



in the footprints •••

NELSON MANDELA MUSEUM

Bhunga Building, Owen Street, Mthatha, South Africa | P O Box 52808, Mthatha, 5099, South Africa
Telephone: +27 (0) 47 501 9500 | Facsimile: +27 (0) 047 532 3345
Email: info@nelsonmandelamuseum.org.za | www.mandelamuseum.org.za



27 October 2023

RFQ 49 OF 2023: SUPPLY, DELIVERY & INSTALLATION OF INFRASTRUCTURE & EQUIPMENT AT NELSON MANDELA UNIVERSITY, GQEBERHA

The Nelson Mandela Museum (NMM) invites quotations from accredited service providers that are registered with the Central Supplier Database (CSD) for the supply, delivery and installation of infrastructure and equipment at Nelson Mandela University for the African Heritage Liberation Indaba (14-15 November 2023) as per the detailed specification below:

ITEM DESCRIPTION	QUANTITY

SERVICE PROVIDER TO NOTE THAT THE EVENT IS FOR 300 PEOPLE		
LOGISTICS REQUIREMENT		
1. LUNCH REQUIREMENTS, NELSON MANDELA UNIVERSITY (200 Guests)		
<ul style="list-style-type: none">- 8 x Trestle tables with black tablecloths (4 serving stations)- 20 x round tables with black tablecloths with its accessories like under plates etc.- Chiavari (Tiffany) chairs		8 20 200
2. DÉCOR <ul style="list-style-type: none">- A service provider must provide a podium décor- 4 x Formal single couches setup for the stage- Ruby 12mm tempered glass coffee table- 2x Icarus tables with gold stand- Provide soft fluffy rug/carpet for the stage guests		

<ul style="list-style-type: none"> - 6x Trestle tables with black tablecloths -For exhibition 	
3. TECHNICAL REQUIREMENTS:	
The service provider is to provide the following technical requirements:	
<ul style="list-style-type: none"> - Provide Sound and PA System with necessary Audio (AV) equipment audible to amplify a 200-seater indoor area - Provide 768x432 podium stage with step for speakers <p>Screens must be enough to live to feed the audients. Screens must also show proceedings of the event e.g. speakers/ presenters must be seen on the screens and any other activities such as performances must be shown on the screens.</p> <ul style="list-style-type: none"> - 4 x cordless (roving) microphones with stands - Live streaming on NMM social media platforms such as Facebook, YouTube, and Twitter, Virtual connection on either Zoom or Teams platform, and record the proceedings of the event. A link for the connection must be created. - Provide cameras for recording (ensure that cameras connect to the screens to showcase speeches or speakers talking while on stage, even performances through the screens. - The service provider must provide live streaming for the duration of the event. 	<p>4 yes yes</p>
<p style="text-align: center;">DELIVERY TIME FRAME:</p> <p>Delivery Time: 14:00 am (13 November 2023 at Nelson Mandela University, Gqeberha)</p>	

❖ **APPLICABLE PREFERENCE SCORING SYSTEM**

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

Category		Sub-categories	Specific goals points	Verification documents
Local Supplier	5	Gqeberha 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	Sworn Affidavit (BBBEE Affidavit) CSD Report
		SME – Black owned	3	
		SME – Other	2	

❖ 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 Quotations

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 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 credibility (Reference Letters)
- Proof of company experience and profile

Essential Supporting Documents

Specific goals verification documents 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***

❖ 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 7 November 2023 at 12H00.**

❖ **FUNCTIONALITY SCORING TABLE**

The bid will be evaluated and adjudicated using the 80/20 system (80 for Price and 20 for Specific Goals). The functionality will be scored at a maximum of 100 points, whereby the bidder must obtain a **minimum of 75 points** to qualify for the financial evaluation according to the criteria captured in the table below:

CRITERIA FOR FUNCTIONALITY	BREAKDOWN OF POINTS	WEIGHT
Company Experience & Profile <i>Bidders are requested to provide proposals with profiles attached that demonstrate experience in rendering similar services at similar event</i>	Excellent-50 points Good=25-39 Average -20-24 points Poor=1-19 points No submission-No points to be allocated No proof submitted=No points will be allocated	50
Company Credibility <i>Bidders are requested to provide proof of having implemented similar events.</i>	6 reference letters or more= 40 points 5 reference letters =35 points 4 reference letters=30 points 3 reference letters=15 points 2 reference letters=10 points	50

appointment letters or purchase orders will be accepted.	1 reference letter=5 points No submission=No points to be allocated	
TOTAL	100	

❖ **ENQUIRIES**

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

Ms M Mputa
Tel: 047 501 9504
Email: mihlali@nelsonmandelamuseum.org.za
Supply Chain Specialist
Ms. N. Matikinca
Tel: 047 501 9512
Email: zodwa@nelsonmandelamuseum.org.za
Events Coordinator

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

