



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 50 of 2023: PROVISION OF HIGH-PROFILE CATERING SERVICES FOR NMM VIPS, GUESTS AND AT THE AFRICA LIBERATION HERITAGE INDABA EVENT (NELSON MANDELA UNIVERSITY)

The Nelson Mandela Museum (NMM) invites quotations from accredited service providers that are registered with the Central Supplier Database (CSD) for the provision of high-profile catering services for NMM VIPs, Guests and members of the public at the Nelson Mandela University (African Liberation Heritage Indaba) as per the detailed specification below:

ITEM NO.	REQUIRED SUSTENANCE	QUANTITY
VENUE: Nelson Mandela University		
1	<p>High Tea Menu VIPs to be served at Nelson Mandela University on the 14 & 15 November 2023</p> <p>Assorted teas, coffees, assorted fresh juice, soft drinks, hot milk, cold milk, canderrills, honey, brown sugar.</p> <p>Assorted muffins</p> <p>Scones with cheese and jam</p> <p>Mince tartlets</p>	Portions must be enough for 50 people

	<p>Mini Samosas</p> <p>Small pies</p> <p>Still Water</p> <p>Morning Tea for guests 250 to be served at Nelson Mandela University on the 14 & 15 November 2023</p> <p>Assorted teas, coffees, assorted fresh juice, soft drinks, hot milk, cold milk, canderells, honey, brown sugar.</p> <p>Royal sandwiches</p> <p>Assorted muffins</p> <p>Scones with cheese and jam</p> <p>Lunch for 50 VIPs to be served at Nelson Mandela University on the 14 & 15 November 2023</p> <ul style="list-style-type: none">• Lemon & Herb Roasted Chicken• Hake fish• Beef stew• Baby potatoes in parsley butter sauce• Rice• Samp with beans• Melange of veggies• Greek salad• Beetroot salad	<p>Portions must be enough for 150 people</p> <p>Portions must be enough for 50 people</p>
--	--	--

	<ul style="list-style-type: none"> • Assorted 100% juices & Assorted soft drinks • Assorted mineral drinks 	25
	<p>Lunch for guests 150 to be served at Nelson Mandela University on the 14 & 15 November 2023</p> <ul style="list-style-type: none"> • Lemon & Herb Roasted Chicken • Hake fish • Beef Stew • Baby potatoes in parsley butter sauce • Rice • Samp with beans • Melange of veggies • Greek salad • Beetroot salad • Assorted 100% juices and Soft Drinks (330ml) • 75 Assorted Juice 100% and Soft drinks(330ml) • Still Water • Conference sweets x2 Days 	Portions must be enough for 150 people
		75
		75
		1000

2	<p>Serving stations</p> <ul style="list-style-type: none"> • The service provider must provide tables with cloths using two serving point for the VIPs for morning tea and lunch • The service provider must provide tables with cloths using four serving points in the for the guests for morning tea and lunch • Service provider must supply with colour coded tickets for all guests for the 14th and 15th November 2023. 	

The following general requirements for the event must be adhered to:

SPECIFICATIONS FOR THE VVIP CATERING	QUALITY
1. Utensils such as crockery, cutlery and table cloths must be provided. Gold under plates and Collins glasses.	Clean & high quality
2. Preparation and layout of tables	Clean & high quality
2. Bain-maries and/or hot trays for hot food must be provided	Good clean operational order
3. Food must be delivered and served hot and on time as arranged	High quality, sufficient quality
4. Provide waiters to serve food, maintain hygienic standards at all times and to ensure that the	As required as per instruction

<p>serving and other related areas are cleaned.</p>	<p>TIME</p>
<p>High tea Serving Time: 11:00 (14 & 15 November 2023 at Nelson Mandela University, Gqeberha)</p>	
<p>Lunch Serving Time: 13h30 (14 & 15 November 2023 at Nelson Mandela University, Gqeberha)</p>	
<p>NB: FOOD MUST BE READY ONE HOUR AND 30 MINUTES BEFORE THE SERVING TIME AND BE SERVED WARM.</p>	
	<p>CATERING SERVICES FOR THE GENERAL PUBLIC</p>
	<p>High tea Serving Time: 11:00 (14 & 15 November 2023 at Nelson Mandela University, Gqeberha)</p>
	<p>Lunch Serving Time: 13h30 (14 & 15 November 2023 at Nelson Mandela University, Gqeberha)</p>
	<p>NB: FOOD MUST BE READY ONE HOUR AND 30 MINUTES BEFORE THE SERVING TIME AND BE SERVED WARM.</p>

The following general requirements for the event must be adhered to:

❖ **HEALTH & SAFETY REQUIREMENTS**

- For the general public catering services, the appointed service provider is required to serve meals in line with the relevant Disaster Management Regulations, or health and safety regulations. Utensils such as crockery, cutlery and table cloths must be provided.

- The appointed all staff members involved with this catering project must provide the NMM positive security clearance from the security agencies of the state (within 24 hours after the PO has been issued).

❖ **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 specific goals

Category	Sub-categories	Specific goals points	Verification documents
Local Supplier	5	Gqeberha suppliers	5
		Eastern Cape Supplier	4
		Within South Africa	3
		Non-South African	0
Women-owned supplier	4	Black African Women	4
		Non-Black African Women	2
Youth Owned Supplier	4	Youth Owned (< 35-year-old persons)	4
		Non-Youth Ownership (> 35-year-old persons)	2
People living with disabilities	3	People living with disabilities	3
Small Micro, Medium & Enterprises	4	SMME – Owned by people with disability	4
		SMME – Black owned	3

		SMME – 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
- Certificate of acceptability for food premises from the municipality for the current facility they are operating in.
- Proof of registration certificate with South African Chef Association

Supporting Returnable Documents (for functionality scoring)

- Reference Letters
- Proof of staff experience & qualifications

- Proof of chef experience & qualifications
- Company 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***

❖ 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 75 points** to qualify for the financial evaluation according to the criteria captured in the table below:

CRITERIA FOR FUNCTIONALITY	BREAKDOWN OF POINTS	WEIGHT
<p>Proof of company experience</p> <p><i>Signed reference letters in the recommending company's letterhead. (No appointment letters or purchase orders will be accepted)</i></p>	<p>6 reference letters or more = 30 points</p> <p>5 reference letters = 25 points</p> <p>4 reference letters = 20 points</p> <p>3 reference letters = 15 points</p> <p>2 reference letters = 10 points</p> <p>1 reference letter = 5 points</p> <p>Failure to submit = 0</p>	30
<p>Experience & qualifications of the chef</p>	<p>3 years and more relevant experience = 15 points</p> <p>2 years relevant experience = 10 points</p>	30

<p><i>Proof of qualifications and CVs of the chef must be furnished to the NMM</i></p> <p>Food Preparation and Cooking (Culinary Arts)</p>	1 year relevant experience = 5 points	
	No experience = 0 points	
	Relevant Certificate = 15 points	
	Failure to submit = 0 points	
<p>Staff Experience & Qualifications</p> <p><i>Proof of qualifications and CVs of the staff members must be furnished to the NMM.</i></p> <p>Food Preparation and Cooking (Culinary Arts)</p>	3 years and more relevant experience = 15 points	20
	2 years relevant experience = 10 points	
	1 year relevant experience = 5 points	
	No experience = 0 points	
	Relevant Certificate = 15 points	
<p>.</p> <p><i>Company Profile.</i></p>	Failure to submit = 0 points	20
	Points for company profile will be allocated as follows:	
	Excellent = 20	
	Good = 10 points	
	Poor = 5 points	
	Non-submission = 0 points	
TOTAL	100	

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 **7 November 2023 at 12H00**.

❖ **ENQUIRIES**

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

Bid Administration :& SERVICE PROVIDER SPECIFICATIONS

Ms M Mputa

Tel: 047 501 9504

Email: mihlali@nelsonmandelamuseum.org.za

Supply Chain Specialist

Technical Enquiries:

Mr. Z. Mrebelele

Tel: 047 501 9518

Email: zibekile@nelsonmandelamuseum.org.za

Collections Officer

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