



3233 Nokukhanya Luthuli Street,  
Groutville, KwaZulu-Natal,  
South Africa  
P.O. Box 1869,  
KWADUKUZA, 4450  
tel: (032) 559 6822  
fax: (032) 559 6806  
email: [luthulimuseum@museum.org.za](mailto:luthulimuseum@museum.org.za)  
website: [www.luthulimuseum.org.za](http://www.luthulimuseum.org.za)

an agency of the  
Department of Sport, Arts and Culture

## **REQUEST FOR QUOTATIONS**

### **APPOINTMENT OF A QUALIFIED / CERTIFIED SERVICE PROVIDER TO PROVIDE WEBSITE HOSTING AND SUPPORT SERVICES FOR THREE YEARS (36 MONTHS):**

**RQF number. LM2021/0101**

### **INTRODUCTION**

Luthuli Museums is a schedule 3A public entity and non-profit organisation, subsidised by the National Department of Sports Arts & Culture. Luthuli Museum was established in terms of the Cultural Institutions Act, 1998 (Act No. 119 of 1998) and must comply with the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA) and its concomitant Regulations.

The Luthuli Museum intends appointing a qualified / certified Website Hosting service provider to manage and provide support for the Luthuli Museum`s two websites for a period of three years (36 months)

RFQ number:	LM2021/0101
Description:	APPOINTMENT OF A QUALIFIED / CERTIFIED SERVICE PROVIDER TO PROVIDE WEBSITE HOSTING AND SUPPORT SERVICES FOR THREE YEARS (36 MONTHS)
Closing date and time:	15 December 2021 at 15h30
Closing date for questions/queries:	10 December 2021 at 14h00
Service Contract duration	3 Years (36 months)
Inquiries (Only written)	<a href="mailto:scmofficer@luthulimuseum.org.za">scmofficer@luthulimuseum.org.za</a> and <a href="mailto:financemanager@luthulimuseum.org.za">financemanager@luthulimuseum.org.za</a>
Site Inspection	Site inspections will be conducted by appointment only between 06 December 2021 – 10 December 2021 (10h00 – 15h00)
Submission of quotation documents	Bid Box, Luthuli Museum, 3233 Nokukhanya Luthuli Street, Groutville, KwaDukuza, KwaZulu-Natal

RFQ Validity Period	90 Days
Returnable Compliance documents	<ol style="list-style-type: none"> <li>1. The submission of the quote must be clearly outlined.</li> <li>2. Company Registration Documents</li> <li>3. A valid Tax Clearance certificate</li> <li>4. VAT registration documents (if applicable)</li> <li>5. B-BBEE certificate or Sworn Affidavit</li> <li>6. Central supplier Database (CSD) summary registration.</li> <li>7. Invitation to Bid - SBD 1</li> <li>8. Tax Clearance Requirements - SBD 2</li> <li>9. Firm Prices – Purchases - SBD 3.1</li> <li>10. Firm Prices – Professional services</li> <li>11. Declaration of Interest - SBD 4</li> <li>12. Preference points claim in terms of preferential procurement regulation 2011 - SBD 6.1</li> <li>13. Local Content Production - SBD 6.2</li> <li>14. Contract form – Rendering of services – SBD 7.2</li> <li>15. Declaration of bidders' past Supply Chain practices - SBD 8</li> <li>16. Certificate of independent bid determination (SBD 9)</li> <li>17. Quotation clear &amp; unambiguous.</li> <li>18. Pricing Schedule</li> <li>19. Authority to sign</li> </ol>
Mandatory supporting documents	<ol style="list-style-type: none"> <li>1. A company profile, the mission and values of your organization</li> <li>2. Proven track record and details of experience in air conditioning services to Museums and similar organizations.</li> <li>3. A detailed methodology/approach of the scope of work.</li> <li>4. Membership or Affiliation to an accredited body or institutions</li> </ol>