



an agency of the
Department of Sport, Arts and Culture

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www.nasmus.co.za

Incorporating the satellites:	Insluitend die satelliete:
Oliewenhuis Art Museum	Oliewenhuis-kunsmuseum
Freshford House Museum	Freshford-huismuseum
First Roodsaal	Eerste Roodsaal
Wagon Museum	Wagenuismuseum
Florissbad Research Station	Florissbad-navorsingstasie

RFQ	REQUEST FOR QUOTE FOR PROVISION OF SCM (PFMA) TO NATIONAL MUSEUM FOR A PERIOD OF 60 MONTHS AND COMPLIANCE REPLEATED TRAINING.
RFQ No:	RFQ 01/025
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 36 Aliwal Street, Bloemfontein, 9300

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

The Museum would like to source quotes from accredited training providers to facilitate on demand training for SCM (PFMA) and compliance related training for a period of 60 months. The supplier will be appointed for 60 months. The National Museum has to comply with the PFMA and Treasury regulations and all training must be fully aligned for government entities.

3. Scope of Service

The National Museum from time to time needs its officials to be trained in various SCM (PFMA) and compliance related courses.

The supplier must be able to train at the National Museum offices or online dependent on the type of training needed and the numbers of trainees involved. The training facilitator identified for the respective courses must be accredited as an assessor on the unit standards they will train on.

The National Museum will provide catering, and this can be excluded from costings.

KEY PERFORMANCE AREAS	
1	Once appointed, the service provider to receive request provide a quote for training per our training plan. Where training is requiring customisation, the provider will do so. The National Museum has to comply with the PFMA and Treasury regulations and all training must be fully aligned for government entities. Where necessary, the relevant Museum policy must be obtained and training aligned. Course outline to be provided with quote. Provide details of the accredited facilitator for the particular training programme with the quote.
2	Register the officials for training and schedule dates
3	Provide learning material for all courses
4	Provision of training by a qualified and accredited facilitator
4	Issue certificates to officials when training is completed.
5	Invoice the Museum when training is completed

4 Mandatory documents

Below documents are mandatory requirements and must be submitted with your quote. Failure to submit any document listed below will result in a disqualification of the service provider

MANDATORY DOCUMENTS TO BE SUBMITTED	
1.	Business profile
2.	CV of facilitator for SCM and compliance related training
3.	Copy of registration with QCTO or SETA as a training provider for finance and related courses
4.	Three (3) reference letters or purchase orders for training provided specifically on any PFMA related SCM programmes
5.	The training provider must submit the SBD 4 Form signed and completed.

6.	BBBEE certificate or Declaration is not compulsory but may be submitted to score points on preferential point system of 80/20 on price and BBBEE points.
7.	CSD registration and tax clearance
8.	Proof of address in the form of a lease agreement or rates and taxes account

ADDITIONAL DOCUMENTS (NOT COMPULSORY)	
1.	BBBEE certificate or Declaration is not compulsory but may be submitted to score points on preferential point system of 80/20 on price and BBBEE points.
2.	Valid SARS Tax pin

5 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 two-stage evaluation process, i.e.

- 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 80/20, whereby 80 is for price and 20 points for specific goals.
- 6.3 The Museum may vet the existence of the winning bidder by a physical visit.

7 Price

7.1. The service provider must provide cost per course for training services including VAT if applicable. Service provider must indicate the following.

7.2. Below training is not exhaustive and the Museum may request a quote for other finance related trainings. Prices must be valid for 12 months. Thereafter annual price increases must be agreed to by both parties and increase must be market related.

7.3. Catering to be done by the National Museum.

7.4. Please quote for costs for a group of 5 in person training at the National Museum offices (column A) and costs for group training of 5 online training (column B). Training is mostly done in groups and dependent on the group can be in person or online.

Training course and unit standard alignment	COLUMN A Price for group of 5 trainees including VAT In person training	COLUMN B Price for group of 5 trainees including VAT Online training
1 day Change Management 252021	R	R
2-day Introduction to SCM in the public sector (PFMA and related legislation) unit standard 119345	R	R
2 day Bid Committees (PFMA and related legislation) Unit standard 337061	R	R
2-day Contract Management in the Public Sector unit standard including JBCC contracts	R	R
2 days Managing poor performance and medical incapacity course unit standard 252034	R	R
1 day Data & Records Management unit standards 110009	R	R
2 days performance management– 2 days unit standards 252034	R	R
1 Day finance for non-financial manager's course material covers unit standard 242810 and unit standard 114738	R	R
1 day Conflict Management 114226	R	R
1-day Advanced Report Writing unit standard 110023	R	R
1-day Emotional Intelligence & Personal Mastery 252031	R	R
1 day Conflict Management 114226	R	R
Business Etiquette & Professional Conduct in the 1 day Workplace 7790 and 110021	R	R
Sub Totals (incl VAT)	R	R
Disbursements (Travelling, Accommodation and other) per course	R	R
Totals for both columns (incl VAT)	R	

8 Preferential procurement

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

Specific goals

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

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 specific preferential goals

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:

BBBEE 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.

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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