



an agency of the  
**Department of Sport, Arts and Culture**

## REQUEST FOR QUOTATION FOR PROFESSIONAL SERVICES

<b>RFP</b>	<b>REQUEST FOR A QUOTATION FOR THE SUPPLY AND INSTALLATION OF AN AC GRID TIED COUPLED ROOFTOP SOLAR SYSTEM AT THE FIRST RAADSAAL &amp; WAGON MUSEUM</b>
<b>ISSUE DATE</b>	<b>22 NOVEMBER 2023</b>
<b>CLOSING DATE</b>	<b>04 DECEMBER 2023</b>
<b>CLOSING TIME</b>	<b>15h00</b>

### 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 National Museum intends to appoint of an Electrical contractor registered with **ECSA** and specialises in solar installations at the First Raadsaal & Wagon Museum, which are based in the Free State Province.

The National Museum by inviting Requests for Quotation (RFQ) intends to enter into a suitable once off contract for the required work, using stringent compliance criteria to ensure that contract entered into with a professional service provider who has the capability and capacity to provide the services.

Professional service provider will be expected to meet all the conditions of the various forms of contract that are utilized by the Employer (The National Museum).

### **3. Scope of Work (Terms of Reference)**

#### **3.1 Terms of Reference**

The National Museum intends to appoint a Service provider for the Design, supply and installation of a rooftop solar system at The First Raadsaal and Wagon Museum which is situated in Bloemfontein, Free State Province.

The National Museum hereby invites suitable and qualified bidders to submit Quotations accompanied with the required compulsory and other administrative documents mentioned hereunder, as the National Museum intends to enter into a once-off contract for the required work, using stringent compliance criteria to ensure that the contract is entered into with a qualified and experienced professional service provider who has the capability and capacity to provide the required goods and services.

**In terms of the Occupational Health and Safety Act 1993 (Act No 85 of 1993), the South African electrician's work must comply with SANS 10142-1 (Edition 2), which is the most recent legislation applicable to the electrical trade shall apply.**

**This, along with the OHS Act's regulations such as the Electrical Installation Regulations, Electrical Machinery Regulations, and General Safety Regulations.**

The successful bidder will be expected to enter into a service level agreement with the Employer (The National Museum) for the duration of the work, and is hereby expected to uphold professionalism and abide by the conditions of the agreement with the Employer.

**The Location where work will be performed, is at FIRST RAADSAAL & WAGON MUSEUM, 95 ST Georges Street, Bloemfontein.**

#### **3.2 ROOFTOP SOLAR SYSTEM**

##### **Scope of Work:**

1. The supply and installation of a rooftop hybrid solar system.
2. Including rooftop **monocrystalline solar panels**, a smart **5KW inverter & lithium battery** to reduce the museum's grid dependency and provide power during load-shedding.
3. The solar installed system must be connected to the existing electrical installation of the National Museum and remain connected to the grid as a backup for when the solar panels and battery cannot cover consumption. For example on cloudy & rainy days.
4. Automatic changeover between solar, batteries and grid is required.
5. Provide Earth and Lightning protection.
6. Provide Electric compliance certificate (COC)

## 7. Health & Safety File

8. A needs analysis to determine the size of the system required.

### 3.3 PV Modules

PV Modules shall be tier 1 and shall provide the maximum power production per meter squared (m<sup>2</sup>).

The Contractor shall supply and install the PV modules to achieve the specified levels of performance for the required design life of 25 years under the prevailing site environmental conditions, which shall be determined by the Contractor.

Modules to be used shall be reliable modules with a proven track record in performance, operation and obtaining long-term debt (project finance). The Contractor shall ensure that PV modules are sourced from a **Tier 1 manufacturer**.

All modules supplied shall be of the same type and from a single manufacturer.

The quality of equipment supplied shall be generally controlled to meet the guidelines for the design included in the standards and codes listed.

All transportation, storage, handling and installation of the modules shall be in accordance with the specifications from the manufacturer to ensure that the module manufacturer's warranty is honoured.

The module rated peak power shall be used to determine the peak power of the PV Plant. The peak power shall be the sum of the manufacturer's name plate data sheets for each individual module.

The Contractor shall be responsible to decide the module arrangements to minimize the losses due to mismatching.

Where the manufacturer's module flasher data show an IMPP deviation of more than 3%, PV modules shall be sorted into three groups to meet a set tolerance.

Only modules from the same set shall be used in in the same string. All records of the testing and grouping of Modules must be kept and presented to the Clients.

### 3.4 Surge and lightning protection

The Contractor shall carry out a risk assessment for lightning and install adequate lightning protection systems.

The Contractor shall design the lightning protection system in accordance with the latest edition of the SANS/IEC standards.

The lightning protection system shall protect the plant, inverters, control and monitoring systems and any other electrical and mechanical equipment against damage caused by lightning strikes.

The proposals to the Client must provide for adequate design against lightning induced overvoltage risk.

Overvoltage protection shall be installed at DC side as well as AC side of the inverter and within the PV arrays.

In general, the design of the DC system must ensure that cables are kept in parallel and as short as possible, while cable loops are also avoided or restricted.

Protection against direct strikes (direct strike lightning protection) shall be installed and coupling because of strikes elsewhere in the grid (indirect strike lightning protection) shall be taken into consideration and designed out of the system.

Professional service provider will be expected to meet all the conditions of the various forms of contract that are utilized by the Employer (The National Museum).

#### **4. Mandatory Requirements**

##### **Required Deliverables:**

The quality of service delivered must be per the National Museum standards/requirements. **No payments** will be made if the works does not meet the National Museum standards. All health and safety protocols are to be observed by the appointed service provider during delivery and conducting of the work.

**NB: YOU ARE EXPECTED TO PROVIDE YOUR OWN EQUIPMENT AND TRANSPORT (INCLUDING ACCOMODATION IN CASE OF A NON-LOCAL SERVICE PROVIDER) UNLESS INCLUDED IN THE P&G's.**

#### **5. Compulsory requirements**

The bidder must attach the following compulsory documents with the quotation:

- 5.1.1. A valid letter of good standing for COIDA, issued by the department of employment and labour of the Republic of South Africa.
- 5.1.2. A minimum of 3 signed reference letters confirming the bidder's experience on the installation "Solar system(s)". All reference letters must be on the letterhead of the previous employer and must contain contact details of the previous employer.
- 5.1.3. The bidder's proof of registration with the Department of Labour as a three phase electrician.

- 5.1.4. Registration with Engineering Council of South Africa (ECSA) is "compulsory". The bidder must submit a valid copy or copies of registration with ECSA on electrical engineering stream.
- 5.1.5. Registration with Construction Industry Development Board (CIDB) is "compulsory". Only bidders with a CIDB grading 1 EP (max 2 EP) will be considered.
- 5.1.6. A completed and signed SBD 4 form must be returned with the submission of bidder's quotation.
- 5.1.7. The National Museum will not appoint a bidder whose tax affairs are not in order. Therefore, it is "compulsory" for the bidder to attach a tax pin issued by SARS with the submission of the bidder's quotation.
- 5.1.8. The bidder must be registered on CSD and CSD supplier report must be attached.
- 5.1.9. The bidder must be an active company registered in the Republic of South Africa and a copy of CIPC registration documents must be attached.
- 5.1.10. The bidder must submit CV's and proof of qualifications of all resources that will be proposed to be assigned to this project.
- 5.1.11. The bidder must submit the CV and proof of qualifications of the Lead Technician (Foreman) who must be a registered member of the ECSA, at least as a technician, in the electrical engineering stream. The Lead Technician (Foreman) must have a minimum of 3 years relevant experience. The submitted CV and qualifications of the Lead Technician (Foreman) must be clearly marked as such.
- 5.1.12. The bidder must complete the price schedule as provided for in paragraph 9.
- 5.1.13. Bidder must provide proof of address for the offices or premises where the business operates. This must be provided in the form of a municipal rates and taxes statement/account in the name of the bidder or a signed lease agreement, in case where the bidder is the tenant.

### **Matters for noting**

- 1. Non-compliance to the above compulsory requirements and non-submission of any of the required documents mentioned in paragraph 5.1.1 to 5.1.13, above will lead to a disqualification of the bidder.**
- 2. The National Museum will not appoint a bidder who is not tax compliant. Should the successful bidder's tax status be non-compliant, the National Museum will grant that bidder a grace period of at least 7 days to allow the**

**bidder to comply with their tax matters and be confirmed by SARS as being tax-compliant. The bidder's failure to achieve compliant tax status within the granted grace period, will lead to the bidder being disqualified.**

- 3. Validity period for the bidder's formal written quotations should be for a minimum period of sixty (60) days. The formal written price quotations received from the bidders will be regarded as valid for 60 days despite expiry date less than 60 days indicated on a quote.**

## **6. Price and Preference Points Evaluation**

	<b>Preference Points Criteria</b>	<b>Points Allocation</b>
1	Price	80
2	Specific goals	20
	Total Points	100

## **7. Bid Evaluation.**

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

- 7.1 Pre-screening, i.e. determination of compliance to compulsory requirements. Bidders will be required to pass pre-screening, by adhering to all the compulsory requirements, to be eligible for further evaluation.
- 7.2 Technical assessment, measurement of capability. The bidder will be required to obtain a minimum of 70 points in order to be eligible for preferential procurement evaluation.
- 7.3 Preferential procurement calculation 80/20, whereby 80 is for price and 20 points for BBBEE points.

## **8 Technical Assessment**

<b>FUNCTIONALITY CRITERIA</b>	<b>POINTS ALLOCATED</b>
Experience of firm – for similar scale projects or services required.  <b>Score points;</b>  2 = 3 reference letters submitted 3 = 4 reference letters submitted 4 = 5 reference or more letters submitted	45

<b>FUNCTIONALITY CRITERIA</b>	<b>POINTS ALLOCATED</b>
<p>Experience and Qualifications of one (1) Lead Technician (Foreman) – for similar scale Projects or services required.</p> <p><b>Score points;</b></p> <p>1 = 3 years' experience  2 = More than 3 years' experience but not exceeding 4 years.  3 = More than 4 years' experience but not exceeding 5 years.  4 = Experience exceeding 5 years.</p>	40
<p><b>Locality</b></p> <p><b>Score points;</b></p> <p>The bidder is situated outside the Free State Province. = 1 points</p> <p>The bidder is situated in the Free State Province but outside of Mangaung Municipal area. = 2 points</p> <p>The bidder is situated in the Free State Province, in the Mangaung Municipal area. =3 points</p>	15
<b>Total points</b>	<b>100 points</b>

## 9 Price

- 9.1** The bidder must provide a cost inclusive quotation including VAT if applicable.
- 9.2** The financial offer must be provided in the table below.
- 9.3** The price quote must be firm and valid for sixty (60) days.
- 9.4** A quote with all the compulsory and relevant documents must be forwarded to [scm@nasmus.co.za](mailto:scm@nasmus.co.za) not later than the closing date and time as indicated on this document.

NO	DESCRIPTION	Unit	QTY	RATE	AMOUNT
	<b>BILL No.1</b>				
	<b><u>ELECTRICAL WORKS</u></b>				
1	5Kw Hybrid inverter	No	1		
2	Canadian Solar HiKu 545W Super High Power Mono PERC Solar Panel or Similar approved including roof mounting at 45° & accessories	No	12		
3	Sunsynk Rack Mount 5.32kWh 51.2V Lithium Battery or similar approved	No	2		
4	Single Phase AC Switch Disconnecter 40A	No	1		
5	Battery Disconnecter with 125A Fuses	No	1		
6	600V Protection Box 2 Inputs 2 Outputs 16A Isolator Type II SPD	No	1		
7	MC4 Pre terminated cable 2m (Pack of 2)	No	1		
8	Multi Contact Cable Coupler Pack - MC4	No	2		
9	Sustainable 6mm <sup>2</sup> Black Panel flex	m	5		
10	Sustainable 6mm <sup>2</sup> Black Double Insulated Halogen Free Solar Cable	m	26		
11	Sustainable 6mm <sup>2</sup> Red Double Insulated Halogen Free Solar Cable	m	26		
12	Sustainable 1500mm Red Battery Connector	No	1		
13	Battery Hazard Label Pack	No	2		
14	PV on Roof and Hazard Labels Pack	No	1		
15	Earthing & Lightning protection	Item			
16	Health & Safety File	Item			
17	Supply & Install 3 core cable from the solar DB to the Main DB near the First Raadsaal Museum, including excavation not exceeding 2m deep including an electric cable warning tape 150mm x 500m	m	20.6		



## **10 BBEE Assessment**

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

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

**NB: 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. The BBBEE certificate or sworn affidavit will be the only documents accepted as proof by the bidder to claim the above specific goals.



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Incorporating the satellites:	Insluitend die satelliete:
Oliewenhuis Art Museum	Oliewenhuis-kunsmuseum
Freshford House Museum	Freshford-huismuseum
First Roodsaal	Eerste Roodsaal
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.

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<b>Full Name</b>	<b>Identity Number</b>	<b>Name of State institution</b>

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.

**NASMUS**

- 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.

_____	_____
<b>Signature</b>	<b>Date</b>
_____	_____
<b>Position</b>	<b>Name of Bidder</b>