

## REQUEST FOR QUOTE FOR PROFESSIONAL SERVICES – STANDARD FORMAT

RFQ	REQUEST FOR A QUOTE FOR A TIME MANAGEMENT SERVICE PROVIDER TO EVALUATE OUR CURRENT CLOCKING SYSTEM AND PROVIDE THE BEST ADVISE THAT WILL ALSO INCLUDE OTHER SATELLITE LOCATIONS THAT ARE CURRENTLY NOT ON THE SYSTEM
ISSUE DATE	31 MAY 2023
CLOSING DATE	09 JUNE 2023
CLOSING TIME	18H00

BRIEFING SESSION	TO BE HELD AT NATIONAL MUSEUM, NO.36 ALIWAL STREET BLOEMFONTEIN 9300
ISSUE DATE	06 JUNE 2023
CLOSING TIME	12H00
COMMENT	THE BRIEFING SESSION IS COMPULSORY AND BIDDER MUST ENSURE THAT ATTENDANCE REGISTER IS COMPLETED AND SIGNED AS PROOF OF ATTENDANCE. BIDDERS WHO FAIL TO COMPLY WITH THIS REQUIREMENT WILL BE DISQUALIFIED

### 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](http://www.nasmus.co.za)

### 2. Purpose and Background

The Museum is looking for an experienced service provider to provide evaluate the Museum's current time management system and provide the best advise

through a detailed specification with costing to include or integrate all other satellite locations of the Museum that are not on the system.

A compulsory briefing session will be necessary for a service provider to be able to provide their bid price for the required professional advise.

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

Time and Attendance professional services	
<b>Evaluation of the Museums current system</b>	<p>Evaluation of the Museum's current system, identify locations on the system and also to determine how the other locations that are not on the system can be added to the system.</p> <p>Freshford, Raadsaal, Florisbad Farm as well as Florisbad offices. These sites are not on the Museum's internet network and a system where we can import data via a USB into Jarrison time and attendance would be preferable, or any other manual system where we can extract data from these sites without the necessity for internet connections.</p> <p>To determine whether the above idea can be implemented and if not device a practical solutions that will incorporate all Museum's sites on the current system.</p> <p>A compulsory briefing session will be conducted for the service provider to determine the extent of the problem to evaluate and provide a feasible solution(s).</p> <p>Optional quotes for multiple solutions may be provided separately with individual costing in the bid document.</p>
<b>Implementation of the best and cost effective solution to be agreed with the Museum</b>	<p>The bidder should provide a detailed proposal with costings</p>

#### **4 Compulsory requirements**

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

- 4.1.1** at least 3years' experience in provision of similar services supported by at least 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 if applicable.
- 4.1.3** completed, signed and witnessed SBD forms 4 must be attached.
- 4.1.4** a copy of a detailed CV(s) and qualification(s) must also accompany the quote.
- 4.1.5** the bidder must be tax compliant and a tax pin issued by SARS must be attached.
- 4.1.6** a valid copy of BBBEE certificate or completed and signed BBBEE declaration may be attached to score points on preferential procurement.
- 4.1.7** the must be registered on CSD and CSD supplier report 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.

#### **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 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 specific preferential goals

## 6 Technical Assessment

FUNCTIONALITY CRITERIA	POINTS ALLOCATION
<b>Experience of firm – for similar scale projects or services required.</b>  <b>Score points;</b>  1 = 1 year 2 = 2 years 3 =3 years 4 =4 years 5 =5 years plus	20
Experience and Qualifications of technicians – for similar scale Projects or services required.	20

<p><b>Score points;</b></p> <p><b>Technical capacity of a Technician</b></p> <p>Score points; Please attach Detailed CV and copies of qualifications Of Technicians</p> <p>1 = No proof of qualification and not meeting the requirement  2 = Qualification attached, but the qualification is not par to requirements  3 = More than one CVs and qualifications meeting the requirements  4 = More than two CVs and Qualification attached and meeting the requirem  5 = three CVs and Qualifications attached and qualifications are exceeding t  requirement</p>	
<p><b>Quality of Methodology/Proposal</b></p> <p>Experience and Qualifications of techni  similar scale  Projects or services required.</p> <p><b>Non-responsive: (score 1)</b></p> <p>Bidder has not provided methodology,  approach or detailed proposed  specifications.</p> <p><b>Poor: (score 2)</b></p> <p>Bidder has misunderstood certain  aspects of the scope of work and does  not deal with the critical aspects of the  project. The activity schedule omits  important task or the timing of the  activities.</p> <p><b>Fair (score 3)</b></p> <p>The approach is generic and not tailored  to address the specific project objectives  and requirements. The approach does  not adequately deal with the critical  characteristics of the projects. All key  activities are included in the activity  schedule, but are not detailed. There are</p>	

minor inconsistencies between timing, projects deliverables and the proposed approach.

**Good (score 4)**

The approach is tailored to address the specific project objectives and requirements. All key activities are included in the activity schedule. There are minor inconsistencies between timing, projects deliverables and the proposed approach. There is a fair degree of detail that facilitates understanding of the proposed work plan.

**Very Good (score 5)**

Besides meeting the "good" rating, the important issues are approached in an innovative and efficient way, indicating that the service provider has outstanding knowledge of the deliverables and meets the specifications 100%. The proposal details ways to improve the project outcomes and the quality of the outputs. The proposal has included value added services that is relevant to the project. The sequencing and timing of activities are very well defined, indicating that the tenderer has optimized the use of resources and the work plan permits flexibility to accommodate contingencies and risks. The tenderer should provide more than one effective option with methodologies.

<b>Reference letters</b> <b>Score points;</b>  1 = 1 reference letter 2 = 2 reference letters 3 = 3 reference letters 4 = 4 reference letters 5 – 5 plus reference letters	10
<b>Locality</b>  1 = location 3hours and above away from free state 2 = Location 2hours away from free state 3 = Location 1hour away from free state 4 = Free state town 5 = Bloem	10
<b>Total points</b>	<b>100 points</b>

## 7 Price

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

**NB: A quote and compulsory documents as per compulsory requirements must be emailed to [scm@nasmus.co.za](mailto:scm@nasmus.co.za)**

Time and Attendance professional services		Bid price including VAT if applicable
Evaluation of the Museums current system	<p>Evaluation of the Museum's current system, identify locations on the system and also to determine how the other locations that are not on the system can be added to the system.</p> <p>Freshford, Raadsaal, Florisbad Farm as well as Florisbad offices. These sites are not on the Museum's internet network and a system where we can</p>	R_____

	<p>import data via a USB into Jarrison time and attendance would be preferable, or any other manual system where we can extract data from these sites without the necessity for internet connections.</p> <p>To determine whether the above idea can be implemented and if not device a practical solutions that will incorporate all Museum's sites on the current system.</p> <p>A compulsory briefing session will be conducted for the service provider to determine the extent of the problem to evaluate and provide a feasible solution(s).</p> <p>Optional quotes for multiple solutions may be provided separately with individual costing in the bid document.</p>	
Implementation of the best and cost effective solution to be agreed with the Museum		R _____

## 8 BBEE Assessment

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

NB: The Museum reserves the right to determine whether a comprehensive 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



an agency of the  
Department of Sport, Arts and Culture

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www.nasmus.co.za

Incorporating the satellites:	Insluitend die sateliete:
Oliewenhuis Art Museum	Oliewenhuis-kunsmuseum
Freshford House Museum	Freshford-huismuseum
First Raadsaal	Eerste Raadsaal
Wagon Museum	Waenhuismuseum
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.

## NASMUS

Full Name	Identity Number	Name of institution	State

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