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NELSON MANDELA MUSEUM

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18 March 2025

RFQ 11 OF 2025: SUPPLY, DELIVERY & SERVICE OF LIVESTREAMING & PODCAST AT NELSON MANDELA MUSEUM QUNU YOUTH & HERITAGE CENTRE

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 Sport, 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 four main facilities, the Qunu Youth and Heritage Centre, Bhunga Building, Ingquza Hill Museum in Flagstaff, and OR Tambo Garden of Remembrance in Bizana (eNkantolo) in Mthatha CBD. The Bhunga Building doubles as the administrative office of the museum.

2. Purpose

The Nelson Mandela Museum invites quotations from accredited service providers that are registered with the Central Supplier Database (CSD) for the supply, delivery & service of livestreaming & podcast at Nelson Mandela Museum Qunu Youth &

Heritage Centre for the International Youth Camp welcoming and send-off events (2nd & 9th April 2025) as per the detailed specification below:

TECHNICAL REQUIREMENTS:	
<p>The service provider is to provide the following technical requirements:</p> <ul style="list-style-type: none"> - Provide Sound and PA System with necessary Audio (AV) equipment audible to amplify a 120-seater with technical rider for performance & entertainment 	2
<p>Screens must be enough to live to feed the audients. Screens must also show proceedings of the event e.g. speakers/ presenters must be seen on the screens and any other activities such as performances must be shown on the screens.</p> <ul style="list-style-type: none"> - 4 x microphones with stands. - #NMMPodcast studio setup inclusive of 3 x cordless microphones and 2 x cameras for live crossings. - Live streaming on NMM's social media platforms such as Facebook, YouTube, and Twitter, Virtual connection on either Zoom or Teams platform, and record the proceedings of the event. A link for the connection must be created. - Provide cameras for recording (ensure that cameras connect to the screens to showcase speeches or speakers talking while on stage, even performances through the screens and share the images with NMM - Provide additional cameras for the #NMM Podcast for live crossings on the NMM Facebook and YouTube pages. - Provide camera for still pictures of the event proceedings for the Website and NMM social media sites. 	4
<p style="text-align: center;">DELIVERY TIME FRAME:</p> <p>Delivery Time: 14:00 am (2nd & 9th April 2025 at Nelson Mandela Museum Qunu Youth & Heritage Centre</p>	Yes

❖ **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	OR Tambo Suppliers	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**

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.
- Duly signed & completed SBD 6.1 Preference points claim form
- Proof of CSD registration

❖ 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 26th of March 2025 at 12H00.**

❖ 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 P. Mfundisi

Tel: 047 501 9528

Email: phakama@nelsonmandelamuseum.org.za
SCM
Technical Enquiries:
Mr. S. Bovana
Tel: 047 501 9525
Email: solomzi@nelsonmandelamuseum.org.za
Communications Officer

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.



Mrs Nontlahla Tandwa-Dalindyebo

Acting Chief Executive Officer