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NELSON MANDELA MUSEUM

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20 May 2026

**RFQ 84 SUPPLY AND DELIVERY OF BRANDED MERCHANDISE FOR YOUTH
IMBIZO 2026**

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 branded apparel at Bhunga Building, as per the detailed specification below:

Youth Imbizo branded merchandise

Item: Bright alpha soft touch pen with stylus

Colour: black, green, blue, and Yellow

Branding: NMM logo in full colour, telephone numbers, email address, and physical address

Quantity: 150



Item: A4 notebook, spiral-bound, 60 lined pages

Colour: Black, green, burgundy, and yellow

Branding: NMM, NYDA, Steve Biko Foundation, DSAC, Fort Hare, WSU, NMU logo in full colour, telephone numbers, email address, and physical address

Quantity: 200



Item: Branded gift paper bags

Branding: NMM, DSAC, NYDA, Fort hare, WSU, NMU, Steve Biko Foundation Logo in full colour with telephone numbers, email address, and physical address

Quantity: 200



MANDATORY:

All bidders must demonstrate competency in producing merchandise in SA, in that the merchandise which they have produced and do produce regularly is being manufactured in SA.

The appointed service provider, in line with SCM prescripts, is expected to supply all merchandise produced as samples before bulk production begins.

❖ **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	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	
	4	Youth Owned (< 35-year-old persons)	4	

Youth Owned Supplier		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	Sworn Affidavit (BBBEE Affidavit) CSD Report
		SME – Black-owned	3	
		SME – Other	2	

❖ QUOTATION SUBMISSIONS AND 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
- Duly signed & completed **SBD 4** Declaration of Interests form.
- Duly signed & completed **SBD 6.1** Preference points claim form
- Dully signed & completed **SBD 3.3** Prising schedule
- Duly signed & completed **SBD 7.2** contract form (Rendering a service
- Proof of CSD registration

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**)

Quotations 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 02 May 2026

❖ ENQUIRIES

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

<i>Bid Administration :</i>
Ms A. Mashologu
Tel: 047 501 9504
Email: akhona@nelsonmandelamuseum.org.za
Supply Chain Specialist
<i>Technical Enquiries:</i>
Ms N Matikinca
Tel: 047 501 9512
Email: zodwa@nelsonmandelamuseum.org.za
Events Co-ordinator

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. M. Msongelwa CA(SA)

Acting Chief Executive Officer