



in the footprints ...

NELSON MANDELA MUSEUM

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24th February 2026

RFQ 67of 2026: PROVISION OF PHOTOGRAPHY SERVICES FOR THE NELSON MANDELA MUSEUM AND ITS LINK SITES (O.R.TAMBO GARDEN OF REMEMBRANCE AND INGQUZA HILL MUSEUM)

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. The Museum has been authorized by the Department of Sport, Arts, and Culture to administer the Ingquza Hill Museum in Flagstaff and the O.R. Tambo Garden of Remembrance in Bizana.

1. PURPOSE

The Nelson Mandela Museum (NMM) invites quotations from accredited **Photography Service Providers** registered with the Central Supplier Database (CSD) for the provision of High-resolution Pictures of the Nelson Mandela

Museum staff at Bhunga Building, O.R. Tambo Garden of Remembrance, and Ingquza Hill Museum. The appointed service provider is expected to be at the sites mentioned above.

| SERVICE DESCRIPTION | DETAILED SPECIFICATION |
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| <p>1. Provision of photography services.</p> | <p>The purpose of the said request is to capture and provide Nelson Mandela Museum, O.R.Tambo Garden of Remembrance, and Ingquza Hill Museum with professional photos of its staff members to be used in the Annual Report. The museum has four different units that report to the Office of the CEO (SFL, Finance, Public Engagement and Marketing, Heritage and Conservation.</p> <p>The Appointed service provider is expected to take individual photos, departmental pictures, and the group photo of all staff members at each site.</p> <ul style="list-style-type: none"> • Take professional pictures of twenty-seven (27) Nelson Mandela Museum personnel at its premises (Outdoor and Indoor) studio or on location. • Take professional pictures of five (5) O.R. Tambo Garden of Remembrance Museum personnel at its premises (Outdoor and Indoor) studio or on location • Take professional pictures of five (5) Ingquza Hill Museum staff at its premises (Outdoor and Indoor) studio or on location • Work closely with clients and colleagues to produce high-quality photographic images. • Give advice when saw it fit in order to meet your expectations. |

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| | <ul style="list-style-type: none"> • Use different techniques to enhance the photographs as required. • Recommend creative ideas to exceed expectations of goals and objectives. • Use artistic knowledge to enhance and compose photographs. • Review sets of photographs and select the best results. • Take pictures of Individuals and departments. • A group photo of all: Nelson Mandela Museum, O.R. Tambo Garden of Remembrance, and Ingquza Hill Museum staff members. • End product must be submitted in USB • Ownership rights belong to the Museum. • The service provider can not credit itself and exclude Nelson Mandela Museum, i.e., photo credits must be shared, but the museum keeps the ownership rights |
| <p>Duration of the photoshoot: 2 hours at each site</p> <p>DATE: To be communicated with the awarded service provider</p> <p>TIME: To be communicated with the awarded service provider</p> | |

❖ **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**
- BBEEE certificate / DTI affidavit
- Submit previous Letters of appointment with orders and samples of Photography

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 **04 March 2026 at 12H00.**

❖ ENQUIRIES

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

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| FOR BID ADMINISTRATION |
| Ms P. Mfundisi |
| Tel: 047 501 9528 |
| Email: phakama@nelsonmandelamuseum.org.za |
| Supply Chain |
| <i>Technical Enquiries:</i> |
| Ms F Wisani |
| Tel: 047 501 9514 |

Email: fumanekile@nelsonmandelamuseum.org.za

Communications 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 Mandisi Msongelwa (CA) SA

Acting Chief Executive Officer NMM