



266, Bloemfontein, 9300
 36 Aliwal Street / Aliwalstraat 36
 South Africa / Suid-Afrika
 051 - 4479609 051 - 4476273

Incorporating the satellites:	Insluitend die sateliete:
Oliewenhuis Art Museum	Oliewenhuis-kunsmuseum
Freshford House Museum	Freshford-huismuseum
First Roodsaal	Eerste Roodsaal
Wagon Museum	Waenhuismuseum
Florisbad Research Station	Florisbad-navorsingstasie

REQUEST FOR QUOTE– STANDARD FORMAT PRICE QUOTE

RFQ	REQUEST FOR QUOTE FOR PROVISION OF COMPREHENSIVE PRE-EMPLOYMENT OR BACKGROUND SCREENING AND VERIFICATION SERVICES FOR EMPLOYMENT PURPOSES FOR A PERIOD OF 60 MONTHS ON A PAY-AS-YOU-USE SYSTEM
ISSUE DATE	06 March 2026
CLOSING DATE	18 March 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	Mr G. Dlamini scm@nasmus.co.za

All quotes must be submitted inside a tender box on a sealed envelope at 36 Aliwal Street, Bloemfontein, 9300 on or before the closing date and time.

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 a comprehensive pre-employment/ Background screening and verification services for employment purposes for a period of 60 months on a pay-as-you-use system.

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.

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 8.
- 4.1.2 Proof of being an established firm specialising in background screening and verification 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** Completed and signed SBD forms 4 must be attached.
- 4.1.5** The bidder must be registered on CSD and CSD supplier report must be attached.
- 4.1.6** A CV and copies of qualifications of the Principal background screening and verification Agent
- 4.1.7** Copies of registration with professional relevant professional body.

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** Proof of the bidder's 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.

These documents in 5.1.1 and 5.1.2 will be used for allocating specific goal 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

6. Bid Evaluation (Price Quote)

All bidders will be subject to a three-stage technical 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. Technical Evaluation. The bidder must meet a minimum qualifying criteria of 70 points to qualify for preferential procurement evaluation.
- 6.3. Preferential procurement calculation 80/20, whereby 80 is for price and 20 points for specific preferential goals.

7. Technical assessment

Functionality Criteria		Points	Points Allocation
The highest qualification of the Principal Agent. (Proof of certified qualifications should be attached)	• Master's or PHD degree	5	25
	• Honor's degree	4	
	• Bachelor's degree	3	
	• Diploma	2	
	• Higher Certificate	1	
The number of years of experience of the Principal Agent. (CV should be attached)	• More than 5 years' experience	5	25
	• 5 years' experience	4	
	• 4 years' experience	3	
	• 3 years' experience	2	
	• Less than 3 years' experience	1	
Firm references for providing background screening and verification services. The reference letters must be in the letterhead of the issuing institution and signed by the designated official of institution	• More than 3 reference letters with excellent service ratings.	5	50
	• 3 reference letters with excellent service ratings	4	
	• 3 reference letters with good service ratings	3	
	• 3 reference letters with service ratings below good, i.e. satisfactory, poor, etc.	2	
	• 3 reference letters with no service ratings.	1	

9. Preferential Procurement Assessment

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

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.