



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:

RFQ	REQUEST FOR QUOTE SUPPLY AND DELIVERY OF PRINTED PUBLICATIONS FOR 60 MONTHS
ISSUE DATE	04 March 2026
CLOSING DATE	13 March 2026
CLOSING TIME	15h00
SUBMISSION METHOD	Tender box at No. 36 Aliwal street, Bloemfontein, 9300

BRIEFING SESSION	n/a
DATE	n/a
TIME	n/a
QUERIES	Mr. G. Dlamini scm@nasmus.co.za

NB: Bids with all compulsory documents must be submitted inside a sealed envelope at 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

2. Purpose

The National Museum invites quotations from suitably qualified Bidders for the provision of printing services over a period of 60 months, subject to annual performance review and budget availability.

3. Scope of Service

The National Museum publishes in house publication of a journal and a scientific magazine. The design work is done in-house by the National Museum. A print ready document is sent to the printer. The supplier must print and deliver the publications to the National Museum.

Below are the Key Performance Areas

KEY PERFORMANCE AREAS	
1	During the contract period receive a print ready pdf from the National Museum in house designers as well as print specifications. It should be noted that print specification may differ depending on the final number of pages a journal or magazine contains.
2	The supplier must prepare a quote aligned with the price quoted and any page number increases.
3	The National Museum will approve the quote and will generate a purchase order and provide to supplier.
4	Supplier will print and bind the publication and deliver to the National Museum within 15 days of receiving the purchase order
5	Rendering of Invoice within 5 days of delivery of publications.

4. Bid Evaluation

All bidders will be subject to a three-stage evaluation process, i.e.

- 4.1. Pre-screening, i.e. determination of compliance to compulsory requirements. Bidders will be required to pass pre-screening to be eligible for further evaluation.
- 4.2. Functionality, to assess the bidder's ability, experience, resources, and methodology to successfully deliver the required training services. Bidders must achieve a minimum score of 70 points out of 100 to proceed to price and preference procurement evaluation.
- 4.3. Preferential procurement calculation 80/20, whereby 80 is for price and 20 points for specific goals.
- 4.4. The Museum may vet the existence of the winning bidder by a physical visit.

5. Required documents

Below documents are mandatory requirements and must be submitted with your quote. Failure to submit any document listed below will result in a disqualification of the Bidder

5.1 MANDATORY DOCUMENTS TO BE SUBMITTED	
1.	<p>The Bidder must provide a written proposal how they will meet the Museum's requirements and the proposal should include:</p> <p>1.1. Bidder's proposal must show adequate capability to meet the Museum's publication requirements over the contract period.</p> <p>1.2. Bidder's proposal shows that they have adequate experience printing work of a similar type (journals, magazines, books).</p> <p>1.3. Bidder's proposal shows that they have adequate in-house printing equipment and resources for the provision of Museum's printing services.</p> <p>1.4. The Bidder's human capacity with adequate experience to supervise quality printing, binding and delivery of the Museum publications. Please do not attach CVs just provide a summary of the supervisor and staff already in your employ that will handle the printing of the Museum's publication.</p> <p>1.5. Bidder is financially sustainable to provide services over the 60 months of the contract.</p>
2.	Proof of location of the bidder in a form of Municipal rates and taxes statement of account or a lease agreement where a bidder is not the owner of the property.
3	Five (5) reference letters for printing of publications of a similar stature (only magazines, journals or books). 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 information may be verified.
4	The provider must submit the SBD 4 form signed and completed.
5	Bidder's CSD registration report.

5.2 OTHER DOCUMENTS TO BE SUBMITTED (NON-MANDATORY)	
1.	BBBEE certificate or Declaration is not compulsory but may be submitted to score points on preferential point system of 80/20 on price and BBBEE points.
2.	A valid copy of SARS tax pin

6. Functionality

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 publication requirements over the contract period.	Bidder's proposal must show excellent capability to meet the Museum's publication requirements over the contract period.	5	10
	Bidder's proposal must shows more than adequate capability to meet the Museum's publication requirements over the contract period.	4	
	Bidder's proposal must show adequate capability to meet the Museum's publication requirements over the contract period.	3	
	Bidder's proposal must show inadequate capability to meet the Museum's publication requirements over the contract period.	2	
	Bidder's proposal must show no capability to meet the Museum's publication requirements over the contract period.	1	
Bidder's proposal 1.2. Bidder's proposal shows that the have adequate experience printing work of a similar type (journals, magazines, books).	Bidder's proposal shows that the have more than 10 years' experience printing work of a similar type (journals, magazines, books).	5	20
	Bidder's proposal shows that the have more than 5 years' experience printing work of a similar type (journals, magazines, books).	4	
	Bidder's proposal shows that the have adequate experience of 5 years printing work of a similar type (journals, magazines, books).	3	
	Bidder's proposal shows that the have less than 5 years of experience printing work of a similar type (journals, magazines, books).	2	
	Bidder's proposal shows that they have no experience or experience is not clear for printing work of a similar type (journals, magazines, books).	1	
Bidder's Proposal 1.3. Bidder's proposal shows that they have adequate in-house printing equipment and resources for the provision of Museum's printing services.	Bidder's proposal shows that they have multiple sites with in-house printing equipment and resources for the provision of Museum's printing services and are relying on more than one set of machinery in the event of a disaster in the event of a disaster breakdown.	5	20
	Bidder's proposal shows that they have more than one adequate in-house printing equipment and resources for the provision of Museum's printing services and are relying on more than one set of machinery in the event of a disaster breakdown	4	
	Bidder's proposal shows that they have at least one printing and finishing in-house printing equipment and resources for the provision of Museum's printing services.	3	

	Bidder's proposal did not show that they have insufficient in-house printing equipment and resources for the provision of Museum's printing services and may rely on some outsourcing.	2	
	Bidder's proposal did not show that they have in-house printing equipment and resources for the provision of Museum's printing services and may rely on outsourcing	1	
Bidder's Proposal 1.4. The Bidder's human capacity with adequate experience to supervise quality printing, binding and delivery of the Museum publications. Please do not attach CVs just provide a summary of the supervisor and staff already in your employ that will handle the printing of the Museum's publication.	The Bidder's human capacity with more than 10 years' experience to supervise quality printing, binding and delivery of the Museum publications. Please do not attach CVs just provide a summary of the supervisor and staff already in your employ that will handle the printing of the Museum's publication.	5	10
	The Bidder's human capacity with more than 5 years of experience to supervise quality printing, binding and delivery of the Museum publications. Please do not attach CVs just provide a summary of the supervisor and staff already in your employ that will handle the printing of the Museum's publication.	4	
	The Bidder's human capacity with 5 years experience to supervise quality printing, binding and delivery of the Museum publications. Please do not attach CVs just provide a summary of the supervisor and staff already in your employ that will handle the printing of the Museum's publication.	3	
	The Bidder's human capacity with below 5 years' experience to supervise quality printing, binding and delivery of the Museum publications. Please do not attach CVs just provide a summary of the supervisor and staff already in your employ that will handle the printing of the Museum's publication.	2	
	The Bidder's human capacity with one year or less experience to supervise quality printing, binding and delivery of the Museum publications. Please do not attach CVs just provide a summary of the supervisor and staff already in your employ that will handle the printing of the Museum's publication.	1	
Bidder's Proposal 1.5. 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 for printing of publications of a similar stature (only magazines, journals or books). 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	20
	Five (5) reference letters for printing of publications of a similar stature (only magazines, journals or books). The bidder will score more if the reference letters are recent. Reference letters	4	

	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.		
	Five (5) reference letters provided for printing of publications of a similar stature (only magazines, journals or books). 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

7. Price and Preference Points Evaluation

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

8. Price

8.1. The Bidder must be cost for the printing, binding and delivery services including VAT if applicable.

8.2. Prices must be valid for 60 months.

8.3. Below specifications reflect actual usage in prior periods. Page number cost must increase or decrease in price and service provider must adjust prices using quoted page numbers as a base figure.

NB: Bids with all compulsory documents must be submitted at 36 Aliwal Street, Bloemfontein on or before the closing time and date. Bids submitted by email and fax will not be accepted.

In the table below, please provide cost relating to provision of printing, binding and delivery services for different type of publications. Delivery to Bloemfontein, at the offices of the National Museum, at 36 Aliwal Street, Bloemfontein, 9300

Year 1

Qty	Product	Item Description	Price
INDAGO JOURNAL			
350	A4 journal	<p><u>Dimensions (mm):</u> A4 journal (cut to size 210 x 297mm)</p> <p><u>Cover:</u> Printed full colour front. Inside cover Printed 240gsm gloss white.</p> <p><u>Inside pages:</u> 72 numbered pages. Printed full colour front and back. 80–90 gsm gloss white paper.</p> <p><u>Binding:</u> Perfect bind</p>	R
1	Delivery	Delivery of INDAGO Journal above to National Museum in Bloemfontein	R
CULNA MAGAZINE			
500	A4 Magazine	<p><u>Dimensions (mm):</u> A4 journal (cut to size 210 x 297mm)</p> <p><u>Cover:</u> Printed full colour front. Inside cover Printed Laminated on outside. 240gsm gloss white.</p> <p><u>Inside pages:</u> 116 inside pages. Printed full colour front and back. 100gsm gloss white paper.</p> <p><u>Binding:</u> Perfect bind</p>	R
1	Delivery	Delivery of CULNA Magazine above to National Museum in Bloemfontein	R
SUB TOTAL			R
VAT			R
TOTAL PRICE FOR YEAR 1			R

Years 2 – 5

Year	Items	Total costs	VAT	Total price including VAT for Year
Year 2	Publication of INDAGO Journal and delivery And Publication of CULNA Magazine and delivery	R	R	R
Year 3	Publication of INDAGO Journal and delivery	R	R	R
Year 4	And Publication of CULNA Magazine and delivery	R	R	R
Year 5	Publication of INDAGO Journal and delivery	R	R	R
Total bid price 60 months		R	R	R

9. Preferential procurement

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

Specific goals

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

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 located in the Free State, a rural province on the margins of economic activity. In an effort 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.

In an effort 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
	<u>20</u>	<u>10</u>

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.