



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	Wagenuismuseum
Florisbad Research Station	Florisbad-navorsingstasie

REQUEST FOR QUOTE

REQUEST FOR QUOTE FOR GOODS – STANDARD FORMAT v.2024

RFQ	Garden001
ISSUE DATE	25 October 2024
CLOSING DATE	08 November 2024
CLOSING TIME	15h00
METHOD OF ISSUE	E tender; Museum website and social media (small advert)
SUBMISSION	A quote and all other compulsory documents must be hand delivered and placed in a tender box at 36 Aliwal Street, Bloemfontein during office hours. No email quotes will be accepted.

REQUEST FOR A QUOTE FOR SUPPLY AND DELIVERY OF GARDENING, LANDSCAPING AND SMALL MAINTENANCE RELATED PRODUCTS AND EQUIPMENT FOR A 36 MONTH PERIOD

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 National Museum would like to appoint a Mangaung based supplier of gardening, landscaping and small maintenance related products and equipment to supply and deliver on demand, a variety of gardening, landscaping and small maintenance related products and equipment to the National Museum, Bloemfontein at no. 36 Aliwal street, Bloemfontein for a 36-month period.

3. Scope/Specifications with required

The Museum will order garden products and equipment from time to time over the 36 months. The supplier will source the product and supply and deliver to the National Museum. Products will be ordered on demand. The service provider must be Margaung based with a quick turnaround time from date of order placement. Below cost template is indicative of the type of products we will order; however, the list is not all encompassing. We may request the supplier to source other gardening, landscaping and maintenance related products, and equipment not listed below.

NO	DESCRIPTION	QTY	
	<u>SUPPLY & DELIVERY OF GARDENING MATERIAL</u>		
	<u>Material:</u>		
1	Protek Clear All 5L	1	
2	Protek Rose & Flower Fertilizer 10kg	1	
3	Agricultural Lime Granules 10kg	1	
4	Efekto Wonder Vitaliser Lawn 7.1.3 10kg	1	
5	Efekto Turfweeder 200ml	1	
6	Trees (palms, aloe Samson etc.)	1	
7	Pebbles 17kg	1	
8	Small pebbles- crush 18kg	1	
9	Flower pot Medium	1	
10	Flower pot Large	1	
11	Lawn Edging green 20cm x 9m	1	
12	Self-stacking wooden trellis 1500x560mm	1	
13	MAC AFRIC 200 BAR Petrol Household Pressure Washer	1	
14	Delivery to the National Museum x 1 trip	1	

A contract will be signed with the successful bidder and the contract will be subject to the maximum financial threshold of this procurement.

A quote and all other compulsory documents **must** be hand delivered and placed in a tender box at 36 Aliwal Street, Bloemfontein during office hours. No email quotes will be accepted.

4. Compulsory requirements and Pre- screening criteria

The bidder must attach the following documents to the quotation and comply with the compulsory requirements. Bidders who do not meet compulsory requirements will be disqualified during the pre-screening process.

- 4.1.1. Bidder must have offices based in Mangaung and the necessary infrastructure to provide this service. A copy of municipal account or lease agreement must be attached. A site inspection will be carried out before appointment to confirm this.
- 4.1.2. The bidder must have at least 3 years' experience in supplying and delivering similar type products. The bidder must attach 3 recent reference letters whereby they provided supply and delivery services of a similar nature to another corporate entity. Reference letters must be on a company letter head, with contactable phone numbers and signed.
- 4.1.3. The bidder must be an active company registered in the Republic of South Africa, and a copy of CIPC should be attached.
- 4.1.4. A completed, signed and witnessed SBD forms 4 must be attached.
- 4.1.5. the bidder must be registered on CSD and CSD supplier report must be attached.
- 4.1.6. The bidder must conform to the requirements of the specifications.

5. Additional requirements

- 5.1.1. A valid copy of BBBEE certificate or completed and signed BBBEE declaration/Affidavit should be attached to score points on preferential procurement evaluation.
- 5.1.2. 5.1.2. the bidder 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 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.

6. Bid evaluation.

All bidders will be subject to a two-stage evaluation process as follows;

5.1.1 Pre-screening, i.e. determination of compliance to compulsory requirements. The bidder will be required to pass pre-screening to be eligible for further evaluation.

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

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.

8. Price

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

8.1.1 Service provider must complete an all inclusive pricing in the table below.

8.1.2 A quote and all other compulsory documents must be hand delivered and placed in a tender box at 36 Aliwal Street, Bloemfontein during office hours. Email quotes will not be considered.

PRICING TABLE TO BE COMPLETED

NO	DESCRIPTION	QTY	Price includes VAT
	<u>SUPPLY & DELIVERY OF GARDENING MATERIAL</u>		
	<u>Material:</u>		
1	Protek Clear All 5L	1	
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9	Flower pot Medium	1	
10	Flower pot Large	1	
11	Lawn Edging green 20cm x 9m	1	
12	Self-stacking wooden trellis 1500x560mm	1	
13	MAC AFRIC 200 BAR Petrol Household Pressure Washer	1	
14	Delivery to the National Museum x 1 trip	1	

TOTAL COST INC. VAT R_____

9. Submission date and closing time

Bidders must submit their bids a single (one) hard copy proposal in a sealed envelope, reflecting the bid number marked for the attention of Supply Chain Management into the tender box located in the Reception Area at the **National Museum at 36 Aliwal Street, Bloemfontein Central, Bloemfontein, 9301** at or before **15h00** on the **8th of July 2023**.

No emailed or faxed proposals shall be accepted.

For any inquiries regarding this process, kindly send an email to: scm@nasmus.co.za

Below images are indicative of the products that are to be quoted on, however be guided by the sizes indicated on the pricing table above.

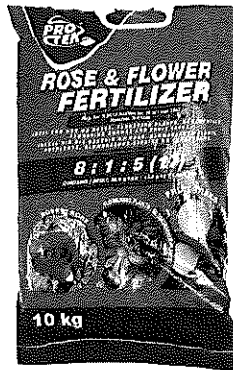
Clear All

Rose & Flower Fertilizer

Efekto Wonder Vitaliser Lawn



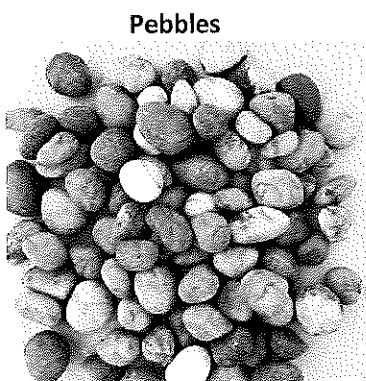
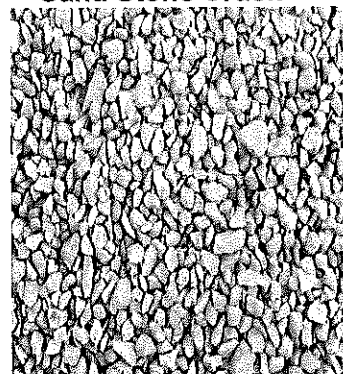
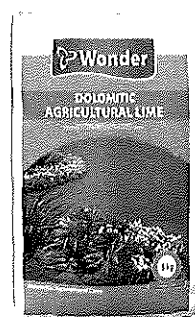
Efeko Turfweeder



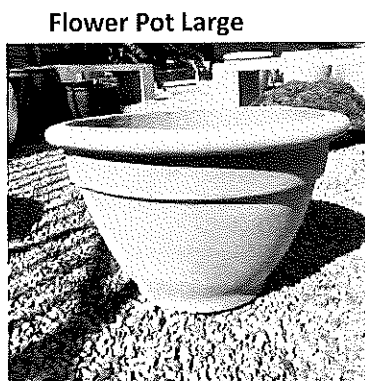
Agricultural Lime



Sand Stone Crush

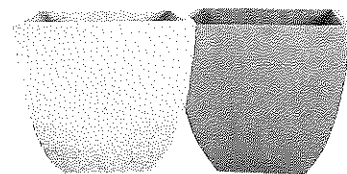


Lawn Edging

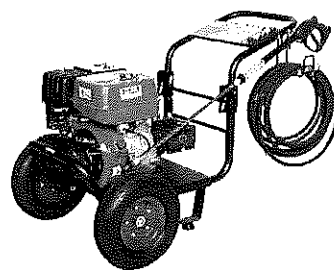
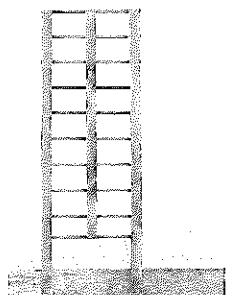


Wooden Trellis

Flower Pots Medium- Large



High Pressure Washer 200 Bar





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Wagon Museum	Wagenuismuseum
Florisbad Research Station	Florisbad-navorsingstasie

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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