



in the footprints ...

NELSON MANDELA MUSEUM

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24 February 2026

RFQ 66 OF 2026-PROVISION OF CATERING SERVICES FOR NMM GUESTS AT THE HUMAN RIGHTS ESSAY WRITING COMPETITION (QUNU YOUTH & HERITAGE CENTRE)

The Nelson Mandela Museum (NMM) invites quotations from accredited service providers that are registered with the Central Supplier Database (CSD) for the provision of catering services for NMM Guests at the Nelson Mandela Museum (Qunu Youth Heritage Centre) as per the detailed specification below:

ITEM NO.	REQUIRED SUSTENANCE	QUANTITY
VENUE: Nelson Mandela Museum (Qunu Youth & Heritage Centre)		
1	<p>Supper for 20 people to be served at Nelson Mandela Museum (Qunu Youth & Heritage Centre) on the 11th-12th March 2026</p> <ul style="list-style-type: none"> • Roasted Chicken • Beef stew • Roasted potatoes • Rice • Samp with beans • Veggies (Spinach & Butternut) • Greek salad 	<p>Portions must be enough for 20 people</p>

	<ul style="list-style-type: none"> • Beetroot salad • Assorted 100% juices & Assorted soft drinks 	20 people
2.	<p>Breakfast for 20 people to be served at Nelson Mandela Museum (Qunu Youth & Heritage Centre) on the 11th-13th March 2026.</p> <ul style="list-style-type: none"> • Coffee, Tea, Brown or white Sugar, sweeteners, milk and juice • Assorted cereal with small yoghurt • Eggs – fried, boiled or scrambled. • Tomatoes – fried or grilled. • Mushrooms & Cucumber • 4x slices of bread or toast. • Baked beans • Sausages. 	
3	<p>Catering for Briefing Session on the 12th of March 2026</p> <p>Morning Tea for 20 Guests</p> <ul style="list-style-type: none"> • Coffee, Tea, Brown and white Sugar, sweeteners, hot and cold milk and 100% juice • Freshly baked muffins, scones, butter, cheese and jam 	

	<ul style="list-style-type: none"> • Rainbow sandwiches with different fillings (no French polony) 	Portions must be enough for 20 people
2	<p>12th of March 2026</p> <p>Lunch for 20 guests to be served at the Nelson Mandela Youth and Heritage Centre in Qunu on the</p> <ul style="list-style-type: none"> • Four platters • Assorted mineral and 100 juices <p>Lunch for 100 Learners to be served at the Nelson Mandela Youth and Heritage Centre in Qunu on the</p> <ul style="list-style-type: none"> • Two fried pieces with fried chips • Mini loafs • 100 X 330 assorted mineral drinks 	<p>Portions must be enough for 20 people</p> <p>20</p> <p>Portions must be enough for 100 people</p>
3	<p>Serving stations</p> <ul style="list-style-type: none"> • The service provider must provide tables with cloths using two serving point for guest lunch and serving station for learners • Service provider is to prepare meals on site (Nelson Mandela Museum Qunu Youth & Heritage Centre) 	

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

SPECIFICATIONS FOR THE GUESTS CATERING	QUALITY
1. Utensils such as crockery, cutlery and table cloths must be provided and Collins glasses.	Clean & high quality
2. Preparation and layout of tables	Clean & high quality
2. Bain-marries 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 serving and other related areas are cleaned.	As required as per instruction
TIME	
<p>Supper Serving Time: 19:00 (11th-12th March 2026 at Qunu Youth & Heritage Centre, Qunu).</p> <p>Breakfast Serving Time: 6:30 (11th-13th March 2026 at Qunu Youth & Heritage Centre, Qunu)</p> <p>Lunch Serving Times: 13:00 (12th March 2026 at Bhunga Building, Mthatha</p> <p>NB: FOOD MUST BE READY ONE HOUR AND 30 MINUTES BEFORE THE SERVING TIME AND BE SEVERVED WARM.</p>	

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

❖ **HEALTH & SAFETY REQUIREMENTS**

- For the guest catering services, the appointed service provider is required to serve quality and healthy meals. Utensils such as crockery, cutlery and table cloths must be provided.

❖ **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	OR Tambo suppliers	5	CIPC Registration Certificate (CK) or Proof of residence
		Eastern Cape Supplier	4	
		Within 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	SMME – Owned by people with disability	4	Sworn Affidavit (BBBEE Affidavit)
		SMME – Black owned	3	CSD Report
		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
- Proof of CSD registration

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 4th March 2026 at 12H00.

❖ **ENQUIRIES**

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

<i>Bid Administration & SERVICE PROVIDER SPECIFICATIONS</i>
Ms Phakama Mfundisi
Tel: 047 501 9528
Email: phakama@nelsonmandelamuseum.org.za
SCM
<i>Technical Enquiries:</i>
Mr. S. Bovana
Tel: 047 501 9525
Email: solomzi@nelsonmandelamuseum.org.za
Education 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.

Signed by: Mandisi Msongelwa CA(SA)
Signed at: 2025-02-24 17:14:07 +02:00
Reason: Witnessing Mandisi Msongelwa



Mr Mandisi Msongelwa, CA (SA)

Acting Chief Executive Officer