



*in the footsteps* ...

**NELSON MANDELA MUSEUM**

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**13 April 2026**

**RFQ 1 OF 2026 - APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, DELIVER, AND INSTALL A STRATEGIC EXHIBITION STAND AT AFRICA TRAVEL INDABA 2026**

The Nelson Mandela Museum is seeking a service provider registered on the Central Supplier

Database to provide a strategic stand build services (supply, delivery, and installation), of the Africa Travel Indaba trade show exhibition to be held at Durban on the 11 – 15<sup>th</sup> May 2026 as per the scope of work below.

**1. BACKGROUND**

The Nelson Mandela Museum (NMM) is a public entity established by the Government of South Africa as part of the national legacy projects aimed at transforming the heritage landscape and promoting social cohesion, reconciliation, and economic development through heritage tourism. The Museum preserves and promotes the legacy of Nelson Mandela and operates through its key sites in the Eastern Cape.

In fulfilment of its mandate to strengthen brand visibility and tourism growth, the Museum will participate in Africa Travel Indaba from 11–14 May 2026 in Durban.

The Museum invites suitably qualified and CSD-registered service providers to design, supply, deliver, install, manage, and dismantle a strategic 27sqm exhibition stand.

**2. PROJECT OBJECTIVE**

The objective is to develop a high-impact, immersive, and strategically positioned exhibition stand that:

- Promotes the Nelson Mandela Museum brand
- Markets all Museum and link sites
- Enhances business-to-business engagements
- Integrates digital innovation
- Showcases a newly developed eight-panel exhibition

### **3. STAND SIZE AND CONFIGURATION**

The allocated exhibition space is 27 square metres (27sqm) in a corner configuration within the Eastern Cape Pavilion.

The stand must:

- Maximise visibility from two open sides
- Allow smooth visitor flow
- Accommodate exhibition panels, meeting space, digital activation and storage
- Comfortably host 10–15 visitors at a time
- Be completed and shared to the respective persons on the 04th May 2026
- Be delivered to the Pavilion stand on the 09<sup>th</sup> of May 2026

### **4. SCOPE OF WORK**

The appointed service provider will be responsible for:

- Concept design and 3D rendering
- Fabrication and production
- Supply and installation
- Electrical and lighting integration

- On-site management
- Breakdown and removal
- Liaison with event organisers
- Compliance with venue safety regulations

## **5. EXHIBITION DEVELOPMENT – 8 PANEL SPECIFICATION**

A central feature of the stand will be an eight-panel modular exhibition titled:

### **“WALK IN MANDELA’S FOOTSTEPS – A LIVING LEGACY”**

The panels must be visually compelling, lightweight, high-resolution, and modular.

#### **Panel 1: Welcome – The Journey Begins**

- Introduction to the Nelson Mandela Museum (image)
- Overview map of all Museum and link sites
- Mandela inspirational quote
- QR Code: “Plan Your Visit”

#### **Panel 2: Bhunga Building – The Legacy Hub**

- Permanent exhibitions
- Mandela gift collection
- Archival holdings
- Administrative headquarters

Positioned as the intellectual and historical anchor of the Museum.

### **Panel 3: Qunu – Heritage & Hospitality Destination**

- Mandela's birthplace and resting place
- Three-star graded accommodation facility
- Executive rooms and chalets
- Venue hire facilities
- Two dining halls (large and small)
- Sports hall (300+ capacity)
- 20-seater boardroom
- Two exhibition halls (including loan exhibitions)

Marketing emphasis: Heritage tourism, conferencing, and hospitality.

### **Panel 4: Mqhekezweni – The Great Place**

- Declared a World Heritage Site
- Residence under Regent Jongintaba Dalindyebo
- Leadership formation and governance learning
- Cultural significance

Marketing emphasis: The birthplace of Mandela's leadership philosophy.

### **Panel 5: OR Tambo Garden of Remembrance – Bizana**

OR Tambo Garden of Remembrance

- Tribute to Oliver Reginald Tambo
- Liberation struggle heritage
- Historical partnership with Mandela

Marketing emphasis: Shared legacy of leadership and sacrifice.

## **Panel 6: Ingquza Hill Memorial – Flagstaff**

Ingquza Hill Museum

- Site of resistance history
- Community heritage significance

Marketing emphasis: Expanding the Museum's liberation heritage footprint.

## **Panel 7: Innovation & Immersive Experience**

- Virtual Reality 360° tour
- Museum Podcast
- QR-based tour packages
- Mandela 100 Legacy Competition activation

Marketing emphasis: A modern and digitally enabled heritage institution.

## **Panel 8: Book the Journey – Partner With Us**

- Tour packages
- Educational tours
- Conference hosting
- Cultural experiences
- Clear call-to-action

QR Codes:

- Tour operator registration
- Booking enquiries

## **6. FURNITURE & INFRASTRUCTURE REQUIREMENTS**

The stand must include:

- One branded reception desk
- Four bar chairs with back support
- One white 2-seater couch
- Two sets of single white couches
- Two small round tables
- One glass coffee table
- Central lockable storage with shelving
- Two 55-inch TV screens for visuals and audio
- Enhanced lighting
- Concealed cabling

## **7. DESIGN & BRANDING REQUIREMENTS**

The stand must incorporate:

- Dark green
- Burgundy
- Blue
- White
- Yellow
- Black

Design must balance heritage symbolism and modern aesthetics using sustainable materials where possible.

## **8. STRATEGIC POSITIONING**

Located adjacent to Robben Island Museum, the Nelson Mandela Museum stand must position itself as:

A living heritage landscape tracing Mandela's life from childhood and leadership formation to national statesmanship and global icon. While Robben Island reflects incarceration history, the Nelson Mandela Museum represents origin, identity, homecoming, and leadership development.

## **9. DELIVERABLES**

The appointed service provider must submit:

- 3D design concept
- 27sqm floor plan
- Panel design mock-ups
- Material specifications
- Lighting plan
- Installation schedule
- Cost breakdown

**SAMPLE:**



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

➤ **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
- Duly signed & completed SBD 7.2 Contract Form (Rendering Services).
- General Conditions of Contract
- Duly signed & completed SBD 8 Declaration of Bidder's Past Supply Chain Management Practices.
- Duly signed & completed Duly signed & completed SBD 9 Certificate of Independent Bid Determination.

- Proof of CSD registration

➤ **ESSENTIAL SUPPORTING DOCUMENTS**

Specific goals verification documents, as stipulated below, must be submitted on or before the closing date and time (*failure to submit on or before the closing date will result in an automatic score of zero for preference*)

➤ **APPLICABLE PREFERENCE POINTS ALLOCATION SYSTEM**

(1) 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 for specific goals

(2) The following specific goals apply to all procurements of a transaction value above R2 000 and up to R50 000 000

a. The NMM will utilize the following preference criteria;

- i. Service providers within the OR Tambo region & Eastern Cape
- ii. Historically Disadvantaged Individuals (Women, Youth, and People living with disabilities)
- iii. SMMEs

b.

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

|                                   |   |   |   |  |
|-----------------------------------|---|---|---|--|
|                                   |   | Eastern Cape Supplier                       | 4 |  |
|                                   |   | Anywhere in South Africa                    | 3 | CIPC Registration Certificate (CK) or Proof of residence |
|                                   |   | 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 |  |

➤ **PRICING SCHEDULE**

| Activity  | Price per m2 | Amount |
|---|--------------|--------|
| <b>Africa's Travel Indaba 2026</b>                    |              |        |
| Hiring of furniture and all other necessary equipment |              |        |
| On-site Construction                                  |              |        |
| Production of the stand                               |              |        |
| On-site Management                                    |              |        |
| Breakdown   |              |        |
| Transportation  |              |        |
| Other   |              |        |
| <b>Total (incl. VAT</b>                               |              |        |

➤ **QUOTATION SUBMISSIONS**

- **NO FAXED OR HAND-DELIVERED QUOTATIONS SHALL BE ACCEPTED.**
- Closing date for the submission of quotations is **21 April 2026 @ 12h00**
- All quotations and accompanying documents must be forwarded **to [supplychain@nelsonmandelamuseum.org.za](mailto:supplychain@nelsonmandelamuseum.org.za)**

□ **ENQUIRIES**

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

**FOR BID ADMINISTRATION & SERVICE PROVIDER SPECIFICATIONS**

|   |
|---|
| Ms P. Mfundisi  |
| Tel: 047 501 9528   |
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| SCM   |
| <i>Technical Enquiries:</i>   |
| Ms. N. Matikinca  |
| Tel: 047 501 9512   |
| Email: <a href="mailto:zodwa@nelsonmandelamuseum.org.za">zodwa@nelsonmandelamuseum.org.za</a>     |

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