



in the footprints ...

NELSON MANDELA MUSEUM

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Department of Sport, Arts and Culture

5 April 2023

RFQ 12 of 2023: SUPPLY AND DELIVERY OF FURNITURE FOR OFFICES AND THE CONFERENCE FACILITY AT QUNU YOUTH & HERITAGE CENTRE

The Nelson Mandela Museum (NMM) invites quotations from accredited service providers that are registered with the Central Supplier Database (CSD) for the Supply and Delivery of furniture for offices and the Conference Facility at Qunu Youth & Heritage Centre, as per the specification below:

Item No.	Product Description	Quantity	Unit Price	Total Price
Conference 1				
1	Perforation on back & seat ,chrome sleigh frame, maximum user weight 120kgs chairs. 44 chairs to have chrome arms with padding, 20 without.	64		
2	Veneer wood 0.6mm with supawood boardroom desk with inlay to accommodate 64 chairs			
Conference 2				
1	Perforation on back & seat ,chrome sleigh frame, maximum user weight 120kgs chairs. 10 chairs to have chrome arms with padding, 10 without.	20		
2	Veneer wood 0.6mm with supawood boardroom desk with inlay to accommodate 20 chairs			
Administration Block – Managers Office				
1	Wooden S-line cluster desk L-shaped desk with 4 drawer set	1		

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2	Perforation on back & seat ,chrome arms with padding, with castors, chrome sleigh frame, maximum user weight 120kgs chairs.	1		
3	1500 (h) roller door systems cupboard with 3 shelves	1		
4	Perforation on back & seat ,chrome sleigh frame, maximum user weight 120kgs chairs. 1 chairs to have chrome arms with padding, 1 without.	2		
Administration Block – Admin Office				
1	Two way workstation desk	1		
2	Perforation on back & seat ,chrome arms with padding, with castors, chrome sleigh frame, maximum user weight 120kgs chairs.	2		
3	1500 (h) roller door systems cupboard with 3 shelves	2		
4	Perforation on back & seat ,chrome sleigh frame, maximum user weight 120kgs chairs. 2 chairs to have chrome arms with padding, 1 without.	3		
Sub-Total				
VAT				
Total				

RETURNABLE DOCUMENTS

Service providers are required to submit all the returnable documents together with their quotations. **Failure to provide all the Compulsory Returnable Documents at the closing date and time of this RFQ 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.**

COMPULSORY RETURNABLE DOCUMENTS

- Duly signed & completed **SBD 1** Invitation to BID
- **SBD 2** Tax Clearance Requirements
- Duly signed & completed **SBD 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 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 **SBD 9** Certificate of Independent Bid Determination.
- Proof of CSD registration

SUPPORTING RETURNABLE DOCUMENTS (for functionality scoring)

- Guarantee Letters

ESSENTIAL SUPPORTING DOCUMENTS

Specific goals verification documents as stipulated below must be submitted 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)*

1. APPLICABLE PREFERENCE POINTS ALLOCATION 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

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	2	

EVALUATION CRITERIA

The received quotations will be evaluated using the 80/20 system (80 for Price and 20 for BBBEE). Functionality will be scored at a maximum of 100 points whereby the bidder must obtain a **minimum of 70 points** to qualify for the financial evaluation according to the criteria captured in the table below:

Value: 1=Poor; 2=Average; 3=Good; 4=Very good; 5=Excellent

QUOTATION SUBMISSIONS

- All quotations and accompanying documents must be forwarded to:
supplychain@nelsonmandelamuseum.org.za
- NO FAXED OR HAND-DELIVERED QUOTATIONS SHALL BE ACCEPTED.

- Closing date for the submission of quotations is **28 March 2023**

Commented [SM1]: SCM to advise about the closing date

ENQUIRIES

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

FOR BID ADMINISTRATION
Ms M Mputa
Tel: 047 501 9504
Email: mihlali@nelsonmandelamuseum.org.za
Supply Chain Specialist
Technical Enquiries:
Mr. S. Mazwana & Mr M. Mgodlana
Tel: 047 501 9516/23
Email: siviwe@nelsonmandelamuseum.org.za / monde@nelsonmandelmuseum.org.za
Security Facilities and Logistics 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.



Dr. Vuyani Boo
Chief Executive Officer