



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	Eerste Raadsaal
Wagon Museum	Waenhuismuseum
Florisbad Research Station	Florisbad-navorsingstasie

REQUEST FOR QUOTE

RFQ	REQUEST FOR PROPOSALS FOR THE PROVISION OF PROFESSIONAL SERVICES OF A MECHANICAL ENGINEER IN RELATION TO THE DUST EXTRACTION SYSTEM IN THE PALAEONTOLOGY DEPARTMENT OF THE NATIONAL MUSEUM
ISSUE DATE	29 JANUARY 2024
CLOSING DATE	08 FEBRUARY 2024
CLOSING TIME	15H00

BRIEFING SESSION	A COMPULSORY BRIEFING MEETING WITH REPRESENTATIVES OF THE EMPLOYER WILL TAKE PLACE AT THE NATIONAL MUSEUM BLOEMFONTEIN ON THE DATE AND TIME SPECIFIED BELOW:
BRIEFING SESSION DATE AND TIME	THURSDAY, 01 FEBRUARY 2024 11H00
LOCATION ADDRESS	36 ALIWAL STREET, BLOEMFONTEIN CBD, 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 and Background

The Museum requires the professional services of a mechanical engineer to in relation to the dust extraction system in the Palaeontology Department of the National Museum

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

3.1 Contract Period

Yes. The duration of the contract is variable dependent on the project plan when the work can be completed.

3.2 Place Of Work

The dust extraction system is located at 36 Aliwal Street, Bloemfontein, 9300

3.3 Scope of Work

The National Museum intends to appoint a Mechanical Engineering Consulting Firm to provide professional services to:

1. Inception Site Visit and inspection of the existing Dust Extraction System
2. Provide a conditional assessment on the adequacy of the existing system together with a recommended solution.
3. Preparation of Scope of Services Document which includes Preparation of technical specification and drawings to be included in the tender document to appoint a suitable construction company to implement the project.
4. Attend the compulsory briefing session once the tender is advertised to assist NM to present the scope of work.
5. Finalising the Service Level Agreement for bidder to be appointed to implement the project.
6. Supervision of work done by appointed contractor until project is completed. An addendum to this contract will be signed which will represent the agreement between the parties.

Professional service providers will be expected to meet all the conditions of the various forms of contract that are utilised by The National Museum

All contracts will be managed according to the latest ECSA Guidelines Scope of Services and Tariff of Fees per Government Gazette.

4. Compulsory requirements

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

Order	Mandatory documents to be submitted in the order as indicated below
4.1	A company profile expanding on - mission and values of your organization - a proven track record of years of consultancy or project management experience in Mechanical works (dust extraction/ ventilation services).
4.2	Minimum of 3 reference letters on the letterhead of organizations where similar mechanical consultancy services were provided.
4.3	CV and copy of qualifications of the project Manager.
4.4	Technical Proposal detailing how the scope set out in the tender will be met.

4.5	Certified valid copy of registration or membership with CESA .
4.6	Certified valid copy registration with the Engineering Council of South Africa as professional engineer or professional engineering technologist.
4.7	Fully completed and signed, SBD 4 form must be attached.
4.8	The service provider must be tax compliant, and a tax pin issued by SARS must be attached.
4.9	SBD 3.3 - Pricing Schedule (Professional Services).
4.10	A valid copy of BBBEE certificate or completed and signed BBBEE declaration is not compulsory but may be attached to score points on 80/20 preferential procurement evaluation.
4.11	The service provider must be registered on CSD and CSD supplier report 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 sixty (60) days. The formal written price quotations received from the service provider/supplier will be regarded as valid for 60 days despite expiry date less than 30 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

6. Bid Evaluation.

All bidders will be subject to a three-stage technical evaluation process as follows.

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

7. Technical Assessment

Only suppliers who meet the threshold of 60% and above of the total functionality/quality points will be eligible to be evaluated further on preferential procurement of 80/20 on lowest price and maximum BBBEE points.

FUNCTIONALITY CRITERIA	POINTS ALLOCATION
Assessment of Company Company profile shows that the firm has a proven track record of 5 or more years' consultancy or project management experience in Mechanical works (dust extraction/ ventilation services). Company Experience score • No of years' experience =1 • Below 5 years' experience=2 • 5 years' experience =3 • More than 5 years' experience= 4 • More than 10 years= 5	30
References Reference letters must be on a letter head and signed by a responsible Person and must Provide the details of the appointment and have contactable email and phone numbers. The Museum reserves the Right to verify authenticity of reference letters. One or more reference letters which were inadequate = 0 1 adequate written reference letters = 1 2 adequate written reference letters=2 3 adequate written reference letters =3 4 adequate written reference letters =4 5 adequate written reference letters =5	30
Assessment of Project Manager allocated to the Museum. Qualifications, Skills, and Experience of the Project Manager to show. Demonstrable Project Manager and Dust Extraction Experience supported by a CV and copy of qualifications.	30

• Inadequate qualifications skills and experience =1 • Adequate qualifications and skills but below 5 years' experience =2 • 5 years and above experience, adequate qualifications and skills and professional registration =3 • 10 years and above experience, adequate qualifications and skills and professional registration =4 • 15 years and above experience, adequate qualifications and skills and professional registration =5	
Technical proposal Technical Proposal detailing how the scope set out in the tender will be Met. Approach and Methodology (including OHS, and method statement) • Non-responsive: (score 1) – Tenderer has not provided methodology, approach, or detailed proposed specifications. • Poor: (score 2) – The tenderer has misunderstood certain aspects of the scope of work and does not deal with the critical aspects of the project. The activity schedule omits important task or the timing of the activities. • Fair (score 3) – The approach is generic and not tailored to address the specific project objectives and requirements. The approach does not adequately deal with the critical characteristics of the projects. All key activities are included in the activity schedule but are not detailed. There are minor inconsistencies between timing, projects deliverables and the proposed approach. • Good (score 4) – The approach is tailored to address the specific project objectives and requirements. All key activities are included in the activity schedule. There are minor inconsistencies between timing, projects deliverables and the proposed approach. There is a fair degree of detail that facilitates understanding of the proposed work plan. • Very Good (score 5) – Besides meeting the “good” rating, the important issues are approached in an innovative and efficient way, indicating that the service provider has outstanding knowledge of the deliverables and meets the specifications 100%. The proposal details ways to improve the project outcomes and the quality of the outputs. The proposal has included value added services that is relevant to the project. The sequencing and timing of activities are very well defined, indicating that the tenderer has optimized the use of resources and the work plan permits flexibility to accommodate contingencies and risks. The tenderer should provide more than one effective option with methodologies.	10
Total points	100 Points

8. Price

- 8.1. Service provider must complete pricing in table below inclusive of VAT and reflect the no of hours they have budgeted to complete the KPA.
- 8.2. Any travel and other disbursement expenses for site visits to the National Museum must be for the service provider costs.
- 8.3. The Museum will not pay for time travelling.
- 8.4. A quote and all compulsory documents must be forwarded to scm@nasmus.co.za
- 8.5. The rate per hour will apply to any work not reflected below but needed to be carried out to achieve the objectives of the project.

KPA	Detail	No of Hours	Professional services per hour including VAT	Price including VAT
Inception site visit	After contracting the service provider will visit the site of the Dust Extraction System at the National Museum to conduct an extensive inspection to establish why the system is not performing optimally. Budget for 1 site visit. All other meetings can be held virtually		R	R
Condition assessment	Provide a written conditional assessment report. This will cover the adequacy of the existing system explaining why it is not performing optimally. Propose in the report a recommended solution and include a solution which could be a replacement or repair. Reflect on equipment that is available in South Africa and include estimated budget. Where possible at least 3 solutions to be proposed after the solution is investigated. System scheduled maintenance to be considered. Virtual meetings with management to discuss solution and budget for any changes to the report requested			
Prepare the specifications for the approved solution	Preparation of Scope of Services Document which includes Preparation of technical specification and drawings to be included in the tender document to appoint a suitable construction company to implement the project.			

	System maintenance must be provided for in specifications. The Museum format must be used. Budget also for 1-hour virtual meeting with Management to discuss the changes			
Attend the briefing session	Attend the compulsory briefing session once the tender is advertised to assist NM to present the scope of work. Budget to attend an onsite briefing meeting which takes between 1 to 2 hours.			
Contracting with service provider	Provide a technical report for use by BAC only on the BEC recommended service provider and provide advice for the proposed solution will meet the mechanical and technical requirements. Once a service provider is appointed, a standard Museum contract will be used. Project Manager should prepare the scope, service levels etc for contracting purposes with the recommended service provider. Provision of time needs to be made for request for reasonable edits from Management			
Manage the deliverables of the contract	Supervision of work done by appointed contractor until project is completed. Budget for a briefing meeting with contractor and at least 2 site visits to ensure that the project completion certificate can be issued. Issue completion certificate.			

9. BBBEE 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 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
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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.



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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.

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- 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