

REQUEST FOR QUOTE– STANDARD FORMAT

RFQ	REQUEST FOR QUOTE FOR PROVISION OF CATERING SERVICES TO NATIONAL MUSEUM FOR A PERIOD OF 60 MONTHS
RFQ No:	RFQ 03/026
ISSUE DATE	08 June 2025
CLOSING DATE	18 June 2024
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	n/a
CONTACT PERSON	n/a

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 requires a catering company to provide catering services for art exhibition openings and other functions hosted by us. We are looking for a well-established and licensed catering company based in Mangaung to provide us with professional catering services for a period of 60 months.

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

3.1 Contract Period

The contract period will be renewable every 12 months up to a maximum period of 60 months. A service level agreement will be signed with the appointed service provider. The contract will be renewed annually based on the ability of the supplier to be able to meet our requirements and prices to remain competitive.

3.2 Place Of Work

All services are to be performed at the National Museum or satellite offices in Mangaung.

3.3 Key Performance Requirements

The provider must provide a written proposal and how they will meet the Museum's needs for the provision of catering services for a period of 60 months.

Technical proposal area	Detail
Capacity of service provider and Location	• The service provider must be an established company in the business of providing catering service for a minimum of 5 years. • The service provider must be licensed to conduct a catering business by the Municipality. Catering License must be in the name of the service provider. • The service provider must have a hygienic and fully equipped kitchen based in Mangaung with sufficient resources. • Adequate policies and procedures in place for hygienic food preparation • Service provider should provide proof of location of commercial catering premises in the form of a recent municipal rates and taxes bill or a signed lease agreement in the event of a rental. • The Museum reserves the right to inspect the service providers premises before contracting to ensure that they are a commercial catering company with a fully equipped kitchen for hygienic food preparation. • Food must be prepared in a hygienic fully equipped kitchen by professional catering staff. • Food must be adequate for the quoted numbers and be fresh and tasty. • Cutlery and crockery to be provided when needed. • Casual waiting staff when needed and depending on the type of function.
Previous experience and financial stability	• Service provider should provide copies of at least 3 appointment or reference letters to show they have provided commercial catering services recently. • Letters should be relevant to catering services.
Capacity of the team	• The service provider must have at least one or more qualified and experienced cooks/ chefs in their employment

	who has knowledge of preparation of food and basic food hygiene. • Provide a concise CV of (max 2 pages) of the qualified cook/ chef.
Service delivery proposal	• The service provider must be able to provide the Museum with quotes for our needs during the 60-month contract period. • Written Quotes must be provided within 3 days of written request. • Service provider must be able to deliver to the Museum premises

4 Compulsory requirements

The bidder must attach the following documents to the quotation as follows.

- 4.1.1 The bidder must submit a technical proposal showing how the bidder will meet the requirements of the Museum as detailed in paragraph 3 above.
- 4.1.2 The bidder must complete the price schedule as provided for in paragraph 7.
- 4.1.3 Valid certificate of acceptability of food premises issued by Mangaung Municipality
- 4.1.4 3 Written appointment or reference letters showing prior experience in providing commercial catering services must be attached.
- 4.1.5 A concise CV of at least one (1) qualified and experienced cook/ chef in the bidders employment.
- 4.1.6 Completed, signed, and witnessed SBD forms 4 must be attached.
- 4.1.7 Proof of location of hygienic fully equipped kitchen in Mangaung in the form of recent rates and taxes account (or lease agreement if renting) of the premises.
- 4.1.8 the bidder must be registered on CSD and CSD supplier report must be attached.
- 4.1.9 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 Additional requirements

- 5.1.1 The bidder must be tax compliant, and a tax pin issued by SARS must be attached.
- 5.1.2 a valid copy of BBBEE certificate or completed and signed BBBEE declaration must be attached.

Matters for noting.

1. Non-compliance to the above compulsory requirements will lead to a disqualification of the bidder, 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 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 three-stage technical evaluation process as follows:

- 5.1 Pre-screening, i.e. determination of compliance to compulsory requirements. The will be required to pass pre-screening to be eligible for further evaluation.
- 5.2 Technical assessment, measurement of capability. The bidder will be required to obtain a minimum of 60 points 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.
- 5.4 The Museum reserves the right to inspect the successful service providers premises before contracting to ensure that they are a commercial catering company with a fully equipped kitchen for hygienic food preparation.

6 Technical Assessment

FUNCTIONALITY CRITERIA	POINTS ALLOCATION
Technical proposal	40

1 = The proposal does not address the requirements of the Museum and provider has Not demonstrated a capacity to execute the project brief/ no catering license for premises/ inadequate catering equipment and resources. 2 = The proposal addresses some of the requirements of the Museum and provider has demonstrated some capacity to execute the project brief/ has a catering license for premises/ some catering equipment and resources in place 3 = The proposal addresses the requirements of the Museum and provider has demonstrated adequate capacity to execute the project brief /has a catering license for premises/ essential catering equipment and resources in place. 4 = The proposal addresses and exceeds the requirements of the Museum and provider has demonstrated adequate capacity to execute the project brief /has a catering license for premises/ adequate catering equipment and resources in place. 5 – The proposal addresses and exceeds the requirements of the Museum and provider has demonstrated more than adequate capacity to execute the project brief/ has a catering license. for premises/ more than adequate equipment and resources in place including a back-up plan for power outages.	
Capacity of staff: One qualified and experienced cook/ chef employed with knowledge and experience Score points. 0 = Team has NO qualified and experienced cook/ chef employed 1 = Team has at least 1 qualified and experienced cook/ chef employed with less than one years' Of experience 2 = Team has at least 1 qualified and experienced cook/ chef employed with two years' of experience. 3 = Team has at least 1 qualified and experienced cook/ chef employed with three years' of experience. 4 = Team has at least 1 or more qualified and experienced cook/ chef employed with four years' of experience. 5= Team has at least 1 or more qualified and experienced cook/ chef employed with five or more years' of experience.	20
Location of service provider to be supported by a recent rates and taxes account or lease agreement. Score points. 1= supplier has no established Mangaung catering premises 2 = supplier has established premises in Mangaung, but the premises are not adequately equipped as catering kitchen with a license 3 = supplier has established commercial catering premises in Mangaung and has hygienic kitchen practises. 4 = supplier has established commercial catering premises in Mangaung and has hygienic kitchen practises including established written policies and procedures. 5 = supplier has established commercial catering premises in Mangaung and has hygienic kitchen practises including established written policies and procedures and public liability insurance.	20
Experience of service provider company Score points 1 = has less than 3 years' experience as a commercial caterer 2 = has less than 5 years' experience as a commercial caterer 3 = has 5 years' experience as a commercial caterer 4 = has more than 5 years' experience as a commercial caterer 5 = has more than 10 years' experience as a commercial caterer	10

Appointment or Reference letters Score points 0= no appointment or reference letter or no relevant appointment or reference letters 1 = Below 2 relevant and recent appointment or reference letters 2 = Below 3 relevant and recent appointment or reference letters 3 = Has 3 relevant and recent appointment or reference letters at least at least 1 for PFMA entity 4 = Has 3 relevant and recent appointment or reference letters at least at least 2 for PFMA entity 5 – Has 3 relevant and recent appointment or reference letters at least at least 3 for PFMA entity	10
Total points	100 points

7 Price

- 7.1. Bidder must complete pricing in table below inclusive of VAT.
- 7.2. The item descriptions are for comparative purposes and will enable the Museum to compare bidders pricing on the same product. These represent typical items that the Museum will place orders for during the contract period and the quantities will differ.
- 7.3. Quantities are illustrative only and per unit. The Museum will order quantities in terms of our catering needs per function.
- 7.4. The bidder will provide for all the Museum's needs as and when they arise.

Item	Description	Price
Meat platter A	1 x platter for 10 people Description cocktail mince vetkoek, mini boerie rolls, bobotie tartlets & rotisserie chicken pieces.	R
Wraps platter	1 x platter for 10 people Description Wraps platter with an assortment of beef, chicken.	
Vegetarian platter	1 x platter for 10 people Description Assortment of cooked pastries - cheese and corn samoosas, cocktail spinach and feta quiches, vegetable samoosa & vegetable spring rolls and grilled veggie wraps	R
Toasted Sandwich Platter	1 x platter for 10 people Description An assortment of toasted sandwiches	
Dessert platter A	1 x dessert platter for 10 people Description Mini lemon cheesecakes or brownie bites	R
Dessert platter B	1 x dessert platter for 10 people Description	R

	Mini vanilla cupcakes or cook sisters or mini milk tarts.	
Breakfast Muffin Platter	1 x breakfast muffin platter for 10 people	R
Cutlery and crockery	Cutlery and crockery for 50 people for exhibition opening.	R
Juices	1 x 5 Litre box fruit juice	R
Red Wine	1 x 5 Litre box Dry red wine	R
White Wine	1 x 5 Litre box Dry white wine	R
Lunchbox	1x Lunchbox for 10 learners Healthy sandwich, a fruit and juice for school learners placed in a brown bag	R
Waiter/ server	1 x casual waiter (where applicable)	R
Transport, Delivery and set up costs	Delivery and set costs for 1 trip to the offices of the Museum or any satellite based in Mangaung.	R
TOTAL COST INCL. VAT		R

8 BBEE Assessment

Preferential procurement calculation 80/20, whereby 80 is for price and 20 points for BBEE 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 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	50/50
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 State institution

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