



in the footprints ...

NELSON MANDELA MUSEUM

Bunga Building, Owen Street, Mthatha, South Africa | P O Box 52808, Mthatha, 5100, South Africa

Telephone: +27 (0) 47 501 9500 | Facsimile: +27 (0) 047 532 3345

Email: info@nelsonmandelamuseum.org.za | www.nelsonmandelamuseum.org.za






5 April 2023

RFQ 6 of 2023: SUPPLY & DELIVERY MARKETING MATERIAL FOR THE NELSON MANDELA MUSEUM

The Nelson Mandela Museum (NMM) invites quotations from accredited service providers that are registered with the Central Supplier Database (CSD) for the supply & delivery of marketing material , as per the specification below:

ITEM NO.	DETAILED REQUIREMENTS	QUANTITY	COLOUR
1.Promotional Material			
	<ul style="list-style-type: none"> Branded pens with Nelson Mandela Museum Logo, physical address, telephone and website details 	200	
	<ul style="list-style-type: none"> Key Holders with NMM Logo, physical address, telephone and website details 	200	
	<ul style="list-style-type: none"> Key Holders with NMM Logo, physical address, telephone and website details 	100	Blue

	<ul style="list-style-type: none"> Thermo insulated mug branded with Nelson Mandela Museum Logo and Nelson Mandela Quote 		
		100	Yellow
		200	
	<ul style="list-style-type: none"> Thermo insulated mug branded with Nelson Mandela Museum Logo and Nelson Mandela Quote 		Red& Yellow
	<ul style="list-style-type: none"> Branded translucent water bottle with Nelson Mandela Museum Logo 		
		200	
			Red & Yellow
	<ul style="list-style-type: none"> A6 Branded Note pads with Nelson Mandela Museum logo, Mandela photograph, physical museum address at 		

	the back, telephone and website details		
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NB: Samples must be provided for all the items listed above

APPROVED PREFERENCE SCORING

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 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)
		SME – Black owned	3	CSD Report
		SME – Other	2	

- All quotations must be submitted with the following documents:
 - Recent CSD registration report/MAAA number
 - Signed & completed SBD 1 , SBD 4, & SBD 6.2 form (as attached)
 - Specific Goals Verification Document(Failure to submit will in zero scoring for preference)
- 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 enquiries/requests for clarification relating to this proposal should be directed to the contact person:

FOR BID ADMINISTRATION
Ms M Mputa
Tel: 047 501 9504
Email: <u>mihlali@nelsonmandelamuseum.org.za</u>
Supply Chain Specialist
<i>Technical Enquiries:</i>
Ms N Matikinca
Tel: 047 501 9512
Email: <u>zodwa@nelsonmandelamuseum.org.za</u>
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.



Dr Vuyani Boo

Chief Executive Officer

