



*in the footprints* ...

**NELSON MANDELA MUSEUM**

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**05 April 2023**

**RFQ 11 of 2023: APPLICATION OF WINDOW FROSTING AT THE ADMIN BUILDING AND CONFERENCE CENTRE AT QUNU YOUTH AND HERITAGE CENTRE**

The Nelson Mandela Museum (NMM) invites quotations from accredited service providers that are registered with the Central Supplier Database (CSD) for the Application of Window Frosting at the Admin Building and Conference Centre at Qunu Youth & Heritage Centre, as per the specification below:

| Item                                   | Description  | Size  | Quantity | Unit |
|--|--|---|----------|------|
| <b>FROSTING DETAILED SPECIFICATION</b> |  |   |          |      |
| 1                                      | Sandblasting on double door glazing in Conference 1        | 1 950mm (l) x 2 950mm (h)                   | 1        |      |
| 2                                      | Sandblasting on double door glazing in Conference 1        | 2 160mm (l) x 2 950mm (h)                   | 1        |      |
| 3                                      | Sandblasting on double door glazing in Conference 2        | 2 200mm (l) x 3 280mm (h)                   | 1        |      |
| 4                                      | Sandblasting on double door glazing in Sports Hall (back)  | 2 700mm (l) x 4 450mm (h)                   | 2        |      |
| 5                                      | Sandblasting on double door glazing in Sports Hall (front) | 2 700mm (l) x 3 700mm (h)                   | 2        |      |
| 6                                      | Sandblasting on double door glazing in Admin Block (front) | 1 500mm (l) x 3 700mm (h)                   | 1        |      |
| 7                                      | Crystal vinyl cut and print to be applied window           | Measurements to be done on site by provider |          |      |

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|             |  |  |  |  |
|-------------|--|--|--|--|
|             | Areas with the following: <ul style="list-style-type: none"> <li>• Dr. Nelson Mandela's Quotes</li> <li>• Photographs of Madiba</li> </ul> |  |  |  |
| SUB - TOTAL |  |  |  |  |
| VAT         |  |  |  |  |
| TOTAL       |  |  |  |  |

Measurements to be confirmed on site

## 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
- Compulsory site briefing

#### COMPULSORY SITE INSPECTION

- Quotations from service providers that did not attend the compulsory site inspection will not be considered
- Service providers MUST attend the compulsory site inspection to be held as follows:
  - Venue: Qunu Youth and Heritage Centre
  - Time: 11:00 am
  - Date: 12 April 2023

#### SUPPORTING RETURNABLE DOCUMENTS (for functionality scoring)

- Reference Letters
- Occupational Health and Safety file
- Proof of company location
- Methodology

#### 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                     |  |

|                                   |   |   |   |   |
|-----------------------------------|---|---|---|---|
|                                   |   | Non-Youth Ownership (> 35-year-old persons) | 2 | CIPC Registration Certificate (CK) and CSD Report |
| 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 Specif Goals). 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**

| Criteria  | Weight | Value                         |
|---|--------|-------------------------------|
| <b>Reference Letters</b><br>Signed reference letters on the recommending company's letterhead<br><b>NB: Reference letters should not be older than five years</b> | 50     | 5 letter and more = 50 points |
|   |        | 4 letters = 40 points         |
|   |        | 3 letters = 30 points         |
|   |        | 2 letters = 20 points         |

| Criteria  | Weight     | Value   |
|---|------------|---|
| Submission of purchase orders or appointment letters <b>WILL NOT</b> be considered. |            | 1 letter = 10 points  |
|   |            | Failure to submit or submission of irrelevant letter = 0      |
| Occupational Health & Safety File   | 20         | Submitted Occupational Health & Safety file = 20              |
|   |            | Incomplete submitted Occupational Health and Safety File = 10 |
|   |            | No Occupational Health & Safety file = 0                      |
| Methodology   | 20         | Detailed methodology relating to works = 20                   |
|   |            | Incomplete methodology = 10                                   |
|   |            | No submission of methodology = 0                              |
| Works program   | 10         | Detailed program relating to works = 10                       |
|   |            | Inaccurate/not relating to works program = 5                  |
|   |            | None = 0  |
| <b>Total</b>  | <b>100</b> |   |

#### QUOTATION SUBMISSIONS

- 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 **14 April 2023**

## ENQUIRIES

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

| <b>FOR BID ADMINISTRATION</b>   |
|---|
| <b>Ms M Mputa</b>   |
| <b>Tel: 047 501 9504</b>  |
| <b>Email: <a href="mailto:mihlali@nelsonmandelamuseum.org.za">mihlali@nelsonmandelamuseum.org.za</a></b>  |
| <b>Supply Chain Specialist</b>  |
| <b><i>Technical Enquiries:</i></b>  |
| <b>Mr. S. Mazwana &amp; Mr M. Mgodlana</b>  |
| <b>Tel: 047 501 9516/23</b>   |
| <b>Email: <a href="mailto:siviwe@nelsonmandelamuseum.org.za">siviwe@nelsonmandelamuseum.org.za</a> / <a href="mailto:monde@nelsonmandelmuseum.org.za">monde@nelsonmandelmuseum.org.za</a></b> |
| <b>Security Facilities and Logistics Officer</b>  |

**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**