NATIONAL MUSEUM
NASIONALE MUSEUM • MUSIAMO WA SETJHABA
BLOEMFONTEIN

an agency of the
Department of Sport, Arts and Culture

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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 – STANDARD FORMAT

RFQ	REQUEST FOR QUOTE TO APPOINT A SERVICE PROVIDER TO PRINT, CUT, SUPPLY AND DELIVERY CORREX BOARDS TO THE NATIONAL MUSEUM
ISSUE DATE	12 November 2026
CLOSING DATE	24 November 2026
CLOSING TIME	12h00
SUBMISSION METHOD	Via email to scm@nasmus.co.za
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 an established printing company to print, cut, supply and deliver Correx Boards to the National Museum, Bloemfontein

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

3.1 Contract Period

Once-off

3.2 Place Of Work

n/a

3.3 Scope of Work

The provider must provide a price quote to print, cut, supply and deliver Correx Boards to the National Museum. Below are the specifications.

Qty	Product	Item Description
16	Correx Boards	• Printed full colour, Single sided Correx board • 1250 x 2500mm with custom cut shapes (ability to do laser cutting)
2	Correx Boards	• Printed full colour, Double sided Correx board • 1250 x 2500mm with custom cut shapes (ability to do laser cutting)
1	Vinyl sticker	• Vinyl sticker 2455 x1142mm

4 Compulsory requirements

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

4.1.1 Company Profile: Business Profile of your commercial printing business.

4.1.2 Three (3) Written reference letters from companies that previously appointed you to print, cut, supply and deliver Correx Boards or similar. The reference letters must be on the company letterhead, be dated and signed by a responsible official and there must be contactable details of the company including telephone numbers and email addressed to allow the National Museum to contact the company and verify the references where necessary.

4.1.3 Proof that the service provider owns and operates a printing business must be provided in the form of **either a rates and taxes statement or lease agreement** of the premises where the printing business is located. Service provider must own and operate this printing facility as no sub-contracting will be allowed. The Museum reserves the right to conduct a site inspection of the relevant facility to avoid fraudulent quotes.

4.1.4 Complete the **price table** below.

4.1.5 Completed and signed SBD forms 4 must be attached.

4.1.6 The service provider must be tax compliant, and a tax pin issued by SARS must be attached.

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

4.1.8 the service provider must be an active company registered in the Republic of South Africa and a copy of CIPC registration documents must be attached.

5 Other requirements (Not compulsory)

5.1.1 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 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 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	Broad – specific goals	20
	Total Points	100

5 Bid Evaluation.

All service providers will be subject to a two-stage evaluation process as follows:

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

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

6 Technical Assessment

No technical assessment. This is a price quote only.

7 Price

7.1. Service provider must complete pricing in table below inclusive of VAT.

Product	**Item Description (attached a photo where possible)**	**Qty**	**Cost Inc. VAT**
Correx Boards	• Printed full colour, Single sided Correx board • 1250 x 2500mm with custom cut shapes	16	R
Correx Boards	• Printed full colour, Double sided Correx board • 1250 x 2500mm with custom cut shapes	2	R

Vinyl sticker	• Vinyl sticker 2455 x1142mm	1	R
	TOTAL COST INCL. VAT		**R**

8 BBBEE Assessment

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