



in the footprints ...

NELSON MANDELA MUSEUM

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APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, DELIVER & INSTALL DIGITAL PROMOTIONAL DISPLAY ITEMS FOR BRAND VISIBILITY, ADVERTISING & MARKETING, FOR THE NELSON MANDELA MUSEUM AT THREE VARIOUS SITES, AS WELL AS THE PROVISION OF SUPPORT & MAINTENANCE SERVICES FOR A PERIOD OF THREE (3) YEARS

NMM-2024-03

TERMS OF REFERENCE

1. **BACKGROUND**

The Nelson Mandela Museum (NMM) is a not-for-profit institution established by the government of South Africa as an agency of the National Department of Sport, Arts, and Culture. It was established as part of a portfolio of legacy projects that seek to transform the heritage landscape from our apartheid past. At the same time, it is a resource for promoting economic development through tourism in an impoverished region of the country. The museum primarily houses collections of gifts to the nation given by Nelson Mandela to the museum to share his legacy with the nation.

The mandate of the Nelson Mandela Museum is to preserve and promote the legacy of Nelson Mandela, and one of its main strategic goals is to improve the museum's public profile and access. This mandate is executed through the museum's two main facilities, the Qunu Youth and Heritage Centre and the Bhunga Building in Mthatha CBD. The Bhunga Building doubles as the administrative office of the museum.

2. **PURPOSE**

The NMM wishes to appoint a credible, suitably qualified, experienced, and competent service provider to supply, deliver, and install digital promotion display items for brand visibility, advertising, and marketing at three various sites. The required promotional display items will be installed at the various stipulated, both indoors and outdoors. Furthermore, the appointed service provider will be required to provide maintenance services for LED screens installed at all three sites.

The sites are as follows:

- **Nelson Mandela Qunu Youth & Heritage Centre**
- **Bhunga Building**
- **Nelson Mandela Museum Information Centre**

3. SCOPE OF WORK

The detailed requirements of the Nelson Mandela Museum for this project, are presented in the table below:

ITEM NUMBER	ITEM DESCRIPTION	SIZE	QUANTITY	DETAILED NELSON MANDELA MUSEUM REQUIREMENTS	SITE LOCATION
1.	Outdoor LED Screen	P10 5 m x 3 m (Size) To be verified at the compulsory site inspection meeting	2	<ul style="list-style-type: none">• This structure must be installed to cater as a billboard that overlaps both buildings• Service provider to supply technical support and IT system, which will ensure that periodic updating of the content on these screens is actioned by the M&C unit	<ul style="list-style-type: none">• Nelson Mandela Information Centre -Single Sided• Bhunga Building-Double Sided
2.	Outdoor Digital Reception Signage-	Material: Acrylic Size: 3D LED Acrylic Letters 40cm (per letter)	2	<ul style="list-style-type: none">• Use Corporate Identity guidelines and company logo to transform a logo into a physical and 3D	<ul style="list-style-type: none">• Nelson Mandela Museum Qunu Youth & Heritage Centre

		To be verified at the compulsory site inspection meeting		<p>piece of signage.</p> <ul style="list-style-type: none"> • This will be displayed on the wall. • 3D illuminated letter signage, • backlit with LED lighting 	<ul style="list-style-type: none"> • Information Centre
3.	Indoor Digital Reception Signage	Material: Acrylic Size: 3D LED Acrylic Letters 40cm (per letter)	1	<ul style="list-style-type: none"> • Use Corporate Identity guidelines and company logo to transform a logo into a physical and 3D piece of signage. • This will be displayed on the wall. • 3D letters and logos that are backlit with LED lighting 	<ul style="list-style-type: none"> • Bhunga Building
4.	Outdoor Electronic Text Displays	Specification: <ul style="list-style-type: none"> • Ability to display various fonts and character sizes 	1	<ul style="list-style-type: none"> • (Text displays, electronic message displays, scrolling text displays, moving 	<ul style="list-style-type: none"> • Nelson Mandela Museum Qunu Youth & Heritage-

		<p>from 50mm – 450mm.</p> <ul style="list-style-type: none"> • Up to 6 lines can be displayed at 50mm font size. • Create and display graphics. • Display Full-Colour gifs, jpegs and video files. • On-board memory. • Message Board is controlled by Wi-Fi Pc or Android Smart Phone. • Unit can link into existing Wi-Fi or create its own Wi-Fi Hotspot. • Wi-Fi password protected for security. 		<p>text displays, LED message displays) –</p> <p>The service provider must train and develop end user with Content Management, and uploading of content and videos.</p> <ul style="list-style-type: none"> • Work with the client in drafting the Content and approval by the Client 	
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		<ul style="list-style-type: none"> • Comprehensive Messaging and Display Software. • 220v AC Power. • Sunlight readable Full Colour LED display. • 150 plus meter visibility. <p>Dimensions:</p> <ul style="list-style-type: none"> • Size: 2000mm wide x 1180mm high. • LED Display Area: 1920mm x 480mm • Header Area - 1950mm wide x 350mm in height. • Bottom Sponsor Area - 1950mm x 350mm in height 			
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		To be verified at the compulsory site inspection meeting			
5.	Static Billboard	To be verified at the compulsory site inspection meeting	<ul style="list-style-type: none"> Design, print, and installation of UV inks with vinyl overlay artwork. Installation of Chromo decks in steel structures 	<ul style="list-style-type: none"> 2 	<ul style="list-style-type: none"> Bhunga Building Nelson Mandela Museum-Information Centre

			<ul style="list-style-type: none">• Installati on of Chromo decks in steel structur es• Double Sided(24 00x4800) UV inks with a clear vinyl overlay so as to protect against		
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			weathering printed on a metal board.		
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4. **TERMS AND CONDITIONS**

- All costs and expenses incurred by the potential service providers relating to their project proposal will be borne by each respective service provider. NMM is not liable to pay such costs and expenses or to reimburse or compensate service providers in the process under any circumstances, including the rejection of any proposal or the cancellation of this project.
- NMM reserves the right to request new or additional information regarding each bidder and any individual or other persons associated with its proposal.
- NMM may require responsive bidders to present and discuss their proposals in person.
- NMM reserves the right not to make any appointment from the proposals submitted.
- Bidders shall not issue any press release or other public announcement pertaining to details of their project proposal without the prior written approval of NMM.
- Bidders are required to declare any conflict of interest they may have in the transaction for which the bid is submitted or any potential conflict of interest. It is important that bidders declare their conflict of interest through the completion of relevant attached forms.
- NMM reserves the right not to consider further any bid where such a conflict of interest exists or where such potential conflict of interest may arise.
- Any and all project proposals shall become the property of NMM and shall not be returned.
- The bid offers and proposals should be valid and open for acceptance by NMM for a period of 120 days from the date of submission.
- NMM reserves the right not to award the bid to the bidder that scores the highest points. Disputes that may arise between NMM and a bidder must be settled by means of mutual consultation, mediation (with or without legal representation) or, when unsuccessful, in a South African court of law.

- In addition to adherence to the specific terms and conditions of proposals, provided in this document, the bidder shall be bound by the provisions of the General Conditions of Contract, an original signed copy of which must be submitted together with all other bid documentation.
- All returnable bid documents must be completed in full and submitted together with the bidder's proposal. Should the returnable documents not be completed, the bid will not be considered any further.
- The successful bidder will be subject to a supplier clearance process as prescribed by the National Treasury. This process includes verification of the supplier and its shareholders/directors/members' status on the list of defaulters and restricted suppliers.
- After the successful service provider has received the appointment letter, they must be able to deliver in full compliance with South African approved standards and in compliance with the specifications provided.
- No tender shall be awarded to a bidder whose name (or any of its directors or partners or associates and/or attorneys) appears on the Register of Defaulters kept by the Treasury, or who has been placed on the National Treasury's List of Restricted Supplies. The NMM reserves the right to withdraw an award or cancel the Service Level Agreement concluded with the bidder should it be established, at any time, that a bidder has been blacklisted with the National Treasury by any Government Institution
- No tender shall be awarded to a bidder whose tax affairs are not in order. NMM reserves the right to withdraw an award made, or cancel the Service Level Agreement concluded with the successful bidder(s) should it be established that such bidder was in fact not tax compliant at the time of the award, or has submitted a fraudulent Tax Clearance Certificate to the NMM

6. ACCOUNTABILITY

The service provider will be accountable to and under the direction of the CEO of the NMM in the performance of the assignment duties.

7. PRICING INSTRUCTION

- The supply, delivery & installation of digital display promotional items for brand visibility, advertising & marketing must be rendered as per the requirements of the NMM, and it must be invoiced on completion;
- The bid and the total price for the supply, delivery & installation of display promotional items for brand visibility, advertising & marketing may not be exceeded;
- Amounts due to the Service Provider shall be paid by the NMM within thirty (30) days of receipt of the invoice.
- The NMM reserves the right to give written notice to the service provider to stop the works' progress at any time. Should the client exercise this right, the NMM will pay the service provider for work done and expenses incurred only up to the time that the notice was given.

8. VALIDITY PERIOD

- Bid submissions **must** be valid for a period of 120 days.

9. COMPULSORY RETURNABLE DOCUMENTS

Service providers are required to submit all the returnable documents together with their proposals. Failure to provide all the Compulsory Returnable Documents at the closing date and time of this RFP will result in a respondent's disqualification. Respondents are therefore urged

to ensure that all these Documents are returned with their Proposals. Failure to submit the Supporting documents for functionality scoring will result in a scoring of zero.

9.1 Compulsory Returnable Documents

- • Duly signed & completed SBD 1 Invitation to BID
- • SBD 2 Tax Clearance Requirements
- • Duly signed & completed SBD 3.3 Pricing Schedule
- • Duly signed & completed SBD 4 Declaration of Interests form.
- • Duly signed & completed SBD 6.1 Preference points claim form
- Duly signed & completed SBD 6.2 Local Content Declaration
- • Duly signed & completed SBD 7.2 Contract Form (Rendering Services).
- • General Conditions of Contract
- • Duly signed & completed SBD 8 Declaration of Bidder's Past Supply Chain Management Practices.
- • Duly signed & completed Duly signed & completed SBD 9 Certificate of Independent Bid Determination.
- • Proof of CSD registration

Supporting Returnable Documents (for functionality scoring)

- Proof of company experience
- Project Manager's CV & certification
- Technical Experience
- Project Implementation Plan

Essential Returnable Documents

Specific goals verification documents listed on the applicable preference point system below must be submitted to the NMM on or before the closing date and time ***(failure to submit on or before the closing date will result in an automatic score of zero for preference)***

10. LOCAL CONTENT DECLARATION

The guidelines for locally produced goods or locally manufactured goods with a stipulated minimum threshold of 100% for steelworks will be applied.

11. APPLICABLE PREFERENCE POINT SYSTEM

(1) Points for this shall be awarded for:

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

(2) The following specific goals are applicable to all procurements of a transaction value above R2 000 and up to R50 000 000

- a. The NMM will utilize the following preference criteria ;
 - i. Service providers within the OR Tambo region & Eastern Cape
 - ii. Historically Disadvantaged Individuals (Women, Youth, and People living with disabilities)

iii. SMMEs

iv.

b.

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		

11. COMPULSORY SITE INSPECTION MEETING

Bidders are required to attend a compulsory site inspection meeting as scheduled below at **ALL** three sites. Amongst others, the purpose of the site inspection meeting is to verify the measurements provided for by the NMM, there prospective bidders are advised to bring all the tools they might require to carry out this task. Bids from companies that did not attend the compulsory site inspection meeting will not be considered. The compulsory site inspection meeting is scheduled as follows:

Date: 12 July 2024

VENUE	TIME
First Venue – Bhunga Building	10:00
Second Venue – Nelson Mandela Museum Information Centre	12:00

Last Venue- Nelson Mandela Museum Qunu Youth & Heritage Centre	12:30
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12. FUNCTIONALITY SCORING TABLE

The bid will be evaluated and adjudicated using the 80/20 system (80 for Price and 20for Specific Goals). Functionality will be scored at a maximum of 100 points whereby the bidder must obtain a **minimum of 65 points** to qualify for the financial evaluation according to the criteria captured in the table below:

CRITERIA FOR FUNCTIONALITY	BREAKDOWN OF POINTS	WEIGHT
1. Company experience in rendering similar services Bidders are required to provide contactable references, only signed reference letters from the client on their letterhead or with official stamp will be accepted. Reference letters should indicate the	8 or more reference letters = 40 points	40
	7 reference letters= 35 points	
	6 reference letters = 30 points	
	5 reference letters = 25 points	
	4 reference letters =20 points	
	3 reference letters= 15 points	
	2 reference letters= 10 points	

CRITERIA FOR FUNCTIONALITY	BREAKDOWN OF POINTS	WEIGHT
<p>description of the contract or indicate the nature of the services rendered.</p> <p>Please note purchase orders, appointment letters, and invoices will not be accepted.</p> <p>Reference that do not meet the criteria above will not be accepted.</p>	1 reference letter= 5 points	
	Failure to submit= No points allocated	
<p>2.Project Manager's CVs & qualifications</p> <p>Bidders are required to submit the CV as well as the qualification of the Project Manager clearly stating the years of relevant experience in rendering services as required by the NM. Failure to attach qualifications & CV will not be considered for this criterion.</p>	<p>Qualifications=15 points</p> <ul style="list-style-type: none"> • Relevant project management post graduate qualification =15 points • Relevant project management degree/advanced diploma/equivalent=13 points • Relevant project management diploma= 	30

CRITERIA FOR FUNCTIONALITY	BREAKDOWN OF POINTS	WEIGHT
	<p>10 points</p> <ul style="list-style-type: none"> Relevant project management certificate= 5 points Failure to submit= No points allocated 	
	<p>Experience =15 points</p> <ul style="list-style-type: none"> 7 or more years' experience= 15 points 5-6 years' experience=12 points 3-4 years' experience = 10 points 2 years' experience= 7 points 1-year experience = 3 points Failure to submit= No points allocated 	

CRITERIA FOR FUNCTIONALITY	BREAKDOWN OF POINTS	WEIGHT
<p>3.Technical Experience</p> <p>Technicians with a minimum of five years technical – in the supply & installation of LED screens, please attach CV to back up your submission</p>		

CRITERIA FOR FUNCTIONALITY	BREAKDOWN OF POINTS	WEIGHT
4. Project Implementation Plan Prospective bidders must furnish the Nelson Mandela Museum with a detailed project implementation plan of how the project under consideration will be implemented.	<ul style="list-style-type: none"> • Excellent= 20 points • Good= 15 points • Average =10 points • Poor= 5 points 	20
TOTAL		

13. SUBMISSION OF TENDERS

The bid submissions must be returned to the **Nelson Mandela Museum, Bhunga Building, Corner Nelson Mandela Drive & Owen Street, Mthatha.**

- Service providers are requested to furnish the NMM with two copies of their submissions (an original and a copy).

- Submissions are to be deposited in the allocated Tender Box clearly marked with reference and this bid's title.
- NMM will not be responsible for any submissions placed in an incorrect box and submissions left with the security officers or any employee of the NMM, which may lead to the submission not being deposited into the tender box by the closing date.
- The appointed service provider will be expected to comply with NMM prescripts.
- NO LATE, FAXED OR EMAILED QUOTATIONS SHALL BE ACCEPTED.
- **CLOSING DATE FOR THE SUBMISSION OF PROPOSALS IS**

19 July 2024 @ 12:00

14. DISCLAIMERS

The NMM is not committed to any course of action as a result of its issuance of this bid document and/or its receipt of a bid in response to it. Please note that the NMM reserves the right to:

- modify the bid document's service(s) and request Respondents to re-quote on any changes;
- reject any bid submission which does not conform to instructions and specifications which are detailed herein;
- disqualify bids submitted after the stated submission deadline;
- not necessarily accept the lowest priced bid;
- cancel the tender

15. ENQUIRIES

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

FOR BID ADMINISTRATION & SERVICE PROVIDER SPECIFICATIONS
Ms M Mputa
Tel: 047 501 9504
Email: mihlali@nelsonmandelamuseum.org.za
Supply Chain Specialist
Technical Enquiries:
Ms N Tandwa-Dalindyebo
Tel: 047 501 9513
Email: nontlahla@nelsonmandelamuseum.org.za
Senior Manager: Public Engagement & Marketing

All enquiries must be forwarded to the relevant NMM personnel by no later than 15 May 2024 @ 16:30.



Dr Vuyani Boo

Chief Executive Officer

