

## REQUEST FOR QUOTE – STANDARD FORMAT

<b>RFQ</b>	<b>APPOINTMENT OF A SERVICE PROVIDER FOR SUPPLY AND DELIVERY OF STATIONERY FOR A PERIOD OF THREE (03) YEARS.</b>
<b>ISSUE DATE</b>	<b>20 September 2023</b>
<b>CLOSING DATE</b>	<b>29 September 2023</b>

<b>BRIEFING SESSION</b>	n/a
<b>DATE</b>	n/a
<b>LOCATION ADDRESS</b>	n/a
<b>CONTACT PERSON</b>	<b>SCM Manager</b>

### 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](http://www.nasmus.co.za)

### 2. Purpose and Background

The Museum requires an established stationery company based in the Mangaung to supply and deliver stationery for a period of 36 months as when required (usually monthly).

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

#### 3.1 Contract Period

36 months

#### 3.2 Place Of Work

n/a

#### 3.3 Scope of Work

The bidder must provide a price quote to supply and deliver of all items listed below to the National Museum. These items are listed for the purpose of providing an indication of what is routinely ordered and for price quotations. The Museum reserves the right to order other stationery related items not provided for below. The Museum will order stock monthly in accordance with our needs for the duration of the contract. Below are the specifications.

<b>Qty</b>	<b>Product</b>	<b>Item Description (attached a photo where possible)</b>	<b>Transport required (yes or no)</b>
50 reams		Supply and delivery of 50 reams (10 boxes) of A4 printing paper	Yes. To be delivered to 36 Aliwal Street, CBD, Bloemfontein
50		Bic Black pens	Yes for all items
50		Bic Red pens	
50		Bic Blue pens	
12		HB pencils	
10		Staples standard box of 5000 (No.56 26/6)	
50		A4 Board lever arch files	
20		A4 Board Ring binder Files	
10		A6 Feint Duplicate books 148mm x 105mm perforated 100 copy sets per book	
10		Attendance Register Soft cover books	
10		Paper Clips boxes 33mm and 50mm	
12		Highlighters different colours	
12		Artline 700 permanent markers black	
10		Artline 70 permanent markers black	
10		Scotch Magic Tape 810 18mm x 50 metres	
10		A4 Exam pad 100 sheets	
01		Box of A4 (C4) self seal white plain envelopes (250 per box 324mm x 229mm)	
10		Bulk Pack of 48 rolls 500 sheets 1 ply toilet paper	
10		FFP2 dust masks (20 per box/packet) - currently I buy it from Kevcor or Halsted	
8		Latex gloves box – 100 per box Large, medium – Halsted or Budget Shop	
5		Packets of 6 rolls Reflex 2Ply towel rolls - Halsted supply us with Scott Slim Roll	
30		Standard black refuse bags 20/packet	
48 packets		Toilet paper 1Ply 48's packets	
6 x 1packet		Reflex towel rolls – 6 rolls per packet	
20		Black refuse bags 20's per packet	

50		All purpose cleaner 750ml (like handy andy)	
50		Dishwash 750ml	
50		Bleach 750ml	
50		Furniture polish	
50		Toilet spray	
100		Mutton Cloth rolls 400g	
100		Hand washing powder 500g packets	
30		Centre feed towel rolls	
50		Harpic/Toilet duck 500ml	
20 x 4 pack		Kitchen towel rolls (2 pack or 4pack)	

#### **4 Compulsory requirements**

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

- 4.1.1** 3 recent written appointment or reference letters showing prior experience in supply and delivery of stationery must be attached.
- 4.1.2** The bidder must own and operate a stationery supply shop/store in the Free State. Details of the offices or premises where the stationery supply shop/store is located must be provided in the form of a rates and taxes statement or a lease agreement where the shop premises is leased.
- 4.1.3** Completed, signed, and witnessed SBD forms 4 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 is not compulsory but may be attached to score points on 80/20 preferential procurement evaluation.
- 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 CIPC 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.

**5 Price and Preference Points Evaluation**

	<b>Preference Points Criteria</b>	<b>Points Allocation</b>
1	Price	80
2	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. The Museum may conduct a site visit to verify information provided by the bidder.

**7 Price**

- 7.1. Service provider must complete pricing in table below inclusive of VAT.
- 7.2. A quote and all compulsory documents must be forwarded to [scm@nasmus.co.za](mailto:scm@nasmus.co.za)

7.3. Price should be fixed for 12 months. For the second and third year of contract, price increases must be agreed to with the Museum.

<b>Qty</b>	<b>Product</b>	<b>Item Description</b>	<b>Price including VAT</b>
50 reams		Supply and delivery of 50 reams (10 boxes) of A4 printing paper	<b>R</b>
50		Bic Black pens	<b>R</b>
50		Bic Red pens	<b>R</b>
50		Bic Blue pens	<b>R</b>
12		HB pencils	<b>R</b>
10		Staples standard box of 5000 (No.56 26/6)	<b>R</b>
50		A4 Board lever arch files	<b>R</b>
20		A4 Board Ring binder Files	<b>R</b>
10		A6 Feint Duplicate books 148mm x 105mm perforated 100 copy sets per book	<b>R</b>
10		Attendance Register Soft cover books	<b>R</b>
10		Paper Clips boxes 33mm and 50mm	<b>R</b>
12		Highlighters different colours	<b>R</b>
12		Artline 700 permanent markers black	<b>R</b>
10		Artline 70 permanent markers black	<b>R</b>
10		Scotch Magic Tape 810 18mm x 50 metres	<b>R</b>
10		A4 Exam pad 100 sheets	<b>R</b>
01		Box of A4 (C4) self seal white plain envelopes (250 per box 324mm x 229mm)	<b>R</b>
10		Bulk Pack of 48 rolls 500 sheets 1 ply toilet paper	<b>R</b>
10		FFP2 dust masks (20 per box/packet) - currently I buy it from Kevcor or Halsted	<b>R</b>
8		Latex gloves box – 100 per box Large, medium – Halsted or Budget Shop	<b>R</b>
5		Packets of 6 rolls Reflex 2Ply towel rolls - Halsted supply us with Scott Slim Roll	<b>R</b>
30		Standard black refuse bags 20/packet	<b>R</b>
48 packets		Toilet paper 1Ply 48's packets	<b>R</b>
6 x 1packet		Reflex towel rolls – 6 rolls per packet	<b>R</b>

20		Black refuse bags 20's per packet	<b>R</b>
50		All purpose cleaner 750ml (like handy andy)	<b>R</b>
50		Dishwash 750ml	<b>R</b>
50		Bleach 750ml	<b>R</b>
50		Furniture polish	<b>R</b>
50		Toilet spray	<b>R</b>
100		Mutton Cloth rolls 400g	<b>R</b>
100		Hand washing powder 500g packets	<b>R</b>
30		Centre feed towel rolls	<b>R</b>
50		Harpic/Toilet duck 500ml	<b>R</b>
20 x 4 pack		Kitchen towel rolls (2 pack or 4pack)	<b>R</b>
1		Delivery to 36 Aliwal Street, Bloemfontein	<b>R</b>

**TOTAL INCLUDING VAT**

**R**

## **8 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 points 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
	<b>20</b>	<b>10</b>

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.