



an agency of the
Department of Sport, Arts and Culture

REQUEST FOR QUOTATION – PROVISION OF PRINTING SERVICES FOR A PERIOD OF 60 MONTHS

RFQ	NM 004/23
ISSUE DATE	13 NOVEMBER 2023
CLOSING DATE	11 DECEMBER 2023
CLOSING TIME	12H00

BRIEFING SESSION	n/a
DATE	n/a
LOCATION ADDRESS	n/a
CONTACT PERSON	scmconsultant@nasmus.co.za

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 Sport, 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 organization can be found at www.nasmus.co.za

2. Purpose and Background

The Museum requires an established printing company to print and bind various material for a period of 60 months. Below list is not exhaustive and the Museum may decide to add additional items or not print a particular item in the financial year depending on the Museum's operational requirements. Page numbers are indicative, and the service provider will adjust prices in line with actual page numbers when the final document is available.

This will encompass the following:

- 2024/25 Annual Performance Plan – printing in January 2024
Culna Magazine – printing in March 2024
Indago Publication – annually
Requisition Books and Receipt Books – annually
ArtBank catalogue - annually
A5 booklets - annually
Brochures – as needed
- 2025/26 Annual Performance Plan – printing in January 2025
2026/2030 Strategic Plan – printing in January 2025
Culna Magazine – printing in March 2025
Indago Publication – annually
Requisition Books and Receipt Books – annually
ArtBank catalogue - annually
A5 booklets - annually
Brochures – as needed
- 2026/27 Annual Performance Plan – printing in January 2026
Culna Magazine – printing in March 2026
Indago Publication – annually
Requisition Books and Receipt Books – annually
ArtBank catalogue - annually
A5 booklets - annually

- Brochures – as needed
- 2027/28 Annual Performance Plan – printing in January 2027
 - Culna Magazine – printing in March 2027
 - Indago Publication – annually
 - Requisition Books and Receipt Books – annually
 - ArtBank catalogue - annually
 - A5 booklets - annually
 - Brochures – as needed
- 2028/29 Annual Performance Plan – printing in January 2028
 - Culna Magazine – printing in March 2028
 - Indago Publication – annually
 - Requisition Books and Receipt Books – annually
 - ArtBank catalogue - annually
 - A5 booklets - annually
 - Brochures – as needed

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

3.1 Contract Period

60 months

3.2 Place Of Work

n/a

3.3 Scope of Work

The provider must provide a price quote to print and bind the various printing matter of the National Museum. Below are the specifications for each product. Below list is not exhaustive and the Museum may decide to add additional items or not to print a particular item in the financial year depending on the Museum's operational requirements. Page numbers are indicative, and the service provider will adjust prices in line with actual page numbers when the final document is available.

Quantity	Product	Item Description (attached a photo where possible)	Transport required (yes or no)
80	Annual Performance Plan	<p><u>Dimensions (mm):</u> A4 books (cut to size 210 x 297mm)</p> <p><u>Cover:</u> 240/250 gms gloss white (Invercote or similar) Full colour printing</p> <p><u>Inner pages:</u> 148 X 80-100gms matt white (74 pages printed both sides) Full colour printing</p> <p><u>Binding:</u> Perfect Binding (long side; landscape lay-out) Artwork supplied as PDF</p>	No. If not in Mangaung area –yes.

Quantity	Product	Item Description (attached a photo where possible)	Transport required (yes or no)
80	Strategic Plan	<p><u>Dimensions (mm):</u> A4 books (cut to size 210 x 297mm)</p> <p><u>Cover:</u> 240/250 gms gloss white (Invercote or similar) Full colour printing</p> <p><u>Inner pages:</u> 80 X 80-100gms matt white (40 pages printed both sides) Full colour printing</p> <p><u>Binding:</u> Perfect Binding (long side; landscape lay-out) Artwork supplied as PDF</p>	No. If not in Mangaung area –yes.

Quantity	Product	Item Description (attached a photo where possible)	Transport required (yes or no)
5 000	Culna magazine	<p><u>Dimensions (mm):</u> A4 books (cut to size 210 x 297mm)</p> <p><u>Cover:</u> 240/250 gms gloss white (Invercote or similar)</p> <p><u>Inner pages:</u> 102 X 80-100gms matt white (51 pages printed both sides) Full colour printing</p> <p><u>Binding:</u> Perfect Binding Artwork supplied as PDF</p>	No. If not in Mangaung area –yes.

Quantity	Product	Item Description (attached a photo where possible)	Transport required (yes or no)
350	A4 journal (Indago)	<p>Dimensions (mm): A4 journal (cut to size 210 x 297mm)</p> <p>Cover: Printed full colour front. Laminated on outside.</p> <p>Text pages: 104 numbered pages. (52 pages printed both sides) Printed full colour front and back. 80-115gsm gloss white paper.</p> <p>Cover: Printed full colour front. Laminated on outside. 240gsm INVERCOTE white (or similar).</p> <p>Binding: Perfect bind Artwork supplied as PDF</p>	No. If not in Mangaung area –yes.

Quantity	Product	Item Description (attached a photo where possible)	Transport required (yes or no)
50	A4 duplicate book (Requisition books)	<p>Dimensions (mm): A4 books (cut to size 210 x 297mm)</p> <p>Cover: Intini Liner 175 gms</p> <p>Inside pages: 50 numbers on NCR pages. Black on Yellow CB (one perforation) Black on White CF (no perforation) 100 pages in total per book</p> <p>Binding: Stapled with backing Artwork supplied as PDF</p>	No. If not in Mangaung area –yes.

Quantity	Product	Item Description (attached a photo where possible)	Transport required (yes or no)
50	A4 Numbered (Receipt Books)	<p>Dimensions (mm): A4 books (cut to size 210 x 297mm)</p> <p>Cover: 175gms Intini Liner</p> <p>Inner pages: NCR duplicate: CB (white) CF (white) One colour printing (black). Three numbers per page. Three perforations on CB.</p> <p>Bind: Stapled with backing Artwork supplied as PDF</p>	No. If not in Mangaung area –yes.

Quantity	Product	Item Description (attached a photo where possible)	Transport required (yes or no)
250	ArtBank catalogue	<p>Dimensions (mm): 310mm x 310mm books</p> <p>Cover: Hard cover with UV laminating & 14mm spine</p> <p>Inner pages: 140 X 150gms gloss white (70 pages printed both sides) Full colour printing</p> <p>Binding: Hard cover bind (no dust jacket) Artwork supplied as PDF</p>	No. If not in Mangaung area –yes.

Quantity	Product	Item Description (attached a photo where possible)	Transport required (yes or no)
2 000	Z fold brochures	<p>Dimensions (mm): Size - 297mm X 210mm (A4). Folds to 99mm X 105mm Full colour - printed both sides 2 folds</p> <p>Paper: 135 gm Invercote gloss white (or similar) Artwork supplied as PDF</p>	No. If not in Mangaung area –yes.

Quantity	Product	Item Description (attached a photo where possible)	Transport required (yes or no)
8 000	A5 booklets	<p>Dimensions (mm): Size - 297mm X 210mm (A4). Folds to 150mm X 105mm Full colour - printed both sides 1 fold</p> <p>Paper: 135 gm Invercote gloss white (or similar) Artwork supplied as PDF</p>	No. If not in Mangaung area –yes.

4. Compulsory requirements

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

- 4.1.1 3 Written appointment or recent reference letters showing prior experience in similar printing matter must be attached. Reference letters must be signed on a company letterhead and provide contactable information for the Museum to verify the references.
- 4.1.2 Service provider must own and operate printing facility. Details of the offices or premises where the printing business operates from must be provided in the form of a rates and taxes statement or lease agreement. This requirement may be vetted.
- 4.1.3 Completed, signed, and witnessed SBD forms 4, 8 and 9 must be attached.
- 4.1.4 The service provider must be tax compliant, and a tax pin issued by SARS must be attached.
- 4.1.5 a valid copy of BBBEE certificate or completed and signed BBBEE declaration must be attached.
- 4.1.6 the service provider must be registered on CSD and CSD supplier report must be attached.
- 4.1.7 the service provider must be an active company registered in the Republic of South Africa and a copy of CIPS 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 thirty (30) days. The formal written price quotations received from the service provider/supplier will be regarded as valid for 30 days despite expiry date less than 30 days indicated on a quote.

4 Price and Preference Points Evaluation

	Preference Points Criteria	Points Allocation
1	Price	80
2	Broad – Based Black Economic Empowerment (BBBEE)	20
	Total Points	100

5 Bid Evaluation.

All service providers will be subject to a two-stage t 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.
- 7.2. After the appointment is in place, the Museum may vary the page numbers depending on operational needs. The service provider may be requested to revise the quote for that year should a variation occur. Below list is not exhaustive and the Museum may decide to add additional items or not print a particular item in the financial year depending on the Museum's operational requirements.

Quantity	Product	Item Description (attached a photo where possible)	Price including VAT
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TOTAL FOR 5 YEARS INCLUDING VAT			R

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Quantity	Product	Item Description (attached a photo where possible)	Price including VAT
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Quantity	Product	Item Description (attached a photo where possible)	Price including VAT
50	A4 Numbered (Receipt Books)	<p><u>Dimensions (mm):</u> A4 books (cut to size 210 x 297mm)</p> <p><u>Cover:</u> 175gms Intini Liner</p> <p><u>Inner pages:</u> NCR duplicate: CB (white) CF (white) One colour printing (black). Three numbers per page. Three perforations on CB.</p> <p><u>Bind:</u> Stapled with backing Artwork supplied as PDF</p>	R
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TOTAL FOR 5 YEARS INCLUDING VAT			R

Quantity	Product	Item Description (attached a photo where possible)	Price including VAT
250	ArtBank catalogue	Dimensions (mm): 310mm x 310mm books Cover: Hard cover with UV laminating & 14mm spine Inner pages: 140 X 150gms gloss white (70 pages printed both sides) Full colour printing Binding: Hard cover bind (no dust jacket) Artwork supplied as PDF	R
250	ArtBank catalogue	Dimensions (mm): 310mm x 310mm books Cover: Hard cover with UV laminating & 14mm spine Inner pages: 140 X 150gms gloss white (70 pages printed both sides) Full colour printing Binding: Hard cover bind (no dust jacket) Artwork supplied as PDF	R
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TOTAL FOR 5 YEARS INCLUDING VAT			R

Quantity	Product	Item Description (attached a photo where possible)	Price including VAT
2 000	Z fold brochures	Dimensions (mm): Size - 297mm X 210mm (A4). Folds to 99mm X 105mm Full colour - printed both sides 2 folds Paper: 135 gm Invercote gloss white (or similar) Artwork supplied as PDF	50
2 000	Z fold brochures	Dimensions (mm): Size - 297mm X 210mm (A4). Folds to 99mm X 105mm Full colour - printed both sides 2 folds Paper: 135 gm Invercote gloss white (or similar)	R

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Quantity	Product	Item Description (attached a photo where possible)	Price including VAT
8 000	A5 booklets	<u>Dimensions (mm):</u> Size - 297mm X 210mm (A4). Folds to 150mm X 105mm Full colour - printed both sides 1 fold <u>Paper:</u> 135 gm Invercote gloss white (or similar) Artwork supplied as PDF	R
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8 Preferential Procurement 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.

14. 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 **12h00** on the **11 of December 2023.**

No emailed or faxed proposals shall be accepted.

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

15. Acceptance of Terms and conditions

The above terms and conditions of this bid have been read, understood and accepted. For and on behalf of the Bidder:

.....

Bidder's Name & Surname

Designation

Signature of Bidder

Date

Signature of the Witness

Date

TRADING NAME: _____

CONTACT PERSON: _____

CONTACT NUMBER: _____