



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

REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF A PROFESSIONAL AND EXPERIENCED FUNDRAISER FOR THE NELSON MANDELA MUSEUM

NMM-2021-13

TERMS OF REFERENCE

1. BACKGROUND

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 Sports, 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.

A Fundraising Strategy was approved in November 2020 by the Council. The Strategy proposes various ways in which the museum can generate additional funding to augment its government grant. As an agency of the Department of Sport, Arts and Culture, the museum's operations are wholly funded by the government. Additional funding is always required to sustain other programmes.

The museum is looking for services of a qualified and experienced team of fundraisers on a three-year performance-based contract for specific massive projects. The project is in line with its mandate of preserve Nelson Mandela's legacy and also providing economic activities whilst utilising available infrastructure.

Located in both Mthatha CBD and Qunu, the museum is seen as a heritage and tourism transformation vehicle. Its centrality in the former homeland has afforded an opportunity to play a significant part in community and youth development.

2. PURPOSE

The assignment objective is to conduct fundraising for a period of three years for specified projects. The assignment is to further the strategic objectives of the museum.

Obtaining additional funding would enable the museum to realise its international footprint and thereby fulfilling its vision of becoming an 'African museum that inspires society through the values of Nelson Mandela.' The service is time-bound and, therefore, should be achieved within the stipulated timeframes.

The museum has infrastructure programmes that require additional budget other than government grant. Additional grant would also enable the infrastructure programmes to be completed on time.

To mainly engage private donors other than government support. The museum is well-positioned to engage the government.

The infrastructure and content-oriented projects are in line with the mandate of the museum. They are also designed to ensure that the museum remains a catalyst in its pursuit to preserve the legacy of Nelson Mandela.

3. SCOPE OF WORK

The appointed fundraiser will be expected to perform the following activities:

1.1 Donor funding

- ✓ Identify sources of funding through donors
- ✓ Identify opportunities for joint projects
- ✓ Identify risks associated with its funding
- ✓ Source funds for specific projects associated to conservation of heritage

1.1.1 International funding

- ✓ Identify international donors, philanthropists
- ✓ Source international funding that is not restricted
- ✓ Forge significant relationships with relevant tourism agencies for the advancement of international tourist's interest
- ✓ Devise methods of the museum brand presence in international markets

1.2 Events

- ✓ Assist the museum's marketing department in identifying suitable and strategic fund-raising events
- ✓ Strategically utilise credible and known personal brand to benefit funding and marketing programmes of the museum.
- ✓ Wherever possible, source the desired sponsorships

- ✓ During the execution of the event, ensure advocacy roles like addressing audience primary and secondary markets

Donations from countries, persons and companies whose values are similar to that of the NMM are highly appreciated. Donations from war-ravaged areas are not expected.

4. TIMEFRAMES

The duration of the engagement is three years from the date of the award. However, each year of the three-year period assessment would be made to determine success. Should there be no success in more than 12 months, the contract will be cancelled.

5. TERMS AND CONDITIONS

- All costs and expenses incurred by the potential service providers relating to their project proposal will be borne by each respective service provider. NMM is not liable to pay such costs and expenses or to reimburse or compensate service providers in the process under any circumstances, including the rejection of any proposal or the cancellation of this project.
- NMM reserves the right to request new or additional information regarding each bidder and any individual or other persons associated with its proposal.
- NMM may require responsive bidders to present and discuss their proposals in person.
- NMM reserves the right not to make any appointment from the proposals submitted.
- Bidders shall not issue any press release or other public announcement pertaining to details of their project proposal without the prior written approval of NMM.

- Bidders are required to declare any conflict of interest they may have in the transaction for which the bid is submitted or any potential conflict of interest. It is important that bidders declare their conflict of interest through the completion of relevant attached forms.
- NMM reserves the right not to consider further any bid where such a conflict of interest exists or where such potential conflict of interest may arise.
- Any and all project proposals shall become the property of NMM and shall not be returned.
- The bid offers and proposals should be valid and open for acceptance by NMM for a period of 90 days from the date of submission.
- NMM reserves the right not to award the bid to the bidder that scores the highest points. Disputes that may arise between NMM and a bidder must be settled by means of mutual consultation, mediation (with or without legal representation) or, when unsuccessful, in a South African court of law.
- In addition to adherence to the specific terms and conditions of proposals provided in this document, the bidder shall be bound by the provisions of the General Conditions of Contract, an original signed copy of which must be submitted together with all other bid documentation.
- All returnable bid documents must be completed in full and submitted together with the bidder's proposal. Should the returnable documents not be completed, the bid will not be considered any further.

- The successful bidder will be subject to the supplier clearance process as prescribed by the National Treasury. This process includes verification of supplier and its shareholders/directors/members' status on the list of defaulters and restricted suppliers.
- After the successful service provider has received the appointment letter, they must be able to deliver in full compliance with South African approved standards and in compliance with the specifications provided

6. ACCOUNTABILITY

The service provider will be accountable to and under the direction of the CEO in the performance of the fundraising activities. The fundraiser is expected to report to the Executive Management and Council whenever required.

7. ASSIGNMENT COSTS

The contract is performance-based. Bidders must stipulate the percentage to be charged for each successful project. The percentage fee must also be reflected in one's engagement with potential funders or donors.

8. PROJECTS

The museum continues to implement both infrastructure and heritage conservation-based initiatives.

A list of projects that require funding will only be shared with a successful fundraiser. Any other documents shall be made available to all applicants for consultation.

All these projects are designed to facilitate a better packaging of the content and a much-improved experience of the values and legacy of Nelson Mandela.

9. RETURNABLE DOCUMENTS

Service providers are required to submit all the returnable documents together with their proposal. ***Failure to provide all the Compulsory Returnable Documents at the closing date and time of this RFP 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 scoring of zero.***

5.1 Compulsory Returnable Documents

- Duly signed & completed **SBD 1** Invitation to BID
- SBD 2 Tax Clearance Requirements
- Duly signed & completed **SBD 3** Pricing Schedule
- Duly signed & completed **SBD 4** Declaration of Interests form.
- Duly signed & completed SBD **6.1** Preference points claim form (valid BBBEE certificate must be submitted together with this completed document).
- 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

5.2 Supporting Returnable Documents (for functionality scoring)

- Reference Letters
- Proof of team member's qualifications
- A detailed project plan & methodology
- Proof of company location

5.3 Essential Supporting Documents

- Valid and certified copy of BBBEE certificate or affidavit 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)**

10. VALIDITY PERIOD

- Bid submissions **must** be valid for a period of 90 days.

11. EVALUATION CRITERIA

Phase one: Compliance with the terms of reference and conditions of the tender. Failure to meet any of the conditions of the tender will automatically disqualify your tender on this phase.

Phase two: The bid will be evaluated and adjudicated using the 80/20 system (80 for Price and 20 for BBBEE). Functionality will be scored at a maximum of 100 points whereby the bidder must obtain a **minimum of 70 points** to qualify for the financial evaluation according to the criteria captured in the table below:

Criteria	Weight	Value
Experience and track record in rendering similar services as evidenced by reference letters (must be in client letterhead, signed, service rendered, value of the contract, term of engagement and	30	More than projects=30 Between four and five projects=25 Between three and two projects=15 1 year = 5

contacts) included in response to this bid Each letter will count if it's for a minimum of 1 year		Not submitted=0
Qualifications (Team member's certificates) Minimum Undergraduate Law degree/ Secretarial qualification, Business Management degree or equivalent.	10	Key Staff member: P/graduate degree/diploma =10 Degree =5 Diploma =3 Not submitted=0
Project plan and methodology A detailed proposed project plan in executing the assignment. (not more than five pages)	40	Excellent =40 Good =30 Average =20 Poor=10 Not submitted=0
Local Supplier (Proof of address)	20	OR Tambo region=20 Other regions within EC=15 Other regions outside EC Province=10 Outside SA=5 Not submitted=0

Total	100
--------------	------------

12. SUBMISSION OF TENDERS

The bid submissions must be returned to the **Nelson Mandela Museum, Bhunga Building, Corner Nelson Mandela Drive & Owen Street, Mthatha.**

- Service providers are requested to furnish the NMM with two copies of their submissions (an original and a copy).
- Submissions are to be deposited in the allocated Tender Box clearly marked with reference and this bid's title.
- NMM will not be responsible for any submissions placed in an incorrect box and submissions left with the security officers or any employee of the NMM, which may lead to the submission not deposited into the tender box by the closing date.
- NO LATE, FAXED OR EMAILED QUOTATIONS SHALL BE ACCEPTED.
- **CLOSING DATE FOR THE SUBMISSION OF PROPOSALS IS**
9 June 2021@ 12:00
- Tender documents will be sold for a non-refundable fee of R300, deposited into:

ABSA BANK

Account Number: 405 200 2226

Branch Code: 632 005

Reference: NMM-2021-13 + Name of the bidding company

Email proof of payment to mihlali@nelsonmandelamuseum.org.za

13. DISCLAIMERS

The NMM is not committed to any course of action as a result of its issuance of this bid document and/or its receipt of a bid in response to it. Please note that the NMM reserves the right to:

- modify the bid document's service(s) and request Respondents to re-quote on any changes;
- reject any bid submission which does not conform to instructions and specifications which are detailed herein;
- disqualify bids submitted after the stated submission deadline;
- not necessarily accept the lowest priced bid;
- cancel the tender

14. ENQUIRIES

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

FOR BID ADMINISTRATION & SERVICE PROVIDER SPECIFICATIONS	
Ms M Mputa	
Tel: 047 501 9504	
Email: mihlali@nelsonmandelamuseum.org.za	
SUPPLY CHAIN SPECIALIST	
Technical Enquiries:	
Mr S.Makhutha	
Tel: 047 501 9501	

Email: sibulele@nelsonmandelamuseum.org.za
ACTING CHIEF FINANCE OFFICER

All enquiries must be forwarded to the relevant NMM personnel by no later than 4 June 2021 @ 16:30.

Mr M. Msongelwa

Acting Chief Executive Officer


