



an agency of the
Department of Sport, Arts and Culture

266, Bloemfontein, 9300
36 Aliwal Street / Aliwalstraat 36
South Africa / Suid-Afrika
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www.nasmus.co.za

Incorporating the satellites:	Insluitend die satelliete:
Oliewenhuis Art Museum	Oliewenhuis-kunsmuseum
Freshford House Museum	Freshford-huismuseum
First Raadsaal	Eerste Raadsaal
Wagon Museum	Wagenuismuseum
Florisbad Research Station	Florisbad-navorsingstasie

RFQ	Training Provider: Information Security awareness for staff for a period of 36 months
RFQ DD	ITC0026
ISSUE DATE	21 July 2026
CLOSING DATE	07 August 2026
CLOSING TIME	15h00
DELIVERY OF QOUTES	Tender Box, National Museum 36 Aliwal Street 9300
QUERIES	Mr G. Dlamini scm@nasmus.co.za

BRIEFING SESSION	N/A
DATE	N/A
TIME	N/A
LOCATION ADDRESS	N/A

All quotes must be submitted at the Tender box, inside a sealed envelope at 36 Aliwal Street, Bloemfontein, 9300 on or before the due date and time.

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

The National Museum invites quotations from suitably qualified service providers for the provision of Information Security Awareness training services over a period of thirty-six (36) months, subject to annual performance review and budget availability.

3. Scope of Service

The National Museum needs our officials to be trained on IT security awareness. The supplier must be able to provide training at the National Museum. The National Museum will provide catering, and this can be excluded from costings.

The Information security awareness can be achieved when National Museum staff are knowledgeable about information security threats and what are their individual responsibilities to prevent threats from materialising. The information security awareness training must include the following scope:

- Increase user knowledge on information security, personal information and privacy.
- Educate users to improve information security management and encourage good security practises.
- How to protect user personal data as well as the National Museum's data from growing information security threats.
- The main risks users face when using information technology.
- How to identify threats such as social engineering, phishing and malware.
- Where and how to report information security incidents.
- Meet internal policy and regulatory requirements for information security

Below is the Key Performance Areas

KEY PERFORMANCE AREAS	
1	During the contract period, the provider will receive request for quotes for training or refresher training, and they must provide a quote to the Museum. Where training is requiring customisation, the provider will do so.
2	Register the officials for training and schedule dates with Human Resources The Museum will do information security awareness training in small groups of 20 people.
3	Provide learning material for all training.
4	Provision of training by a qualified facilitator. The facilitator must not be changed without the written approval of the Museum.
5	Issue certificates to officials when training is completed.
6	Invoice the Museum when training is completed.

4. Bid Evaluation

All bidders will be subject to a three-stage evaluation process, i.e.

- 4.1. Pre-screening, i.e. determination of compliance to compulsory requirements. Bidders will be required to pass pre-screening to be eligible for further evaluation.
- 4.2. Functionality, to assess the bidder's ability, experience, resources, and methodology to successfully deliver the required training services. Bidders must achieve a minimum score of 70 points out of 100 to proceed to price and preference procurement evaluation.
- 4.3. Preferential procurement calculation 80/20, whereby 80 is for price and 20 points for specific goals.
- 4.4. The Museum may vet the existence of the winning bidder by a physical visit.

5. Required documents

Below documents are mandatory requirements and must be submitted with your quote. Failure to submit any document listed below will result in a disqualification of the service provider

5.1 MANDATORY DOCUMENTS TO BE SUBMITTED	
1.	Company profile
2.	Proof of location of the bidder in a form of Municipal rates and taxes statement of account or a lease agreement where a bidder is not the owner of the property.
3.	CV of facilitator who is qualified to conduct Information Security Awareness training.
4.	Copy of proof of accreditation as training provider in information security issued by SETA/QCTO or equivalent.
5.	At least three (3) reference letters or purchase orders for ICT training conducted.
6.	The training provider must submit the SBD 4 form signed and completed.
7.	Bidder's CSD registration report.
8.	Bidders should submit their training methodology for the provision of training in IT Security Awareness.
9.	A copy of SARS tax pin and CIPC registration documents must be attached.

5.2 OTHER DOCUMENTS TO BE SUBMITTED (NON-MANDATORY)	
1.	BBBEE certificate or Declaration is not compulsory but may be submitted to score points on preferential point system of 80/20 on price and BBBEE points.

6. Functionality

Bidders must achieve a minimum score of 70 points out of 100 to proceed to price and preference procurement evaluation.

Functionality Criteria		Points	Points Allocation Weight
Training Methodology Quality and suitability of training approach	Comprehensive methodology with blended learning, assessments, case studies, and evaluation tools	40	40
	Good, structured methodology with assessments and learning outcomes	20	
	Basic training methodology with limited structure	10	
Facilitator Qualifications and Experience Relevant certifications and training experience	Facilitator has cybersecurity certifications (e.g. CISSP, CISM, CEH) and 5+ years training experience	30	30
	Relevant IT/security qualification and 3–5 years training experience	15	
	Basic IT qualification and less than 3 years training experience.	8	
Company Experience and Track Record Previous delivery of similar training	5 or more similar projects with public sector or large organisations	30	30
	3–4 similar projects	15	
	1–2 similar projects	8	
	0 projects	6	

Bidders must achieve a minimum score of 70 points out of 100 to proceed to price and preference procurement evaluation.

7. Price and Preference Points Evaluation

	Preference Points Criteria	Points Allocation
1	Price	80
2	Specific goals	20
	Total Points	100

8. Price

8.1. The service provider must provide cost for the Information Security Awareness training including VAT if applicable.

8.2. Prices must be valid for 12 months. Thereafter annual price increases (for Year 2 and 3) must be agreed to by both parties and increase must be market related.

8.3. Catering to be done by the National Museum.

8.4. Please quote for costs for 20 trainees (column A). Training is mostly done in groups of 20.

NB: Bids with all compulsory documents must be submitted at 36 Aliwal Street, Bloemfontein on or before the closing time and date. Bids submitted by email and fax will not be accepted.

In the table below, please provide cost relating to provision of 1 day training in Bloemfontein, at the offices of the National Museum, at 36 Aliwal Street, Bloemfontein, 9300

Training course	COLUMN A Price for 20 trainees excluding VAT
1 day Information Security Awareness Training	R
1 day Travel Costs (Where traveling costs are applicable state the distance to be travelled in kilometres (km) and traveling details, i.e. from _____ to _____).	R
1 day Accommodation Cost	R
1 day any other Disbursements not specified above. (Please specify).....	R
Sub Totals (excl. VAT)	R
VAT	R
Totals (incl. VAT)	R

9. Preferential procurement

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

Specific goals

Preferential procurement calculation 80/20, whereby 80 is for price and 20 points for specific goals 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 located in the Free State, a rural province on the margins of economic activity. In an effort 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.

In an effort 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.

