

REQUEST FOR QUOTE FOR PROFESSIONAL SERVICES – STANDARD FORMAT

RFQ	GENERAL MECHANICAL MAINTAINANCE SERVICING OF GENERATORS ON QUARTERLY BASIS FOR 3 YEARS
ISSUE DATE	27 May 2024
CLOSING DATE	07 June 2024
CLOSING TIME	16h00

BRIEFING SESSION	Yes
DATE	31 May 2024 at 12h00
LOCATION ADDRESS	No. 36 Aliwal street, Bloemfontein at 12h00
CONTACT PERSON	Facilities Management

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 is looking for the service of a mechanical engineer (fitting and turning) and other aspects of mechanical engineering, such as boilermaker or millwright for quarterly servicing of two (2) generators situated at Olliewenhuis Art Museum and National Museum respectively at contract period of 3 years.

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

3.1 Contract Period

Three (3) Years

3.2 Place Of Work

All maintenance services are to be performed at Olliewenhuis Art Museum and National Museum in Bloemfontein

3.3 Scope of Work

The provider must provide a price quote to

Service to be provided	Detail
Quarterly Regular Servicing of the two generators for a period of 3 years.	National Museum Diesel Generator Specification - Type: Volvo Penta - Engine No: 5311754604 - Engine Model: Tad 734 GE Oliwenhuis Art Museum Diesel Generator Specification - Type: Volvo Penta - Engine No: 53116674 69 - Engine Model: TAD 733 GE 3.1 Preventative Maintenance: 1. The Service Provider shall be fully responsible for the preventative maintenance of the Diesel Generators first three quarters of the year and the annual / 250 Hour service whichever occurs first. 2. The Service Provider shall report any trends detected that reflect system or equipment degradation, loss of performance, or frequency of failure to the National Museum. 3. Preventative Maintenance shall comply with the Maintenance Specific Activity Schedules contained below. 4. The Service Provider shall arrange with the National Museum and obtain approval for date, time and duration when equipment or systems shall be out of service for the purpose of performing Preventative Maintenance; 5. In the event of repairs having to be carried out which does not form part of Preventative Maintenance, the need for such repairs shall be reported to the National Museum for further instructions. 6. The Service Provider shall have a 24/365 call out facility; 7. The maximum response time which the Service Provider shall respond to a call Shall be as follow:

- Critical: defined as the generator failure during power outage) – The Service Provider shall within two (2) hours from notification acknowledgement respond;
- Non Critical: defined as generator failure during routine testing / inspection) the Service Provider shall within four (4) hours from the notification acknowledgement respond.
- The Service provider shall further ensure that standby arrangements for emergency call outs are at all times in place with contact details of the technicians on standby.

8. Spares required for ad hoc requests must be quoted for and approved by the National Museum before the service is rendered;

9. The Service Provider shall employ and manage their Maintenance Staff to ensure timely and efficient execution of the Works with minimum interruption to the National Museum

10. Technician and other staff members working at the National Museum must be issued with safety clothing with the company's name clearly visible;

11. Maintenance staff must be fully trained to; Perform the maintenance Services; do fault finding; Capable of doing repairs on all equipment

3.2 Maintenance Schedule

Schedule A: Service (Quarterly)

1. Carry out "Walk around" inspection for oil, fuel and water leaks;

2. Check water jacket heater operation;

3. Check condition of fuel pipes and water hoses;

4. Check and adjust to specification battery voltage, charge rate and perform voltage drop test to determine condition of batteries;

- | | |
|--|--|
| | <ol style="list-style-type: none">5. Check engine oil level and top up if necessary;6. Check fan and alternator belt tensions;7. Check primary fuel filter and clean if necessary;8. Check water level in radiator;9. Check level of antifreeze in cooling system;10. Check for water build up in the fuel filter water trap;11. Check the fuel tank daily drain valve for build-up of water;12. Grease fan drive and alternator bearing;13. Top up water and add cooling conditioner to radiator, if required;14. With the plant selector switch in the auto "position, trip the mains incoming supply so as to stimulate a mains failure;15. Observe start up, satisfactory operation of transfer switch and load acceptance of the set;16. Check and record when generator has run for 15 minutes;17. Generator output voltage stability;18. Generator output frequency and stability;19. Engine water temperature;20. Engine oil pressure;21. Engine fuel pressure;22. Charging alternator output;23. Run the set on load for 30 minutes then switch on the mains incoming supply and observe load shedding as well as the cooling down sequence until set stops;24. In test position check the following safety shutdown |
|--|--|

devices:

25. Start cut out function;

26. Low oil pressure;

27. High engine temperature;

28. Engine over speed;

29. Switch off engine and return plant selector switch to the "auto" position;

30. Make additional adjustments (within the scope of routine maintenance work) to the above-mentioned equipment if necessary;

31. Clean diesel generator and the room

32. Complete service log and return to Office;

33. Complete service report;

1.4 SCHEDULE B: Annual or 250 hour service (whichever occurs first)

1. Carry out "walk around" inspection for oil and water leaks;

2. Run the set on Test for 10 minutes and the Switch off engine and return plant selector switch to the "Off" position;

3. Drain lubrication oil and replenish with the correct grade of oil as per Original Equipment Manufacturer (OEM) requirements;

4. Change lubricating oil filter elements and fuel filter elements;

5. Clean out air filter element and adjust if necessary;

6. Grease all points as required;

7. Drain and flush cooling system, refill with clean water and add cooling system conditioner;

	8. Check water jacket heater operations; 9. Check condition of fuel pipes and water hoses; 10. Check for water build up the fuel filter water trap; 11. Check the fuel tank daily drain valve for build-up water; 12. Obtain fuel samples from bulk tank for analysis; 13. Check and adjust to specification battery voltage, charge rate and perform voltage drop test to determine condition of batteries; 14. Check fan and alternator belt tensions; 15. Grease fan drive and alternator bearing; 16. Start engine in test position and run for 5 minutes; 17. Switch off engine and return plant selector switch to the OFF position; 18. Check water level in radiator and top up if necessary 19. Inspect electrical panels for loose connections; 20. Check electrical and control connections 21. With the plant selector switch in the auto position trip the mains incoming supply so as to simulate a mains failure; 22. Observe start up, satisfactory operation of transfer switch and load acceptance of set; 23. Check and record when generator has run for 15 minutes: 24. Generator output voltage stability; 25. Generator output frequency and stability;
--	--

	26. Engine water temperature; 27. Engine oil pressure 28. Charging alternator output; 29. Check exhausts system for leaks; 30. Run the set on load for 30 minutes then switch on the mains incoming supply and observe load shedding as well as the cooling down sequence until set stops in test position check the following safety shutdown devices: 31. Start cut out function; 32. Low oil pressure; 33. High engine temperature 34. Engine over speed 35. Switch off engine and return plant selector switch to the auto position; 36. Make additional adjustments (with the scope of routing maintenance work) to the above-mentioned equipment if necessary 37. Clean Diesel Generator and the room; 38. Complete service log 39. Complete service report.
--	--

4 Compulsory requirements

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

- 4.1.1** at least three (3) years' experience in provision of similar services supported by at least three (3) contactable reference letters. A bidder will score more points on technical assessment with more than the required number of years of experience as

indicated above. Contactable written reference letter(s) must be attached to support the number of years' claimed by the bidder.

4.1.2 a valid copy or copies of registration with Engineering Council of South Africa (ECSA) must be attached.

4.1.3 The attached SBD form 4 must be completed, signed and attached.

4.1.4 a copy of a detailed CV(s) and copies of qualification(s) of technician(s) or expert(s) to be used on this project must also accompany the quote.

4.1.5 the bidder must be tax compliant and a tax pin issued by SARS must be attached.

4.1.6 a valid copy of BBBEE certificate or completed and signed BBBEE declaration is not compulsory but may be provided to score points on bid evaluation.

4.1.7 the must be registered on CSD and CSD supplier report must be attached.

4.1.8 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 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 120 days. The formal written price quotations received from the service provider/supplier will be regarded as valid for 120 days despite expiry date less than 120 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 service providers will be subject to a three-stage evaluation process as follows:

- 5.1 Pre-screening, i.e. determination of compliance to compulsory requirements. The bidder will be required to pass pre-screening to be eligible for 80/20 preferential procurement evaluation.
- 5.2 Technical assessment. The bidder will be required to obtain a minimum of 60 points in order to be eligible for preferential procurement evaluation.
- 5.3 Preferential procurement calculation 80/20, whereby 80 is for price and 20 points for specific preferential goals.

6 Technical Assessment

FUNCTIONALITY CRITERIA	POINTS ALLOCATION
Experience of firm – for similar scale projects or services required. Score points; 1 = 1 year 2 = 2 years 3 = 3 years 4 = 4 years 5 = 5 years plus	40
Experience and Qualifications of one (1) Lead Technical – for similar scale Projects or services required. Score points; 1 = 1 year 2 = 2 years 3 = 3 years 4 = 4 years 5 = 5 years plus Certificate, trade test, Diploma or higher = 5 No qualification = 1	40
Reference letters Score points; 1 = 1 reference letter 2 = 2 reference letters 3 = 3 reference letters 4 = 4 reference letters 5 = 5 plus reference letters	20
Total points	100points

7 Price

- 7.1. Service provider must complete pricing in table below inclusive of VAT.
- 7.2. A quote with all compulsory documents must be forwarded to scm@nasmus.co.za
- 7.3. The bidder is required to provide a cost inclusive rate per hour as indicated below: The actual hours to be worked on this project will be agreed with the selected bidder.

Service	Rate per hour
General Maintenance services Year 1	R
General Maintenance services Year 2 including price escalations	R
General Maintenance services Year 3 including price escalations	R
TOTAL COST INCLUDING VAT	R

8. 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 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.



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:
Olievenhuis Art Museum	Olievenhuis-kunsmuseum
Freshford House Museum	Freshford-huismuseum
First Raadsaal	Eerste Raadsaal
Wagon Museum	Wagenuismuseum
Florisbad Research Station	Florisbad-navorsingstasie

NASMUS SBD4

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.

NASMUS

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 /

NASMUS

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