



in the footprints ...

NELSON MANDELA MUSEUM

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in the footprints ...
an agency of the
Department of Arts and Culture

23 April 2024

**RFQ 17 of 2024: APPOINTMENT OF A SERVICE PROVIDER FOR THE
PRODUCTION OF A VIDEO FOR FREEDOM MONTH COMMEMORATING
VIDEO:**

The Nelson Mandela Museum is mandated to educate, inspire and to facilitate social cohesion amongst its deliverables.

As part of this mandate, it celebrates and commemorates public holidays in a manner that will educate especially the future generations. The year 2024 marks exactly 30 years since the dawn of democracy which is a very important and historical year looking at our history as a nation.

It is under this background the museum seeks the services of a service provider to produce an educational video footage/ material to be uploaded on its electronic media sites as per the specification below:

SERVICE DESCRIPTION	DETAILED SPECIFICATION
Production of an audio-visual material that seeks to celebrate and commemorate the Freedom Month on the 30 th Anniversary since its official announcement.	The Documentary will be a combination of video material and audio that will seek to inform and educate the Youth and other museum electronic media patrons of what happened in 1994, 27 April.

The video will be a combination of video material and images that seek to educate and commemorate our history as a nation.	• Museum CEO doing remarks on Freedom Month plus the museum's relevance to the month. • The said video is to be expected to be 300 seconds/ 5 minutes and the material to be used in it has to be sourced by the service provider plus the clip of the museum CEO.
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1. EXPECTED DELIVERABLES

- The successful service provider will be required to supply a usable video to be used to commemorate Freedom Month.
- The successful service provider will be required to work with the museum's Public Relations Officer for the duration of the project.
- The successful service provider must be ready to deliver the services at short notice.
- Package the recorded video footage in a USB device for reporting and accounting purposes.
- Provide a usable link containing the video.
- The successful bidder must produce quality work as per requirements in the Scope of Work

2. APPLICABLE PREFERENCE POINTS ALLOCATION 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

CRITERIA	VALUE	WEIGHT
1. Methodology A detailed methodology of how the video will be produced and	Excellent Points= 30	
	Good Points= 20	
	Fair Points= 10	

the steps taken in the development process.	Poor Points=3	
	Failure to submit Project Methodology= 0 Points	
2. Livestreaming and video Production Reference Letters Bidders must give NMM signed reference letters on the recommending company's letterhead not older than 3 years. No purchase orders and appointment letters will be accepted.	6-10 reference letters points = 40	
	3- 5 = 30	
	Less than 3 = 15	
	No submission = 0 points	
3. Experience A CV of the team leader/producer who will be leading the team responsible for video production, detailing their experience must be furnished to the Museum	Development of 5 Themed Videos = 30 points	
	Development of 3 Themed Videos = 20	
	Development of 1 Video = 10	
	No experience= 0	
	<i>(Links to the livestreams not older than 5 years will be the POE)</i>	
Total		100

Category		Sub-categories	Specific goals points	Verification documents
Local Supplier	5	OR Tambo Region	5	

		Eastern Cape	4	CIPC Registration Certificate (CK) or Proof of residence
		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	

3. 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. Failure to submit the Supporting documents for functionality scoring will result in a scoring of zero.***

4. 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 Claims

- Proof of CSD registration.
- 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 **3 May 2024 at 12H00.**

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

FOR ADMINISTRATION & SERVICE PROVIDER SPECIFICATIONS	
Ms M Mputa	
Email:	mihlali@nelsonmandelamuseum.org.za
Supply Chain Specialist	
<i>Technical Enquiries:</i>	
Mr U Songca	
Email:	unathi@nelsonmandelamuseum.org.za
PR 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.



Dr. V. Boo

CEO

Nelson Mandela Museum