONALITY CRITERIA	POINTS ALLOCATION
<p>Experience of firm – for similar scale projects or services required.</p> <p>Score points;</p> <p>1 = 1 year 2 = 2 years 3 =3 years 4 =4 years 5 =5 years plus</p>	40
<p>Experience and Qualifications of one (1) Lead Technical – for similar scale Projects or services required.</p> <p>Score points;</p> <p>1 = 1 year 2 = 2 years 3 =3 years 4 =4 years 5 =5 years plus</p> <p>Criteria of assessment: Certificate, trade test, Diploma or higher = 5 No qualification = 1</p>	40
<p>Reference letters</p> <p>Score points;</p> <p>1 = 1 reference letter 2 = 2 reference letters 3 = 3 reference letters 4 = 4 reference letters 5 – 5 plus reference letters</p>	20
Total points	100 points

7 Price

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

8 BBBEE Assessment

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

1	20
2	18
3	16
4	14
5	12
6	10
7	8
8	6
Non – contributor	0

NB: The Museum reserves the right to determine whether a 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