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NELSON MANDELA MUSEUM

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23 October 2024

DESIGN, PRINT & DELIVERY OF TROPHIES AND CERTIFICATES AT OR TAMBO GARDEN OF REMEMBRANCE (Bizana)

The Nelson Mandela Museum invites quotations from accredited service providers that are registered with the Central Supplier Database (CSD) for the design, print & delivery of trophies and certificates at OR Tambo Garden of Remembrance (Bizana) for the OR Tambo Legacy Children’s Programme (31st October 2024) as per the detailed specification below:

Trophies &	
<p>Type</p> <p>-Crystal Glass</p> <p>Size</p> <p>Varies based on significance; common heights range from 6 inches to 18 inches.</p> <p>Design Element</p> <p>- Base: A solid base for stability, often with an engraved plaque.</p> <p>-Engraving: Space for the award title, date, and organization.</p> <p>Font Styles:</p> <p>-Elegant fonts for titles (e.g., serif fonts).</p> <p>-Readable fonts for body text (e.g., sans-serif fonts).</p> <p>Packaging:</p>	<p>4</p>

<p>-Consider presentation boxes for gifting, ensuring protection during transit.</p>	
<p>Certificate</p>	<p>25</p>
<p>Dimensions:</p> <ul style="list-style-type: none"> • Common sizes: A4 <p>Material:</p> <ul style="list-style-type: none"> • High-quality cardstock or specialty paper (e.g., textured, linen). • A4 • Colour: Printed in full colour single sided • Stock: Matt 300gsm • Artwork: Design and layout included (one artwork) • Finishing: Te cut and inserted into brown wooden stained A4 frame – no mount board <p>Design Elements:</p> <ul style="list-style-type: none"> • Header: Title of the award (e.g., "Certificate of Achievement"). • Logo: Organization's logo (if applicable). • Recipient's Name: Prominently displayed. • Description: Brief statement of what the certificate is awarded for. • Date: Date of issuance. • Signature Lines: Space for signatures of authority figures. • Border: Decorative borders or frames. <p>Color Scheme:</p> <ul style="list-style-type: none"> • Typically, a professional palette (e.g., gold, silver, or navy blue). • Consider contrast for readability. 	

. Font Styles:

- Elegant fonts for titles
- Readable fonts for body text

Printing:

- High-resolution printing, preferably in full color.
- All gold framed

DELIVERY TIME FRAME:

Delivery Time: 14:00 am (30th of October 2024 at OR Tambo Garden of Remembrance)

❖ **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 for specific goals

Category		Sub-categories	Specific goals points	Verification documents
Local Supplier	5	Winnie Madikizela Municipality Bizana	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	Sworn Affidavit (BBBEE Affidavit) CSD Report
		SME – Black owned	3	
		SME – 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
- Duly signed & completed SBD 3.3 Pricing Schedule
- Duly signed & completed SBD 4 Declaration of Interests form.
- Proof of CSD registration

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***

❖ QUOTATION SUBMISSIONS

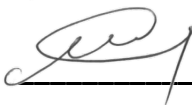
- All quotations and accompanying documents must be forwarded to: **supplychain@nelsonmandelamuseum.org.za**
- NO FAXED OR HAND-DELIVERED QUOTATIONS SHALL BE ACCEPTED.
- Closing date for the submission of quotations is **30 of October 2024 at 12H00.**

❖ ENQUIRIES

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

Technical Enquiries:
Ms. L. Tyali
Tel: 047 501 9520
Email: lungisani@nelsonmandelamuseum.org.za
Manager: Collections & Exhibition

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

