



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

RFQ	THE REQUEST FOR QUOTE FOR ONCE-OFF SUPPLY AND DELIVERY OF MULTI-PURPOSE COPIER MACHINES
ISSUE DATE	20 February 2025
CLOSING DATE	07 March 2025
CLOSING TIME	15h00
DELIVERY OF QUOTES	Tender Box, National Museum, 36 Aliwal Street, Bloemfontein
QUERIES	Mr. G. Dlamini scm@nasmus.co.za

RFQ: THE ONCE-OFF SUPPLY AND DELIVERY OF TWO (2) COPIER MACHINE WITH A MAINTENANCE PLAN.

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 requires Two (2) multi-purpose printer for its day-to-day operations for and Exporama & ornithology department. The Museum will purchase the machines and enter into a maintenance contract for on a fixed term period of 5 years.

3. Specifications of Good(s)

Qty	Product	Item Description (attached a photo where possible)	Transport required (yes or no)
2	Printer/copier	Modes: Print, scan, copy Process: at least four dry electrostatic transfer system (Colour) Output: 60gms – 150gms at approx. 60/min Thicker paper may be slower per min. Duplex printing/copying Output speed: A4 at approx. 50ppm (80gms) Resolution: Print: 1200 X 4800dpi Copy: 600dpi Scan: 600 – 1200dpi Paper capacity: Tray 1: 500 x 80gms Tray 2: 500 x 80gms Bypass tray: 250 x 80gms Paper weight: Tray 1: 80 – 300gms Tray 2: 80 – 300gms Bypass tray: 80 – 300gms Paper sizes: All sizes up to A3 (print, scan, copy) Paper types: Plain, Recycled, Special Paper 1-3, Letterhead, Cardstock, Pre-printed Paper, Bond Paper, High-Gloss Coated Paper, Colour Paper, Envelopes, Coated, Labels & OHP Printer controller: CPU: At least Intel core i5 (last generation) or similar Memory: At least 8GB HDD: 1TB SATA OS Support: Windows 7/8/8.1/10/11/Server Printer Languages: Standard: PCL5c, PCL6, PDF Scanner file formats: Single/Multi-Page TIFF, PDF High Compression PDF & PDF/A, Single-Page JPEG Scan modes: Scan-to-Email (with LDAP support)	

		Scan-to-Folder (SMB/FTP) Scan-to-URL Scan-to-Media (USB/SD Card) Network TWAIN Scanning Connectivity: Wi Fi and Blue Tooth	





4 Compulsory requirements

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

- 4.1.1 A Company profile** indicating location, company experience in the supply and delivery of Multi-purpose copier machines with maintenance services.
- 4.1.2** The company must be an established company in Bloemfontein with established offices/ workshop and in this regard provide us with **proof of your existence with either a copy of your lease agreement or a copy of your municipal rates and**

taxes account for your premises. The Museum reserves the right to verify you have an established business premises and resources to carry out the scope.

4.1.3 Three (3) written reference letters from Mangaung/ Bloemfontein clients showing that you provided the supply and delivery of multi-purpose copier machines with maintenance services. The letter must be on a letterhead, with contactable details and signed by an authorised person. The Museum reserves the right to verify references.

4.1.4 completed, signed and witnessed 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 the bidder quotation must be in conformance to the specifications of the Museum. \

5 Additional requirements

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 The bidder must be tax compliant, and a copy of a valid tax pin issued by SARS must be attached.

5.1.3 A copy of BBBEE certificate or completed and signed BBBEE declaration may be attached for a bidder to earn more points on preferential procurement evaluation.

Matters for noting.

1. Non-compliance to the above compulsory requirements will lead to a disqualification of the service provider, except where non-tax compliant with tax matters which is subject to grace period of at least 7 days that will be provided to a preferred service provider should that service provider be non-compliant following bid evaluation.
2. Failure by this preferred service provider to rectify its tax matters to a compliant status within the seven (7) days 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 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. Bid Evaluation.

All bidders will be subject to a three stage evaluation process, i.e.

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

7. Price

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

7.1 Copier charges must include price escalations from year 1 to year 5, taking into account inflation, price increase and other factors.

7.2 Hand delivered submission will not be considered.

YEAR 1

Description	Qty	Cost inc. vat	Transport & installation required (yes or no)
Outright cash purchase			National Museum No. 36 Aliwal Street BLOEMFONTEIN 9300
Cash Purchase of printer/copier/scanner	2	R	
Copier charges in cents • Black & White • Colour	2	R R	

YEAR 2

Description	Qty	Cost inc. vat	Transport & installation required (yes or no)
Copier charges in cents • Black & White • Colour	2	R R	

YEAR 3

Description	Qty	Cost inc. vat	Transport & installation required (yes or no)
Copier charges in cents • Black & White • Colour	2	R R	

YEAR 4

Description	Qty	Cost inc. vat	Transport & installation required (yes or no)
Copier charges in cents • Black & White • Colour	2	R R	

YEAR 5

Description	Qty	Cost inc. vat	Transport & installation required (yes or no)
Copier charges in cents • Black & White • Colour	2	R R	

8. BBBEE Assessment

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

	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.