



an agency of the
Department of Sport, Arts and Culture

✉ 266, Bloemfontein, 9300
36 Alival Street / Aliwalstraat 36
South Africa / Suid-Afrika
☎ 051 - 4479609 📠 051 - 4476273
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 THE SUPPLY AND DELIVERY OF GOODS – STANDARD FORMAT

RFQ	REQUEST FOR A QUOTE FOR CATERING SERVICES FOR A MINIMUM OF 4 x OPENING EVENTS AT OLIEWENHUIS ART MUSEUM 16 HARRY SMITH STREET, WAVERLEY BLOEMFONTEIN
ISSUE DATE	16 January 2025
CLOSING DATE	24 January 2025
CLOSING TIME	16h00

All quotes must be emailed to scm@nasmus.co.za on or before the due 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 National Museum would like to request a quotation for catering services for opening events at Oliewenhuis Art Museum.

3. Specifications

Quantity	Product	Item Description	Transport required
Minimum of 4x opening events at Oliewenhuis Art Museum.	Provision (including professional presentation and clean-up) of platters of savoury and sweet cocktail snacks for between 80 and 150 people at Oliewenhuis Art Museum for opening events.		Yes please – to Oliewenhuis Art Museum, 16 Harry Smith Street, Bloemfontein
Please note that the spaces for set-up will differ	Set-up by 17:00. Space for set-up will be indicated by Oliewenhuis staff. Tables and black tablecloths will be provided by Oliewenhuis Art Museum if necessary).		

from event to event and you could be requested to set-up and serve outside in the back garden.		Platters & beverages 'packed out' by 17:30 Beverages to be served from 17:30. Opening at 18:00 and snacks to be served from around 18:30 or 18:45 depending on duration of formalities. Clean-up during and after function. Pack up from 20:30. *Preliminary dates (subject to change) 1) 5 December 2024 2) 20 February 2025 3) 13 March 2025 4) 10 April 2025		
No	Details Please quote per platter. All platters for 10-12 people & 60 or more items per platter All products must be fresh and professionally presented	Quantity	Cost per platter	
1.	Meat Platter 1 15 x Cocktail chicken strips or beef mince meatballs 15 x deboned sparerib or chicken drumsticks 15 x Cocktail mince vetkoek or boerie rolls 15 x Cocktail bobotie tartlets or ham, cheese and bacon tartlet - 2 different sauces	1		
2.	Meat Platter 2 15 x Cocktail chicken kebabs or cheesy bites 15 x Cocktail beef kebabs or boerewors bites or cheese grillers 15 x Cocktail sausage rolls or mince samoosas 15 x Cocktail curry pie or chicken tartlets - 2 different sauces	1		
3.	Wraps Platter 60x wraps with an assortment of beef and chicken	1		
4.	Vegetarian Platter 1 - Cocktail cheese and corn or spinach samoosas - Cocktail spinach and feta quiches - Cocktail vegetable spring rolls or vegetarian savoury tartlet	1		
5.	Vegetarian Platter 2 - Cocktail veggie wraps with grilled vegetables - Crumbed mushrooms or grilled halloumi cheese - Cocktail cheese puffs or cocktail vegetarian pizza pieces	1		
6.	Desert Platter 1 Mini lemon cheesecakes or milk tarts Mini brownie bites or mini cupcakes	1		
7.	Desert Platter 2 Mini cream horns or caramel tartlets Mini koeksisters or apple pies			
	Drinks (white wine, rosé and fruit juice to be served cold)			

8.	Bag of ice in neat serving container to add to drinks	1	
9.	5L box Sweet Red wine (Drosdy Hof or Four Cousins)	1 (5 Liter)	
10.	5L box Dry Red wine (Drosdy Hof or Four Cousins)	1 (5 Liter)	
11.	5L box Sweet White wine (Drosdy Hof or Four Cousins)	1 (5 Liter)	
12.	5L box Dry White wine (Drosdy Hof or Four Cousins)	1 (5 Liter)	
13.	5L box Fruit Tree Fruit Juice or 5L 100% fruit juice	1 (5 Liter)	
14.	Price per waiter	1	
15.	Serviettes and side plates for 50 people	50	
16.	Wine glasses for the serving of both wine and juice for 50 people	50	

4. Compulsory requirements

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

- 4.1.1** at least three (3) contactable written reference letter(s).
- 4.1.2** completed, signed and witnessed SBD forms 4 must be attached.
- 4.1.3** a copy of a detailed CV(s) and qualification(s) and experience of the owner or manager that will take responsibility for the delivery of service as requested must also accompany the quote.
- 4.1.4** the bidder must be tax compliant and a tax pin issued by SARS must be attached.
- 4.1.5** the must be registered on CSD and CSD supplier report must be attached.
- 4.1.6** the bidder must be an active company registered in the Republic of South Africa and a copy of CIPC registration documents must be attached.
- 4.1.7** the bidder must have a valid food license or permit for the kitchen in which food is prepared.
- 4.1.8** The bidder must own and operate their business in the Free State. Details of the offices or premises where the business is located must be provided in the form of a rates and taxes statement or a lease agreement where the office premises is leased.
- 4.1.9** The bidder service provider must the bid price as per pricing schedule

5. Additional requirements

- 5.1.1 a valid copy of BBBEE certificate or completed and signed BBBEE declaration is not compulsory but may be attached to score points on bid evaluation.
- 5.1.2 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 ninety (90) days. The formal written price quotations received from the service provider or supplier will be regarded as valid for 90 days despite expiry date less than 90 days indicated on a quote.

Price and Preference Points Evaluation

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

6. Bid Evaluation.

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. The will be required to pass pre-screening to be eligible for further evaluation.
- 6.2. Preferential procurement calculation 80or20, whereby 80 is for price and 20 points for specific goals.

7. Bid Evaluation

Based on lowest cost and compliance to specifications and compulsory requirements

8. Price

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

Description	Qty	Cost
Meat Platter 1 15 x Cocktail chicken strips or beef mince meatballs 15 x deboned sparerib or chicken drumsticks 15 x Cocktail mince vetkoek or boerie rolls 15 x Cocktail bobotie tartlets or ham, cheese and bacon tartlet - 2 different sauces	1	R
Meat Platter 2 15 x Cocktail chicken kebabs or cheesy bites 15 x Cocktail beef kebabs or boerewors bites or cheese grillers 15 x Cocktail sausage rolls or mince samoosas 15 x Cocktail curry pie or chicken tartlets - 2 different sauces	1	R
Wraps Platter 60x wraps with an assortment of beef and chicken	1	R
Vegetarian Platter 1 - Cocktail cheese and corn or spinach samoosas - Cocktail spinach and feta quiches - Cocktail vegetable spring rolls or vegetarian savoury tartlet	1	R
Vegetarian Platter 2 - Cocktail veggie wraps with grilled vegetables - Crumbed mushrooms or grilled halloumi cheese - Cocktail cheese puffs or cocktail vegetarian pizza pieces	1	R

Desert Platter 1 Mini lemon cheesecakes or milk tarts Mini brownie bites or mini cupcakes	1	R
Desert Platter 2 Mini cream horns or caramel tartlets Mini koeksisters or apple pies	1	R
Drinks (white wine, rosé and fruit juice to be served cold)		
Bag of ice in neat serving container to add to drinks	1	R
5L box Sweet Red wine (Drosdy Hof or Four Cousins)	1 (5 Liter)	R
5L box Dry Red wine (Drosdy Hof or Four Cousins)	1 (5 Liter)	R
5L box Sweet White wine (Drosdy Hof or Four Cousins)	1 (5 Liter)	R
5L box Dry White wine (Drosdy Hof or Four Cousins)	1 (5 Liter)	R
5L box Fruit Tree Fruit Juice or 5L 100% fruit juice	1 (5 Liter)	R
Price per waiter	1	R
Serviettes and side plates for 50 people	50	R
Wine glasses for the serving of both wine and juice for 50 people	50	R
SubTotal		R
VAT		R
Total cost including VAT		R

9. Preferential Procurement Assessment

Preferential procurement calculation 80or20, whereby 80 is for price and 20 points for specific goals.

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 status level of contributor.

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

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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 interest¹ 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.

¹ 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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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 /

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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 consortium² 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.

² 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.

Signature

Date

Position

Name of Bidder