REQUEST FOR QUOTE FOR GOODS AND SERVICES – STANDARD FORMAT

RFQ	REQUEST FOR QUOTATION FOR THE PROVISION OF HOME AFFAIRS ID VERIFICATION SERVICES TO THE NATIONAL MUSEUM
ISSUE DATE	03 November 2026
CLOSING DATE	13 November 2026
CLOSING TIME	12h00
DELIVERY OF QUOTES	Bids to be forwarded to scm@nasmus.co.za
QUERIES	Mr. G. Dlamini **scm@nasmus.co.za**

BRIEFING SESSION	n/a
DATE	n/a
LOCATION ADDRESS	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 National Museum seeks to appoint a knowledgeable and experienced service provider to provide electronic identity verification services for programme beneficiaries, using an authorised data source to verify identity information against Department of Home Affairs records. The service should offer functionality comparable to Windeed Home Affairs ID verification or an equivalent service.

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

Estimated quantity	Service	Description of minimum specifications
01	**Home Affairs ID verification**	The service provider must provide an electronic identity verification service with, at a minimum, the following functionality: • Verify South African identity numbers and associated identity details against Department of Home Affairs records through an authorised data source or verification channel.

		• Return a clear verification outcome indicating whether the submitted identity details match the records checked, or whether the verification is unsuccessful or inconclusive. • Where supported by the authorised source, confirm relevant identity particulars and status information associated with the identity number. • Allow the National Museum to submit identity details and retrieve verification results electronically, through a secure online platform, portal, system integration or other agreed electronic method. • Provide an auditable record or report of each verification, including the date of the check, reference number and outcome. • Ensure that verification results are available to authorised National Museum officials and that personal information is processed securely and in accordance with applicable data-protection requirements, including POPIA. • Provide user guidance and reasonable technical support for the use of the service. • Clearly disclose any limitations, additional charges, subscription fees, minimum usage requirements or charges for unsuccessful/inconclusive checks. *The quantity of 800 is an indicative programme estimate for quotation evaluation purposes only. It is not a guaranteed purchase quantity or minimum commitment. The National Museum will request verifications as and when required and will pay for the number of verification checks actually requested and performed, at the quoted rates.
	Service delivery	The service will be accessed and used electronically by authorised National Museum officials. No physical delivery of equipment is required.

3.1. Place Of Work

The service will be accessed electronically by the National Museum from its offices and/or other authorised locations. The service provider must make the verification service available through a secure electronic platform or another agreed electronic channel.

4. Compulsory requirements

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

4.1. Written reference letters showing prior experience in pre-employment vetting services must be attached.

4.2. Completed and signed SBD forms 4.

4.3. Proof of location of offices in the form of recent rates and taxes account or lease agreement if renting.

4.4. The bidder must be registered on CSD and CSD supplier report must be attached.

4.5. The bidder must be an active company registered in the Republic of South Africa and a copy of CIPC registration documents must be attached.

4.6. The bidder must be tax compliant, and a tax pin issued by SARS must be attached.

Additional requirements

4.7. a valid copy of BBBEE certificate or completed and signed BBBEE declaration may be attached to score more points on bid evaluation. This document is not compulsory.

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.

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

6. Price

6.1. Bidder must complete pricing in table below inclusive of VAT.

Estimated quantity	Service	Description	Unit price (incl. VAT)
800*	Home Affairs ID verification	Price per identity verification submitted, including access to the verification service and provision of the verification outcome/report. The bidder must state whether the same rate applies to successful, unsuccessful and inconclusive checks.	R
	Additional fees (if applicable)	Disclose any once-off setup, platform access, subscription, monthly, integration, support or other compulsory fees separately. If none, indicate “Nil”.	R
		TOTAL COST INC VAT	**R**

7. 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

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

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.