



*in the footprints* ...

NELSON MANDELA MUSEUM

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**6 November 2023**

**RFQ 58 of 2023: APPOINTMENT OF A SERVICE PROVIDER FACILITATION OF A ONE-DAY STRATEGIC PLANNING SESSION FOR THE NELSON MANDELA MUSEUM IN PORT ELIZABETH**

The Nelson Mandela Museum (NMM) invites quotations from accredited service providers that are registered with the Central Supplier Database (CSD) for the facilitation of a one-day strategic session.

**OBJECTIVE**

The objective of this Request for quotation is to appoint a suitably qualified and experienced service provider to facilitate the NMM's one-day strategic planning session to be held in Port Elizabeth on the 16 November 2023.

**SCOPE OF WORK**

The successful service provider will facilitate NMM's one-day strategic planning session to be held in Port Elizabeth on the 16<sup>th</sup> of November 2023 with Management and Council. The session is anticipated to have +- 20 people.

**TECHNICAL REQUIREMENTS**

- Experts in Strategy Formulation
- Knowledge and understanding of Skills Development
- Knowledge and understanding in the Museum Sector
- Has Public Sector Knowledge

- Has some exposure and understanding of 4th industrial revolution

#### **RETURNABLE DOCUMENTS:**

**Prospective service providers must comply with the requirements and submit all required document(s) indicated hereunder with the bid documents at the closing date and time of the bid. This phase is not scored and bidders who fail to comply with all the mandatory criteria may be disqualified.**

- Recent CSD registration report/MAAA number
- Signed & completed SBD 1, SBD 4 & SBD 6.1 forms (as attached)

#### **APPLICABLE PREFERENCE POINTS ALLOCATION SYSTEM**

Points for this shall be awarded to:

- Price; and
- Specific Goals.
- Where 80 points will be allocated for price and 20 points allocated for 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	
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	

## **FUNCTIONAL /TECHNICAL EVALUATION**

An assessment of Functionality will be based on the evaluation criteria noted in the table below. Each of the evaluation criteria in the table will carry a weighting as indicated, and the bidder will be required to score a minimum of 70%, for Functionality in order to qualify to proceed to the financial evaluation stage.

CRITERIA FOR FUNCTIONALITY SCORING	BREAKDOWN OF POINTS	WEIGHTED SCORE
Reference letters	<p>The reference letter(s) must not be older than 5 years in the letterhead of the previously serviced client and should reflect at least the name of the client, description of the relevant service rendered, year completed, contactable reference name and contact details, and whether the quality of work was satisfactory or not. It should be signed by a duly authorized person or their representative.</p> <ul style="list-style-type: none"> <li>▪ 5 letters attached = 50 points</li> <li>▪ letters attached= 40 points</li> <li>▪ letters attached = 30 points</li> <li>▪ 2 letters attached = 20 points</li> <li>▪ 1 letter attached = 10 points</li> <li>▪ Irrelevant reference letters /No reference letters attached = 0 points</li> </ul> <p><b>NB: Points will not be allocated for purchase orders and appointment letters.</b></p>	50
Qualifications	<p><b>Qualifications:</b></p> <p>NB. Bidders must attach relevant copies of the highest qualifications of the facilitator (<b>25 points</b>)</p> <ul style="list-style-type: none"> <li>▪ 25 points - Postgrad qualification</li> <li>▪ 20 points – Bachelor degree/ equivalent NQF level</li> <li>▪ 15 points – National Diploma/equivalent NQF level</li> <li>▪ 10 points- Higher certificate /equivalent NQF level</li> <li>▪ 5 points – Matric /equivalent NQF level</li> <li>▪ 0 points – No proof qualifications attached for the facilitator</li> </ul>	50

	<b>Experience of the Facilitator (attach CV)</b>  The Facilitator must have at least <b>5 years</b> of experience in strategy formulation. <b>(25 points)</b> <ul style="list-style-type: none"> <li>▪ <b>5 years' experience – 25 points</b></li> <li>▪ <b>4 years' experience – 20 points</b></li> <li>▪ <b>2 years' experience – 15 points</b></li> <li>▪ <b>1 year - 5 points</b></li> <li>▪ <b>Failure to submit- 0 points</b></li> </ul> No experience in strategy formulation <b>0 points</b>	
	TOTAL	
		<b>100</b>

**ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED.**

5.1.1. Pricing schedule is compulsory and failure to complete same in prescribed manner and without alterations may result in disqualification of bid price proposal during the financial evaluation process.

<b>Nature of work</b>	<b>Cost</b>
<b>FACILITATION OF A TWO-DAY STRATEGIC PLANNING SESSION</b>	R
<b>DEVELOPMENT OF ANNUAL PERFORMANCE PLAN</b>	R
<b>VAT</b>	R
<b>Total cost inclusive of VAT</b>	R
<b>Disbursements</b>	R
<b>TOTAL AMOUNT</b>	R

## **QUOTATION SUBMISSIONS**

All quotations and accompanying documents must be forwarded to:  
**[supplychain@nelsonmandelamuseum.org.za](mailto:supplychain@nelsonmandelamuseum.org.za)**

**NO FAXED OR HAND-DELIVERED QUOTATIONS SHALL BE ACCEPTED.**

Closing date for the submission of quotations is **9 November 2023** at 12H00.

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

<b><i>For SCM &amp; Compliance Enquiries</i></b>
<b>Ms M Mputa</b>
<b>Tel: 047 501 9504</b>
<b>Email: <u><a href="mailto:mihlali@nelsonmandelamuseum.org.za">mihlali@nelsonmandelamuseum.org.za</a></u></b>
<b>Supply Chain Specialist</b>
<b><i>Technical Enquiries:</i></b>
<b>Amanda Jara</b>
<b>Tel: 047 501 9508</b>
<b>Email: <u><a href="mailto:amanda@nelsonmandelamuseum.org.za">amanda@nelsonmandelamuseum.org.za</a></u></b>
<b>Executive Assistant</b>

***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**

