



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 satelliete:
Oliewenhuis Art Museum	Oliewenhuis-kunsmuseum
Freshford House Museum	Freshford-huismuseum
First Raadsaal	Eersle Raadsaal
Wagon Museum	Wagenuismuseum
Florissbad Research Station	Florissbad-navorsingsstasie

REQUEST FOR QUOTE FOR THE SUPPLY AND DELIVERY OF GOODS – STANDARD FORMAT

RFQ	REQUEST FOR A QUOTE for SOUND SERVICES (PA and DJ) for SPECIAL DAYS (Public Holidays) x 12 days
ISSUE DATE	27 August 2024
CLOSING DATE	06 September 2024
CLOSING TIME	16h00

All quotes must be emailed to scm@nasmus.co.za on or before the due date and time.

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 IZIKO Museum which resort under the Department of Arts and Culture and is governed by the council of IZIKO. 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 would like to request a quotation for a DJ to provide upbeat music on 12 Special Day celebrations including any other day as the need may arise at Oliewenhuis Art Museum.

3. Specifications

Quantity	Product	Item Description	Transport required (yes or no)
12 x days: Set-up from 9:00 Sound Services from 10:00 – 15:00	<u>10:00 – 15:00 on the front lawn of Oliewenhuis Art Museum:</u> *Provision of sound services: to play a variety of upbeat music to a diverse audience. *Provide PA system for occasional announcements		Yes please – to Oliewenhuis Art Museum, 16 Harry Smith Street, Bloemfontein

Packed-up by 16:00	*Provide 4x good quality active speakers with stands, cables, and microphone. NB: 4x Speakers and 350w RMS per speaker. *Provide all equipment needed to provide services requested, including table & chair extension cords / leads etc. *Please note the front lawn doesn't have electricity and it is the responsibility of the service provide to provide safe extension cords to get power from the <i>Rondawels</i> or garages (about 30 – 60m to the front lawn depending on exact space for set-up). A lead from these spaces will run over a road inside the premises, but it will be closed for the day, except for access for staff cars. *All Health and Safety requirements in regards to the services provided are the service provider's responsibility. *Preliminary dates plus 3x other special days 1) 24 September 2024, Heritage Day 2) 16 December 2024, Reconciliation Day 3) 21 March 2025, Human Rights Day 4) 27/28 April 2025, Freedom Day 5) 16 June 2025, Youth Day 6) 9 August 2025, Women's Day 7) 24 September 2025, Heritage Day 8) 16 December 2025, Reconciliation Day 9) 21 March 2026, Human Rights Day *Quote on how much you charge per event (10:00 – 15:00) a day and provide a total for 12 events.		
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4. Compulsory requirements

The service provider must have the following;

Minimum Requirements

PLEASE QUOTE ACCORDING TO THE SPECIFICATIONS

- 4.1.1** Completed, signed and witnessed SBD form 4 must be attached to the quote.
- 4.1.2** the bidder must be tax compliant and a tax pin issued by SARS must be attached.
- 4.1.3** the must be registered on CSD or CSD supplier report must be attached.
- 4.1.4** conformance to specifications requirements
- 4.1.5** CV indicating experience of a DJ/sound expert in provision of sound service
- 4.1.6** at least 3 references of a local based firm/company in provision of sound services. Proof of lease agreement or title deed of offices located in Mangaung.

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 bid evaluation.
- 5.1.2 the bidder must be an active company registered in the Republic of South Africa and a copy of CIPC registration documents must be attached.

Matters for noting

1. Non-compliance to the above compulsory requirements will lead to a disqualification of the bidder, except for non-tax compliant with tax matter which is subject to grace period of at least 7 days that will be provided to a preferred service provider should that service provider is not 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 thirty (30) days. The formal written price quotations received from the service provider/supplier will be regarded as valid for 30 days despite expiry date less than 30 days indicated on a quote.

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 three-stage technical evaluation process as follows;

- 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.

7. Tactical Assessment

Based on lowest cost and compliance to specifications and compulsory requirements

8. Price

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

Description	Qty	Cost per event	Total Cost exc VAT
Provide sound services from 10:00 – 15:00 for 12 events:	12	R	R
VAT			R
Total cost incl. vat			R

9. BBEE Assessment

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

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



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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