



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	Waghuismuseum
Florisbad Research Station	Florisbad-navorsingstasie

REQUEST FOR QUOTE: CONSTRUCTION OF SAFETY GLASS, FOSSIL, DISPLAY CASE

RFQ	THE RFQ FOR A SUPPLIER TO SUPPLY GLASS, CUSTOMISED GLASS CASES AND REPAIRS OVER A PERIOD OF 5 YEARS
ISSUE DATE	03 April 2025
CLOSING DATE	17 April 2025
CLOSING TIME	15h00
DELIVERY OF QUOTES	Tender Box, National Museum, 36 Aliwal Street, Bloemfontein
Queries	Mr Graham Dlamini SCM Manager scm@nasmus.co.za

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

From time to time the National Museum requires a service provider to supply glass, customised glass cases or to repair existing glass cases for displays and exhibitions.

3. Specifications of Good(s)

The supplier will be required when necessary to quote the Museum for any item within the scope for the duration of the 5-year contract. The Museum has provided a description of the items for the purposes of quoting; however, other items may be requested also.

SCOPE OF WORK

The scope of work includes:

- Supply of glass and aluminium
- Construction of any glass and aluminium work
- Provision of customised glass and aluminium exhibition cases.

- Repairs of glass and aluminium installations, doors etc
- Area: National Museum or any satellites.

KPA	Detail	Comment
Site visit and quoting	The supplier will receive a request for a quote and must attend on site to conduct measurements and provide a written quote	Quote will be approved, and a Purchase Order will be issued to supplier.
Sourcing	On receipt of the purchase order, the supplier must purchase the relevant materials to construct the glass item or repair. All materials used must be of the highest standard SABS / insurance approved and fit for use in public spaces.	The supplier must be able to attend to urgent and non-urgent request within specified times.
Construction	The supplier must at all times comply with OHS when within the Museum public space. This means construction must be scheduled and area cordoned off for public safety. Staff of the service provider must be trained in the safe use, carrying and general movement of all work tools including ladders and electrical equipment. Only trained staff must be used.	OHS must be implemented during construction. The Museum safety officer will stop any construction at your cost, if your staff are working in an unsafe manner. Work will be inspected, and service provider must attend to any deficiencies before invoicing
Invoicing	Each job has its unique PO number, and you must invoice the Museum within 7 days of completing the work.	Invoicing must be prompt

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 of glass and customised glass work including repairs. Also provide details of your staff and any professional registration
- 4.1.2** The company must be an established company 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 The company must have at least a minimum of 5 years of work experience supplying glass and customised glass work including repairs.

4.1.4 Three (3) written reference letters from Mangaung/ Bloemfontein clients showing that you provided services of supply of glass and customised glass work including repairs. The letter must be on a letterhead, with contactable details and signed by an authorised person. The Museum reserves the right to verify references.

4.1.5 completed, signed and witnessed SBD forms 4 must be attached.

4.1.6 the bidder must be registered on CSD and CSD supplier report must be attached.

4.1.7 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.

5 Price and Preference Points Evaluation

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

5 Bid Evaluation.

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

- 5.1 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;
- 5.2 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.

6 Price

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

6.2. Hand delivered quotes must be delivered to the National Museum and placed in the tender box. The tender register must be signed.

6.3. Below is a typical glass work needed and is used for the purposes of comparing your prices in this bid.

Quantity	Product	Item Description (attached a photo where possible)	Cost
1	Replacement of Safety glass panel (Laminated and toughened glass) This price must be all inclusive including installation, labour and OHS.	All panels are measured in millimetres (mm) The replacement of 1 sheet of existing glass case of the Panel measurements as follows; (L) x (W) 1 x (1900mm x 1800mm) 1 x (1820mm x 2480mm) 1 x (0.280mm x 0.600mm) 1 x (1360mm x 0.180mm) 1 x (2360mm x 1450mm) 1 x (1500mm x 1600mm) 2 x (1760mm x 0.660mm) 2 x (1760mm x 0.580mm) 1 x (1490mm x 0.930mm)	R

		All panels must be at least 6mm safety glass (laminated) The glass case is to be measured on the premises of the National Museum, Bloemfontein The display showcase must be installed using aluminium	
2	Construction of a new safety glass case (Toughened glass) This price must be all inclusive including installation, labour and OHS.	The glass case is to be measured on the premises of the National Museum. All edges must be sanded (45 degree angle). All panels must be at least 6mm safety glass (laminated) The case must be fused. (L) x (W) x (H) 1 x 3200m x 1140m x 700mm	R
3	Delivery to the National Museum or any satellites	1x Delivery of completed works to the relevant site	R
		SUB TOTAL	R
		VAT	R
		TOTAL COST INCLUDING VAT	R

7 Preferential procurement evaluation.

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

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
	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

Service providers 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.