



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 FOR THE PRINTING, BINDING AND DELIVERY OF CULNA MAGAZINE

RFQ	CULNA24-25
ISSUE DATE	20 March 2025
CLOSING DATE	02 April 2025
CLOSING TIME	12h00

REQUEST FOR A QUOTE FOR PRINTING AND BINDING OF CULNA 78

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 print the Culna, a popular publication, annually for distribution. The Museum would like to appoint a suitable service provide to provide printing and binding services of the Culna Magazine.

3 Specifications of Good(s)/Service(s)

Qty	Item Description	Physical Delivery
500 copies	Culna Magazine Print and bind. Cover: Gloss laminated on one side 240gsm INVERCOTE (Printed Double sided)(or similar) Inside pages: x116 back and front print 100gsm Magno gloss White (or similar) FULL COLOUR Perfect binding to A4 210x297mm	The printed copies of the publication are required to be delivered at 36 Aliwal Street in Bloemfontein.

4 Compulsory requirements

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

- 4.1.1 completed, signed and witnessed SBD forms 4 must be attached.
- 4.1.2 the bidder must submit a copy of a valid tax pin issued by SARS.
- 4.1.3 the bidder must be registered on CSD and CSD supplier report must be attached.
- 4.1.4 the bidder quotation must be in conformance to the specifications of the Museum and the price schedule table provided in paragraph 8, below. The bidder should record their price quotation in the table provided in paragraph 8.

5 Additional requirements (Non-compulsory)

- 5.1.1 the bidder must be an active company registered in the Republic of South Africa, and a copy of CIPC registration documents must be attached.
- 5.1.2 a valid copy of BBBEE certificate or completed and signed BBBEE declaration must be attached.

Matters for noting

- 1. Non-compliance to the above compulsory requirements will lead to a disqualification of the bidder.
- 2. Bidder's non-tax compliant with SARS, is subject to grace period of at least 7 days that will be provided to a preferred service provider, should that service provider be not compliant following bid evaluation.
- 3. 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.
- 4. 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.
- 5. Only quotes received before the closing time and date will be accepted.

6 Price and Preference Points Evaluation

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

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 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
	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.

7. Bid Evaluation.

All bidders will be subject to a two-staged tactical procurement evaluation process as follows;

- 7.1 the bidder will be evaluated on 100% conformance of the quote to the specifications as issued by the Museum to be eligible for preferential procurement evaluation below;
- 7.2 the bidder will be selected on lowest cost if the lowest cost and Preferential procurement calculation of 80/20, whereby 80 is for price and 20 points for specific goals will then be applied to select a successful bidder.

8 Price

- 8.1.1 The bidder must provide a cost inclusive quotation including VAT if applicable. The financial offer must be provided in the table below;
- 8.1.2 A quote with all compulsory documents must be forwarded to scmintern@nasmus.co.za
- 8.1.3 Hand delivered bids/quotes will not be considered

Qty	Item Description (attached a photo where possible)	Total cost including VAT
500 copies	Printing, binding and delivery of Culna Magazine	R