



an agency of the

Department of Sport, Arts and Culture

266, Bloemfontein, 9300
36 Aliwal Street / Aliwalstraat 36
South Africa / Suid-Afrika
051 - 4479609 051 - 4476273
www.nasmus.co.za

Incorporating the satellites:	Insluitend die sateliete:
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-STANDARD FORMAT

RFQ	REQUEST FOR QUOTE FOR SUPPLY AND DELIVERY OF STATIONERY FOR A PERIOD OF 3 YEARS.
RFQ	RFQ 05/025
ISSUE DATE	20 June 2025
CLOSING DATE	04 July 2025
CLOSING TIME	15h00
DELIVERY OF QUOTES	Tender Box, National Museum, 36 Aliwal Street, Bloemfontein
QUERIES	Mr. G. Dlamini scm@nasmus.co.za

BRIEFING SESSION	n/a
DATE	n/a
LOCATION ADDRESS	National Museum, Bloemfontein, no 36 Aliwal street, Bloemfontein, 9300
CONTACT PERSON	SCM

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 an established company based in Mangaung to supply and deliver consumables for a period of 36 months as when required (usually regularly).

3. Scope/Specifications with deliverables of Service(s) required.

3.1. Contract Period

36 months

3.2. Place of Work

n/a

3.3. Scope of Work

The bidder must provide a price quote to supply and deliver of all items listed below to the National Museum. These items are listed for the purpose of providing an indication of what is routinely ordered and for price quotations. The Museum reserves the right to order other consumable items not provided for below. The Museum will order stock regularly in accordance with our needs for the duration of the contract. Below are the specifications.

Qty	Product	Item Description (attached a photo where possible)	Transport required (yes or no)
100		Supply & delivery of 100 reams (10 boxes) of A4 printing paper	
50		Black pens	
50		Red pens	
50		Blue pens	
12		HB pencil	
10		Staples standard box of 5000 (No.56 26/6)	
50		A4 Board lever arch files	
20		A4 Board ring binder files	
10		A6 feint duplicate books 148mm x 105mm perforated 100 copy sets per book	
10		Attendance register soft cover books	
10		Paper clips boxes 33mm	
10		Paper clips boxes 50mm	
12		Highlighters different colours	
12		Artline 700 permanent markers black	
10		Artline 70 permanent markers black	
10		Scotch magic tape 810 18mm x 50m	
10		A4 exam pads 100 sheets	
01		Box of A4 (C4) self-seal white plain envelopes (250 per box 324mm x229mm)	

4. Compulsory requirements

The service provider must attach the following documents to the quotation as follows.

- 4.1.1** 3 recent written appointment or reference letters showing prior experience in supply and delivery of stationery must be attached. Reference letters must be on a company letter head, with contactable phone numbers and signed.
- 4.1.2** The bidder must own and operate a stationery supply shop/store in the Free State. Details of the offices or premises where the stationery supply shop/store is located must be provided in the form of a rates and taxes statement or a lease agreement where the shop premises is leased.
- 4.1.3** Completed, signed, and witnessed SBD forms 4 must be attached.
- 4.1.4** the service provider must be registered on CSD and CSD supplier report must be attached.
- 4.1.5** the service provider must be an active company registered in the Republic of South Africa and a copy of CIPC registration documents must be attached.
- 4.1.6** Conformance to pricing schedule and must be completed in full.

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 80/20 preferential procurement
- 5.1.2** The service provider must be tax compliant, and a tax pin issued by SARS must be attached.

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 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/supplier will be regarded as valid for 90 days despite expiry date less than 90 days indicated on a quote.

6. Bid Evaluation.

All service providers will be subject to a two-stage 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. Preferential procurement calculation 80/20, whereby 80 is for price and 20 points for specific preferential goals.

	Preferential procurement evaluation	Points Allocation
1	3 Price	80
2	4 Preferential procurement specific goals	20
	Total Points	100

7. Technical Assessment

No technical assessment. This is a price quote only. The Museum may conduct a site visit to verify information provided by the bidder.

8. Price

8.1 Service provider must complete pricing in table below inclusive of VAT.

8.2 Price should be fixed for 12 months. For the second and third year of the contract, price increases must be agreed to with the Museum.

Qty	Product	Item Description (attached a photo where possible)	Cost excl. VAT
100		Supply & delivery of 100 reams (10 boxes) of A4 printing paper	
50		Black pens	
50		Red pens	
50		Blue pens	
12		HB pencil	
10		Staples standard box of 5000 (No.56 26/6)	
50		A4 Board lever arch files	

20		A4 Board ring binder files	
10		A6 feint duplicate books 148mm x 105mm perforated 100 copy sets per book	
10		Attendance registers soft cover books	
10		Paper clips boxes 33mm	
10		Paper clips boxes 50mm	
12		Highlighters different colors	
12		Artline 700 permanent markers black	
10		Artline 70 permanent markers black	
10		Scotch magic tape 810 18mm x 50m	
10		A4 exam pads 100 sheets	
01		Box of A4 (C4) self-seal white plain envelopes (250 per box 324mm x229mm)	
		Delivery fee	

VAT

R

Total cost inc. VAT

R

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 consider 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

labor market and participate in the economy.

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 labor 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.

9. 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

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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.

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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 labor 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.

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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:

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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.

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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.

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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:

BIDDER STATUS	30/7/10	30/9/10
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	30/7/10	30/9/10
Above 50%	4	2
Above 40%	3	1.5
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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.

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- 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