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NELSON MANDELA MUSEUM

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24 November 2023

**RFQ 60 of 2023: PROVISION OF CHRISTMAS & LUNCH PACKS AT THE DECEMBER 05
COMMEMORATION (NELSON MANDELA MUSEUM, QUNU)**

The Nelson Mandela Museum (NMM) invites quotations from accredited service providers that are registered with the Central Supplier Database (CSD) for the provision of Christmas packs and lunch packs at the Nelson Mandela Museum, Qunu, as per the detailed specifications below:

ITEM NO.	REQUIRED SUSTENANCE	QUANTITY
VENUE: Nelson Mandela Museum, Qunu		
1	Menu for the kids <ul style="list-style-type: none"> Hot dog rolls with fillings, sausages, onions, tomato sauce and mastered sauce 330ml Fruit juice 100% 500ml still water 	Portions enough for 300 kids 300 300
2	Menu for Christmas packs <ul style="list-style-type: none"> 36g assorted Simba chips Cereal bar (e.g. Oats bar) Fruit, preferably apple (no bananas or other) <p>NB: FOOD PACKS MUST BE FRESHLY PACKED IN STRONG CONTAINERS TO THAT CAN BE EASILY DISTRIBUTED TO THE KIDS WITHOUT DELAY AND WITH A CARRIER PAPER BAG FOR EASY CARING</p>	300 300 300

CATERING SERVICES FOR THE GENERAL PUBLIC

Snack Time: 10h00 (05 December 2023 at Nelson Mandela Museum, Qunu)

Lunch time: 13h00 (05 December 2023 at Nelson Mandela Museum, Qunu)

NB: FOOD MUST BE READY ONE HOUR AND 30 MINUTES BEFORE THE SERVING TIME AND BE SEVERVED WARM.

The following general requirements for the event must be adhered to:

❖ **HEALTH & SAFETY REQUIREMENTS**

- For the catering services of kids, the appointed service provider is responsible for adhering to all food safety and hygiene regulations and standards.
- The catering staff will be identifiable through a uniform or ID card with the caterer's company name.
- The catering service provider must provide polite, responsive, and efficient service at all times.

❖ **APPLICABLE PREFERENCE SCORING 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

Category		Sub-categories	Specific goals points	Verification documents
Local Supplier	5	O.R Tambo District	5	CIPC Registration Certificate (CK) or Proof of residence
		Eastern Cape Supplier	4	
		Within 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	SMME – Owned by people with disability	4	Sworn Affidavit (BBBEE Affidavit) CSD Report
		SMME – Black owned	3	
		SMME – Other	2	

❖ 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**

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

Supporting Returnable Documents (for functionality scoring)

- Reference Letters
- Proof of team members experience

Essential Supporting Documents

Specific goals verification documents 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***

❖ **FUNCTIONALITY SCORING TABLE**

The bid will be evaluated and adjudicated using the 80/20 system (80 for Price and 20 for Specific Goals). Functionality will be scored at a maximum of 100 points whereby the bidder must obtain a **minimum of 65 points** to qualify for the financial evaluation according to the criteria captured in the table below:

CRITERIA FOR FUNCTIONALITY	BREAKDOWN OF POINTS	WEIGHT
Track record on catering services: <i>The track record must be supported by written reference letters in the clients letter head and duly signed and indicating good service</i>	4 written reference letter = 50	50
	3 written reference letters = 30	
	2 written reference letters =15	
	1 written reference letters = 5	
	Failure to submit = 0	

Experience of the team members in the catering industry	7 and above years combined experience of the team=50 points 5- 6 years combined experience of the team =40 points 4 years combined experience=30 points 3 years combined experience of the team =20 points 2 years combined experience of the team = 10 points 1-year combined experience of the team = 5 points Failure to submit=0 points	50
TOTAL	100	

Quotations Submissions

- 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 December 2023**

❖ **ENQUIRIES**

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

***Bid Administration* :& SERVICE PROVIDER SPECIFICATIONS**

Ms M Mputa

Tel: 047 501 9504
Email: mihlali@nelsonmandelamuseum.org.za
Supply Chain Specialist
Technical Enquiries:
Ms. N. Matikinca
Tel: 047 501 9512
Email: zodwa@nelsonmandelamuseum.org.za
Events Coordinator

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 Vuyani Boo

Chief Executive Officer