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**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



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**APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION AND DELIVERY OF CORPORATE GIFTS AND MERCHANDISE FOR THE NELSON MANDELA MUSEUM FOR A PERIOD OF THREE (3) YEARS, AS AND WHEN REQUIRED.**

**NMM-2025-02**

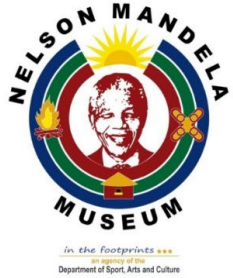
**TERMS OF REFERENCE**

**1. ASSIGNMENT OBJECTIVE**

The Nelson Mandela Museum (NMM) is seeking the services of a suitably qualified, professional, experienced and competent service provider for the provision and delivery of corporate gifts and merchandise for the Nelson Mandela Museum for a period of three (3) years, as and when required.

**2. DETAILED SCOPE OF WORK**

The Nelson Mandela Museum with its four sites in Mthatha, Qunu, OR Tambo Garden of Remembrance, and Ingquza Hill Museum hereby invites all experienced service providers to provide printing services for the NMM's branding material; as per the detailed scope of work below:





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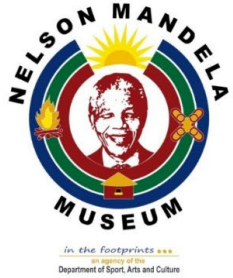
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ITEM DESCRIPTION	DETAILED SPECIFICATION/ SAMPLE	SIZE	Quantity	Goods	Price
<b>CORPORATE GIFTS</b>					
1. Engraved Mugs  	<ul style="list-style-type: none"> <li>• Full colour</li> <li>• Design, layout and printing</li> </ul>	<ul style="list-style-type: none"> <li>• NMM will advise on the type of mugs</li> </ul>	2000 per annum		






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<p>2. Branded Water Bottles</p> 	<ul style="list-style-type: none"> <li>• Full colour</li> <li>• Design, layout and printing</li> </ul>	<ul style="list-style-type: none"> <li>• NMM will advise on the type of water bottles</li> </ul>	<p>2000 per annum</p>		
<p>3. Umbrella</p> 	<ul style="list-style-type: none"> <li>• Full colour</li> <li>• Design, layout and printing</li> </ul>	<ul style="list-style-type: none"> <li>• NMM will advise on the size and type of umbrella</li> </ul>	<p>500 per annum</p>		
<p>4. Branded Frosty 8-Can Lunch Cooler/ Lunch Time Cooler</p>	<ul style="list-style-type: none"> <li>• Full colour</li> </ul>	<ul style="list-style-type: none"> <li>• NMM will advise on the size and</li> </ul>	<p>2000 per annum</p>		




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	<ul style="list-style-type: none"> <li>• Design, layout and printing</li> </ul>	<p>type of bags</p>			
<ol style="list-style-type: none"> <li>1. Branded Gift Bags / Laptop/ Conference Bag/ Backpack</li> <li>2.</li> </ol>	<ul style="list-style-type: none"> <li>• Full colour</li> <li>• Design, layout and printing</li> </ul>	<ul style="list-style-type: none"> <li>• NMM will advise on the type /size of gift bags</li> </ul>	<p>2500 per annum</p>		



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<b>Corporate Clothing/Apparel</b>					
3. Branded Shirts	<ul style="list-style-type: none"> <li>NMM will advise on the artwork</li> </ul>	<ul style="list-style-type: none"> <li>NMM will advise on the type.</li> </ul>	90 Per Annum		
4. Branded T-Shirts (Golf/ Round Neck)			2000 per annum		




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5. Trousers/Skirt			90 per annum		
6. Branded Jackets/ Hoodies  		<ul style="list-style-type: none"> <li>• Service provider to provide NMM with a Catalog</li> </ul>	90 Per annum		




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<p>7. Branded Caps/ Beanies/Bufs</p> 			2000 per annum		
<p>8. Branded Overalls/ Duster coats</p>			2000 per annum		
<p>9. Branded Tracksuits</p>			90 per annum		
<p>10. Branded Sport Kit</p>			As and when required		
<p>11. Branded Universal/Interval Pouches</p>	<ul style="list-style-type: none"> <li>• Full colour</li> </ul>	<ul style="list-style-type: none"> <li>• NMM will advise on the</li> </ul>	2000 Per annum		



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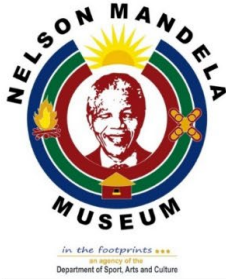


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<p>i</p>	<ul style="list-style-type: none"> <li>• Design, layout and printing</li> <li>• NMM to furnish the artwork.</li> </ul>	<p>specifics (type and size).</p>			
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**NB!! THE ESTIMATED UNITS ARE FOR GUIDANCE PURPOSES, AND THE NMM DOES NOT GUARANTEE OR COMMIT TO PROCURING THE EXACT NUMBER, AS IT CAN BE MORE OR LESS THAN THE ESTIMATED UNITS ABOVE**





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### **3. ARTWORK APPROVAL**

The service provider will only proceed with printing upon receipt of written approval by NMM.

### **4. INTELLECTUAL PROPERTY, INVENTIONS AND COPYRIGHT**

- Copyright of all documentation relating to this contract inter-alia, the specifications, SLA, contract, belongs to the NMM. The successful bidder may not disclose any information, documentation, or products to other clients without the written approval of the accounting authority or the delegate.
- The intellectual property pertaining to any enhancements to the proposed solution will belong to NMM
- The Service provider shall not use or sell NMM's developed intellectual property without the prior consent of the NMM.
- If the service provider would like to use information or data generated by the service, prior written permission must be obtained from NMM.
  
- The Service provider acknowledges and agrees that:
  - a) Each provision of the clause above is separate, severally, and separately enforceable from any other provisions of this agreement and
  - b) The invalidity or non-enforceability of any one or more provisions hereof, shall not prejudice or effect the enforceability and validity of the remaining provisions of this agreement.

This clause shall survive termination of the contract.



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## **5. DURATION OF THE CONTRACT**

It is envisaged that the service provider will be appointed for a period of three (3) years.

## **6. ACCOUNTABILITY**

The service provider will be accountable to and under the direction of the CEO of the NMM in the performance of the assigned duties.

## **7. PRICING INSTRUCTIONS**

- The provision of design, layout, printing, delivery, and installation management services for the Nelson Mandela Museum's branded material for a period of three (3) years, as and when required.
- The bid and the total price for the provision of design, layout, printing, delivery, and installation management services must not be exceeded;
- Amounts due to the Service Provider shall be paid by the NMM within thirty (30) days of receipt of the invoice.
- The NMM reserves the right by giving written notice to the service provider to stop the works' progress at any time. Should the client exercise this right, the NMM will pay the service provider for work done and expenses incurred only up to the time that the notice was given.

## **8. APPLICABLE PREFERENCE POINT SYSTEM**

Points for this shall be awarded to:

- (a) Price; and



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- (b) Specific Goals.
  - (c) Where 80 points will be allocated for price and 20 points allocated for specific goals
- (1) 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	CIPC Registration Certificate (CK) or Proof of residence
		Eastern Cape Supplier	4	
		Anywhere in South Africa	3	
		Non-South African	0	



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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		

**9. VALIDITY PERIOD**

Proposals must be valid for a period of 120 days.



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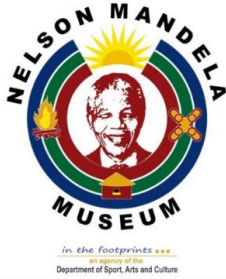
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➤ **TERMS AND CONDITIONS**

- 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 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.



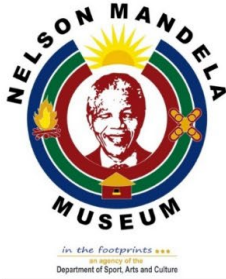
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- The bid offers and proposals should be valid and open for acceptance by NMM for a period of 120 days from the date of submission.
- NMM reserves the right not to award the bid to the bidder that scores the highest points. Disputes that may arise 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 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 to the specifications provided.
- No tender shall be awarded to a bidder whose name (or any of its directors or partners or associates and/or attorneys) appears on the Register of Defaulters kept by the



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Treasury, or who have been placed on the National Treasury's List of Restricted Supplies. The NMM reserves the right to withdraw an award or cancel the Service Level Agreement concluded with the bidder should it be established, at any time, that a bidder has been blacklisted with the National Treasury by any Government Institution

- No tender shall be awarded to a bidder whose tax affairs are not in order. NMM reserves the right to withdraw an award made, or cancel the Service Level Agreement concluded with the successful bidder(s) should it be established that such bidder was in fact not tax compliant at the time of the award, or has submitted a fraudulent Tax Clearance Certificate to the NMM

#### **10. RETURNABLE DOCUMENTS**

**Service providers are required to submit all the returnable documents together with their proposals.** *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 the scoring of zero.*

#### **11. Compulsory Returnable Documents**

- Duly signed & completed SBD 1: Invitation to Bid
- Duly signed & completed SBD 3.3 Pricing Schedule
- Duly signed & completed SBD 4 Bidder's Disclosure
- Duly signed & completed SBD 6.1 Preference Points Claims
- Duly signed & completed SBD 7.2 Rendering of Service
- Proof of CSD registration.



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## **12. Supporting Returnable Documents (for functionality scoring)**

- Signed reference letters
- Company profile
- Approach & methodology

## **13. Essential Supporting Documents**

- Specific goals verification documents 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)***





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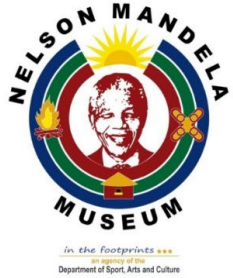
## **14. EVALUATION CRITERIA**

### **Criterion 1- Compulsory Requirements**

Bidders will first be evaluated in terms of the compulsory returnable documents as stipulated above. Bidders who do not fulfill all the requirements or do not submit the required documents will be disqualified. Those who fulfill all the requirements or have submitted the required documents will be further evaluated on functionality.

### **Criterion 2- Functionality**

Functionality is worth 100 points. The minimum threshold is 70 points. Bidders who score less than 80 points on functionality will therefore not be evaluated further. Those who score 80 points or more will be evaluated in terms of price and preference points (specific goals).



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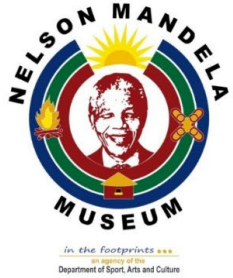
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The functionality evaluation is broken down as follows:

CRITERIA FOR EVALUATION	BREAKDOWN OF POINTS	WEIGHT
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**Bidders Experience:**

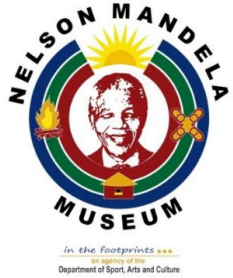
Bidder's proven competency in the provision of design, layout, printing, delivery, and installation management services.

Bidders that submit reference letters that are not accompanied by a purchase order or an appointment letter will forfeit half of the allocated points.

Bidder must provide **Reference letters** and **Purchase Orders (PO)** or **Appointment letters** that **align** with the submitted reference letters from **at least five (5)** contactable clients for rendering similar services (*The reference letter must be on the **company letterhead** of the referee, **signed, dated,** and **must have a contactable email address***)

- **Five (5)** or above Reference letters and POs or appointment letters that **align with** submitted letters from the existing clients (within the 5 last years from the closing date of the tender) = **40 points**
- **Four (4)** Reference letters and POs or appointment letters that **align with** submitted letters from the existing client (within the last 5 years from the closing date of the tender) = **30**

40



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	<ul style="list-style-type: none"><li>• <b>Three (3)</b> Reference letters and POs or appointment letters that <b>align with</b> submitted letters from the existing client (within the last 5 years from the closing date of the tender) = <b>20</b></li><li>• <b>Two (2)</b> Reference letters and POs or appointment letters that <b>align with</b> submitted letters from the existing client (within the last 5 years from the closing date of the tender) = <b>10 points</b></li><li>• <b>One (1)</b> Reference letter and PO or appointment letter that <b>align with</b> submitted letters from the existing client (within the last 5 years from the closing date of the tender) = <b>4 points</b></li><li>• Non-compliance or non-submission of the minimum number of reference letters and PO's = <b>0 points</b></li></ul>	
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***NMM reserves the right to conduct due diligence in terms of the reference letters submitted.***



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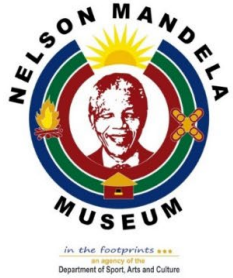
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<p><b>Company profile:</b></p> <p>SAMPLES – the bidder must provide a hard copy portfolio of evidence of the samples previously supplied.</p> <p>NB: Four (4) points will be allocated for each relevant POE as per the submitted reference letters</p>	<p>The bidder must provide a written Company Profile to highlight the bidder/company's capabilities and experience. The company profile must include pictures of work done on products and services for customers as per the submitted reference letters.</p> <ul style="list-style-type: none"> <li>• Bidder submitted a company profile with a hard copy portfolio of evidence of the work done = <b>20 points per sample matching each reference letter</b></li> <li>• No digital samples are submitted or submitted samples are not for the work done as per the reference letters submitted = <b>0 points</b></li> </ul> <p><b><i>The bidder must provide a digital photo of the samples previously supplied.</i></b></p>	<p><b>30</b></p>
<p>Approach and methodology.</p>	<p><b>Excellent – 30</b></p>	<p><b>30</b></p>



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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



in the footsteps ...  
 an agency of the  
 Department of Sports, Arts and Culture

<p>The Bidder must provide an actionable proposal with a project plan, and deliverables, and demonstrate clear turnaround times in terms of response and delivery of the items.</p> <p>The bidder must demonstrate the turnaround time in terms of</p> <p>Response and <b>delivery of the items.</b></p>	<p><b>Good – 25</b></p> <p><b>Fair – 15</b></p> <p><b>Poor -5</b></p> <p><b>Failure to submit- 0</b></p>	
<b>TOTAL</b>		<b>100</b>



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## **15. DISCLAIMERS**

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

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

## **16. RFP SUBMISSIONS**

- The bid submissions must be returned to the Nelson Mandela Museum, Bhunga Building, corner of 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.
- **Tender documents will be sold for a non-refundable fee of R300, deposited into:**





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- The CLOSING date for the submission of proposals is **7 March 2025 @ 12H00**

## 17. ENQUIRIES

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

FOR BID ADMINISTRATION & SERVICE PROVIDER SPECIFICATIONS	
Ms M Mputa	
Email: <a href="mailto:mihlali@nelsonmandelamuseum.org.za">mihlali@nelsonmandelamuseum.org.za</a>	
Telephone: 047 501 9504	
Supply Chain Specialist	
Technical Enquiries:	
Mr. F. Wisani	
Email: <a href="mailto:Fumanekile@nelsonmandelamuseum.org.za">Fumanekile@nelsonmandelamuseum.org.za</a>	
Telephone: 047 501 9514	
Communications Officer	

*All inquiries must be forwarded to the relevant NMM personnel by no later than **28 February 2025 @ 16:30.***

Chief Executive Officer

Dr. VUYANI GWEKI BOOI



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**CEO**