



in the footsteps ...

NELSON MANDELA MUSEUM

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in the footsteps ...
Department of Arts and Culture

TENDER

The Nelson Mandela Museum (NMM) invites bids from accredited service providers that are registered in the Central Supplier Database (CSD). NMM seeks the services of a suitably qualified, professional, experienced and competent service providers to render **Company Secretarial Services** to the **Council and Sub-Committees** for a period of two years (twenty four months).

The scope of work to be undertaken by the Service Provider upon appointment will include the following items;

- To be accountable to the NMM's Council for the fulfilment its functions.
- To apprise the Council Members in terms of any laws relevant to or affecting public entities that the NMM must comply with.
- Ensure that the Council and Council committee charters and terms of reference are kept up to date
- Should ensure that the proceedings of the Council and committee meetings are properly recorded and that minutes of the meetings are circulated to Council Members in a timely manner after the approval of the Chairperson of the Council or relevant Council committee
- Compilation of council packs in preparation for all meetings
- Prepare agenda before meeting proceedings
- Prepare and circulate the meeting packs to all invited members before meetings
- Record minutes during meetings and compile action list items
- Ensure that Council resolutions are accurately recorded
- Develop a resolutions register
- Advise Council members in new industry developments
- Render any other statutory services as may be requested by Council members and the Chief Executive Officer of the institution.

The bid will be evaluated and adjudicated using the 80/20 system (80 for functionality and 20 for B-BBEE). 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:

Value: 1=Poor; 2=Average; 3=Good; 4=Very good; 5=Excellent

Criteria	Weight	Value	Actual Score
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 and contacts) included in the response to this bid	30	5 – More than five projects 3- Between three and five projects 1- Less than three projects	
Qualifications (Team members certificates) Minimum Undergraduate Law degree/ Secretarial qualification, Business Management degree or equivalent.	20	Key Staff member: P/graduate degree/diploma = 5 Degree = 4 Diploma = 3	
Project plan and methodology A detailed proposed project plan in executing the assignment. (not more than five pages)	20	Excellent = 5 Good = 3 Average = 2 Poor = 1	
Registration of Key staff members with a recognized professional body, the Institute of Chartered Secretaries and Administrators (ICSA), Law Society of South Africa (LSSA), etc. Evidence must be provided	20	Relevant Certification = 5 points No Certification = 0 points	
Local Supplier (Proof of address)	10	5- OR Tambo region 3- Other regions within EC 2- Other regions outside EC Province	

		1- Outside SA	
Total	100		(So)

Closing date for the submission of priced proposals is Friday, 21st September 2018 at 12H00. Tender documents to be sold for a non-refundable fee of R300 to be deposited into;

ABSA Account Number: 405 200 2226

Branch code: 632 005

Reference: NMM 2018-06

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

FOR BID ADMINISTRATION & SERVICE PROVIDER SPECIFICATIONS
Mr T. MKHOHLIWE
Tel: 047 501 9504
Email: thembile@nelsonmandelamuseum.org.za
SUPPLY CHAIN MANAGER
<i>Technical Enquiries:</i>
Mr M. Msongelwa
Tel: 047 501 9507
Email: mandisi@nelsonmandelamuseum.org.za
CHIEF FINANCIAL OFFICER

The NMM and its Council reserve the right to amend, modify or withdraw this tender at any time, without prior notice and without liability to compensate and/or reimburse any party.

Mr B. Tyhulu
Chief Executive Officer

