



in the footprints ...

NELSON MANDELA MUSEUM

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APPOINTMENT OF A SERVICE PROVIDER TO RENDER EVENTS MANAGEMENT SERVICES FOR THE NELSON MANDELA MUSEUM'S STRATEGIC EVENTS FOR A PERIOD OF THREE (3) YEARS.

NMM-2023-01

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 suitably qualified and experienced events management service provider to manage and coordinate its historic strategic events and programmes

3. PROJECT BACKGROUND

The Nelson Mandela Museum preserves the Nelson Mandela legacy and also lives his values. This is done through the hosting of historical events and programmes that share the life and times of Nelson Mandela. The historical events are also known as the Nelson Mandela Museum's signature events and programmes.

The NMM hosts four historical events celebrated annually; these events are as follows:

Event Name	Date	Estimated number of guests
1. Mandela Day	18 July	Approximately 200- 500
2. Heritage Indaba	September (exact date to be confirmed)	Approximately 500-1000
3. Nelson Mandela Commemoration	5 December	Approximately 1000- 1500
4. Nelson Mandela Release Day	11 February	Approximately 200- 500

The aforementioned events shall be hosted at different geographical locations and venues with varying degrees of facilities. Events will take place at formal venues such as professional conferencing and sports facilities, as well as in rural areas with little or no facilities.

4. **MANAGEMENT OF A SERVICE PROVIDER THAT HAS BEEN APPOINTED FOR AN EVENT**

- The NMM shall allocate the relevant team of employees to form a local organizing committee to oversee the event.
- The local organizing committee shall approve all arrangements for an event
- The local organizing committee may conduct a site inspection with the service provider prior to an event
- A service provider must meet all the tasks and deadlines for the event as communicated by the NMM.
- No event shall take place without the approval of the NMM.
- Service provider may be required to draw labour from local community members for events held.
- **NB!!The bidders are requested to bid on percentage basis to the available budget for the event.**

4. **SCOPE OF THE SERVICE REQUIRED**

The required service/s must be rendered for the NMM during the afore-mentioned historical events and programmes and submit the reports thereof.

The services are tabled as follows: -

4.1 Events Coordination and Management

- a) Prepare proposed events plan with a detailed budget for Management and Local Organizing Committee for approval.
- b) Logistics and infrastructure for events (Source and secure venue and setting plan, provide for audio-visual, sound requirements and stage, ensure adequate event staffing, coordinate accommodation requirements).
- c) Invitations (Design and send out invites, consolidate guest list with follow-ups), accreditation, and registration, and provide the report to NMM LOC weekly)

- d) Entertainment (source out artists and any other form of entertainment)
- e) Secure Programme Director for the event
- f) Safety and Security: ensure compliance with all related regulations and policies (SAPS; EMS; Traffic; Health, ensure compilation of required compliance documents and information).
- g) Project management and administration (Attend event task team meetings)
- h) Seek approval from NMM Executive Management, in particular the CEO and CFO and the designated executive manager, before making any form of procurement
- i) Work closely with NMM Local Organizing Committee at all material times during the planning and organization of the event
- j) Submit a comprehensive event post-mortem report and expenditure to NMM Executive Management for accountability purposes

The appointed service provider shall work with the NMM's Event Coordinator and Outreach Officer and report directly to the Senior Manager Public Engagement and Marketing Unit.

5. FINAL REPORT: NARRATIVE AND FINANCIAL REPORTS.

Develop a report for approval by all Stakeholders. The report is to be submitted 30 days after the event.

6. MONITORING THE PROGRESS OF THE ASSIGNMENT

Upon preparation of an event the appointed service provider shall submit its implementation strategy and project plan to the designated Managers representing the NMM.

7. COMPETENCY AND EXPERTISE REQUIREMENTS

It is essential that the service provider has the knowledge and practical experience in managing and monitoring public projects.

The competencies required are:

- a) Budgeting Skills;
- b) Report Writing Skills;
- c) An understanding of events coordination and management; and
- d) Proven experience in the conceptualization and coordination of multicultural events.

8. EXPERIENCE AND REQUIREMENTS

- a) Previous experience in coordinating programmes of this nature;
- b) Proven track record of the successful implementation of events of the same magnitude coordinated in the last 12 months;
- c) Traceable references and a portfolio of evidence about the implemented events;
- d) Willing to enter into a service-level agreement with the NMM;
- e) Must be prepared to declare any information or interest that may be in conflict with the procurement regulations of the Republic of; and
- f) Must be willing to undergo any form of formal clearance by any government organ in accordance with the PFMA.
- g) Good time management skills

9. 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 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 supplier clearance process as prescribed by the National Treasury. This process includes, verification of 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 to 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 have 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

10. 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.

11. PRICING INSTRUCTION

- The provision of events management services must be rendered as per the requirements of the NMM, and it must be invoiced on completion of each project/event;
- The bid and the total price for the provision of events management services of NMM 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 by giving 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.

12. VALIDITY PERIOD

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

13. 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 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)

- ☐ Signed reference letters.
- ☐ Project Methodology
- ☐ Events project manager & assistant's experience

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. 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
- 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		

14. FUNCTIONALITY SCORING TABLE

The bid will be evaluated and adjudicated using the 80/20 system (80 for Price and 20 for Specific 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:

CRITERIA FOR FUNCTIONALITY	BREAKDOWN OF POINTS	WEIGHT
1. Reference Letters Signed reference letters on the recommending company's letterhead (not older than 2 years). <i>Submission of purchase orders or appointment letters WILL NOT count.</i>	8 letters and more = 40 points	40
	6 - 7 letters= 35points	
	5 letters= 20 points	
	3 - 4 letters=15 points	
	2 letters=10 points	
	1 letter =5 points	
	No letters submitted=0 points	
	No reference letter(s) or irrelevant letters submitted = 0 points	
2. Project Manager's Experience Bidder's must submit detailed CVs of an experienced project manager as well as an assistant project manager. The project assistant will work closely with the NMM while facilitating ALL the NMM's events.	Project Manager's Experience = 20 points <ul style="list-style-type: none"> ▪ 6 or more strategic events= 30 points ▪ 5 strategic events=25 points ▪ 4 strategic events=20 points 	30

CRITERIA FOR FUNCTIONALITY	BREAKDOWN OF POINTS	WEIGHT
<p>Bidders must complete the attached template (the projects manager's experience must be completed on a separate template from the assistant project manager's template) as proof of the project manager's as well as the assistants' experience.</p>	<ul style="list-style-type: none"> ▪ 3 strategic events=15 points ▪ 2 strategic events= 10 points ▪ 1 strategic event=5 points ▪ Failure to duly complete the attached template 	
	<p>Project Managers' Assistant = 10 points</p> <ul style="list-style-type: none"> ▪ 4 or more strategic events= 10 points ▪ 4 strategic events= 7 points ▪ 3 strategic events= 5 points ▪ 2 strategic events = 4 points ▪ 1 strategic event= 2 points ▪ Failure to duly complete the attached= 0 points 	

CRITERIA FOR FUNCTIONALITY	BREAKDOWN OF POINTS	WEIGHT
3. Project Methodology Relevance of the Proposed Integrated events managementStrategy (level of Understanding of deliverables, level of creativity and innovation) i.e. - Relevance Equipment - Project Management skills - Organizational Skills - Stakeholder management plan	<ul style="list-style-type: none"> ▪ Detailed Implementation plan with clear timeframes = 5 points Stakeholder Management Plan = 5 points ▪ Budget Monitoring Plan = 5 points ▪ Marketing and Communication strategy = 5 points ▪ Resource Plan (Equipment, material and labor) = 10 points 	30
TOTAL	100	

15. 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 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**

22 September 2023@ 12:00

- **Tender documents will be sold for a non-refundable fee of R300, deposited into: ABSA BANK**

Account Number: 405 200 2226

Branch Code: 632 005

Reference: NMM-2023-01 + Name of the bidding company

Email proof of payment to mihlali@nelsonmandelamuseum.org.za

16. 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

17. 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 Engagements & Marketing	

All enquiries must be forwarded to the relevant NMM personnel by no later than 15 September 2023 @ 16:30.

Dr Vuyani Boo

Chief Executive Officer



PROJECT MANAGER EXPERIENCE TEMPLATE

Date of the project execution	Event description	Project capacity management	Experience examples	Value of the project

ASSISTANT MANAGER EXPERIENCE TEMPLATE

Date of the project execution	Event description	Project capacity management	Experience examples