



in the footsteps ...

NELSON MANDELA MUSEUM

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5 April 2023

RFQ 8: APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT A B-BBEE VERIFICATION FOR NELSON MANDELA MUSEUM OVER A PERIOD OF 3 YEARS

1. PURPOSE

The Nelson Mandela Museum (NMM) wishes to appoint a BBBEE verification agency to compile a balance score card and do the required verification in relation to the BBBEE for a period of 36 Months.

2. BACKGROUND AND CONTEXT

Nelson Mandela Museum is an agency of the Department of Sport, Arts and Culture. It was established in 2000. It is mandated to preserve the legacy and values of our struggle Icon, Dr. Nelson Rolihlahla Mandela.

Please note the following regarding NMM :

- NMM is a schedule 3C public entity reporting directly to the Department of Sport, Arts, and Culture
- Currently have 28 employees.
- This will be the first time we get verified as an entity.
- Has an operational budget of R34 000 000

3. SCOPE AND EXTENT OF WORK

The service provider's scope of work shall include the following:

Scope of work	Output/Deliverable
Verification of NMM's B-BBEE status	Project plan on how to implement the verification services of the NMM's BBBEE status
Generation of verification certificate confirming B-BBEE status and recognition	NMM BBBEE certificate

The provision of BBBEE verification services will address the following B-BBEE verification services phases:

3.1.Planning

3.1.1. Understanding the NMM operating model and context

3.2.Execution

3.2.1 Project plan on how to implement the verification services of the NMM BBBEE status
Implementation of the BBBEE verification service.

3.3.Reporting

3.3.1 Provide a BBBEE certificate confirming NMM's status and recognition level.

3.3.2 Provide status on gaps identified during the assessment.

3.3.3 Provide a report on the NMM's B-BBEE compliance status

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 score of zero.***

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.
- Proof of CSD registration
- SANAS Accrediation

Supporting Returnable Documents (for functionality scoring)

- Letters from previous work done
- CV of the team leader indicating relevant experience
- CV of the team with relevant experience
- Proof of relevant qualifications
- Project methodology (Proposal)

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

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	

Essential Supporting Documents

Specif goals verification documents ***(failure to submit on or before the closing date will result in an automatic score of zero for preference)***

EVALUATION CRITERIA

The received quotations will be evaluated 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. Methodology and Project Plan The Bidder must provide a detailed explanation of the methodology and project implementation plan which details how the service will be carried	Excellent Point= 30 points	30
	Good Point =20 points	
	Fair Points = 10 points	
	Poor Points = 5 points	

<p>out as outlined in the scope. The project plan must deliverables and timeframes. The timeframes and project plan are suited and tailored to the project needs and demonstrates the following: • project plan with clear project timelines and deliveries and processes to be followed and sequence of events aligned</p> <p>The bidder should demonstrate adequate understanding and knowledge in the BBBEE verification services, and how it will be interpreted.</p>	<p>Failure to submit project methodology = No point allocation</p>	
<p>1. Experience</p> <p>Submission of Curriculum Vitae (CV's) indicating relevant experience.</p>	<p>10 Years proven experience =20 points</p> <p>5 years of proven experience = 10 points</p> <p>3-4 year`s proven experience = 6 points</p> <p>2 years and below experience = 3 points</p> <p>Failure to submit= 0 points</p>	<p>20</p>
<p>2. Qualifications</p> <p>Provide the qualifications and professional competencies in Compliance Management of the lead consultant to be used to provide the service. Qualifications: Must provide</p>	<p>Pot-graduate studies= 20 points</p> <p>Bachelor's Degree, Advanced Diploma, Post Graduate Diploma, 15= points</p> <p>Diploma, Advanced Certificate= 9 points</p>	<p>20</p>

proof of qualifications, experience, and professional competencies in Compliance Relevant tertiary qualification in Law, Business Management or any related studies	Matric= 1 point	
	Below matric= 0 points	
4. Reference Letters Company Experience Reference letters from different clients as evidence of related services previously successfully completed NB: The Reference Letter(s) must not be older than 5 years must be on the letterhead of the previously serviced client and should reflect at least name of the client, title of the related work conducted, year conducted and completed, contactable reference name and contact details and signed by the appropriate delegate. The Reference Letter must indicate the quality of the service rendered.	5-6 reference letters= 40 points	40
	3-4 reference letters = 25 points	
	1-2 reference letters= 10 points	
	No reference letters submitted =0 points	
TOTAL	100	

Pricing Schedule

Description	Year 1 R	Year 2 R	Year 3 R
Provision of B-BBEE verification services			
VAT (if applicable)			
Total amount inclusive of VAT			

TOTAL BID PRICE

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RFQ SUBMISSION

- 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 **14 April 2023** at 12H00.

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

<i>Administrative & SCM related Enquiries:SPECIFICATIONS</i>	
Ms M Mputa	
Tel: 047 501 9504	
Email: mihlali@nelsonmandelamuseum.org.za	
Supply Chain Specialist	
<i>Technical Enquiries:</i>	
Mr S Makhutha	
Tel: 047 501 9501	
Email: sibulele@nelsonmandelamuseum.org.za	
Finance Manager	

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 Booi

Chief Executive Officer

