



*in the footsteps* ...

NELSON MANDELA MUSEUM

Bunga Building, Owen Street, Mthatha, South Africa | P O Box 52808, Mthatha, 5100, South Africa

Telephone: +27 (0) 47 501 9500 | Facsimile: +27 (0) 047 532 3345

Email: [info@nelsonmandelamuseum.org.za](mailto:info@nelsonmandelamuseum.org.za) | [www.nelsonmandelamuseum.org.za](http://www.nelsonmandelamuseum.org.za)

**31 October 2023**

## **RFQ 53 of 2023: PROVISION OF PHOTOGRAPHY SERVICES FOR THE NELSON MANDELA MUSEUM**

The Nelson Mandela Museum (NMM) invites quotations from accredited service providers that are registered with the Central Supplier Database (CSD) to take High-Resolution photos of the Nelson Mandela Museum offerings at its two sites (Qunu and Mthatha), as per the specification below:

### **DETAILED SPECIFICATION**

Nelson Mandela Museum is looking for separate quotations from Photographic service companies to take photos of the Nelson Mandela Museum Bhunga building site in Mthatha and the Nelson Mandela Museum Youth and Heritage Centre in Qunu.

At the Nelson Mandela Museum Youth and Heritage Centre, the appointed service will capture the **exterior, interior, and Aerial picture of the village**, Conference Halls, Boardrooms, Accommodation facilities, Sports Hall, Dining Halls, High-end kitchens, Africa Native Mission Church, Qunu Landscape, picnic spaces, Exhibition Halls (Interior), sliding stone, Nelson Mandela Statue in traditional attire, Multi-Media Centre, and the remains of a Rondavel where he was Named Nelson, etc).

At the Nelson Mandela Museum Bhunga building site, the service provider will capture the exterior, interior, and aerial pictures of the city ( Mthatha). The service provider will also take high-resolution photos of its 30-member staff and photos of each department/unit of the museum. The museum has four different units that report to

RFQ 53 of 2023

the Office of the CEO (Security, Facilities, and Logistics; Finance; Public Engagement and Marketing; Heritage and Conservation.

The purpose of the said request is to capture High-resolution photos (300 PPI- Pixels per Inch) to be used in Marketing, Development of Exhibitions, and other Museum-related programs or projects.

#### Responsibilities of the Service provider

- Take High-resolution (300 PP1) pictures of the Nelson Mandela Museum offerings at the Nelson Mandela Museum Youth and Heritage Centre in Qunu and the Nelson Mandela Museum Bhunga building site in Mthatha as mentioned above
- Take professional pictures of Nelson Mandela Museum staff at its premises (Outdoor and Indoor) studio or on-location
- Work closely with clients and colleagues to produce high-quality photographic images
- Give advice when you see fit in order to meet your expectation
- Use different techniques to enhance photographs as required
- Recommend creative ideas to exceed expectations of goals and objectives
- Use artistic knowledge to enhance and compose photographs
- Review sets of photographs and select the best results
- Take pictures of different Units
- Individual staff member photos
- A picture of all Museum Staff members. Different pictures
- Save and deliver quality pictures on USB ( Edited and unedited)

**The appointed service provider will render all Copyrights to the client**

#### APPLICABLE PREFERENCE POINTS ALLOCATION SYSTEM

RFQ 53 of 2023

Points for this shall be awarded to:

- (a) Price; and
- (b) Specific Goals.
- (c) Where 80 points will be allocated for price and 20 points allocated for specific goals

Category		Sub-categories	Specific goals points	Verification documents
Local Supplier	5	OR Tambo supplier	5	CIPC Registration Certificate (CK) or Proof of residence
		Eastern Cape Supplier	4	
		Anywhere in South Africa	3	
		Non-South African	0	
Women-owned supplier	4	Black African Women	4	CIPC Registration Certificate (CK) and CSD Report
		Non-Black African Women	2	
Youth Owned Supplier	4	Youth Owned (< 35-year-old persons)	4	CIPC Registration Certificate (CK) and CSD Report
		Non-Youth Ownership (> 35-year-old persons)	2	
People living with disabilities	3	People living with disabilities	3	CSD Report

Small Micro, Medium & Enterprises	4	SME – Owned by people with disability	4	CSD Report
		SME – Black owned	3	Sworn Affidavit (BBBEE Affidavit)
		SME – Other	2	

### **QUOTATION SUBMISSIONS**

All quotations must be submitted with the following documents:

- Business Profile demonstrating 5 years' experience in Photographic services
  - Recent CSD registration report/MAAA number
  - Signed & completed SBD 1, SBD 4 & SBD 6.1 form (as attached)
  - Specific Goals Verification Documents (**Failure to submit will in zero scoring for preference**)
- All quotations and accompanying documents must be forwarded to:  
**[supplychain@nelsonmandelamuseum.org.za](mailto:supplychain@nelsonmandelamuseum.org.za)**
  - **NO FAXED OR HAND-DELIVERED QUOTATIONS SHALL BE ACCEPTED.**

Closing date for the submission of quotations is **8 November 2023** at 12H00

All communications and enquiries/requests for clarification relating to this proposal should be directed to the contact person:

<b>FOR BID ADMINISTRATION &amp; SERVICE PROVIDER SPECIFICATIONS</b>	
<b>Ms M Mputa</b>	
<b>Tel: 047 501 9504</b>	

Email: <a href="mailto:mihlali@nelsonmandelamuseum.org.za">mihlali@nelsonmandelamuseum.org.za</a>
Supply Chain Specialist
<b>Technical Enquiries:</b>
Ms F Wisani
Tel: 047 501 9514
Email: <a href="mailto:fumanekile@nelsonmandelamuseum.org.za">fumanekile@nelsonmandelamuseum.org.za</a>
Communication Officer

**NB: The NMM reserves the right to amend, modify or withdraw this RFQ at any time, without prior notice and without liability to compensate and/or reimburse any party.**




---

**Mr Vuyani Boo**

**Chief Executive Officer**

