

*in the footprints* ...

**NELSON MANDELA MUSEUM**

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**19 March 2025**

**RFQ 12 OF 2025: PROVISION FOR CATERING SERVICES FOR INTERNATIONAL YOUTH CAMP WHICH WILL BE HOSTED 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 (NMM) invites quotations from accredited service providers that are registered with the Central Supplier Database (CSD) for the



**Centre) on the 1<sup>st</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup>  
April 2025**

- Lemon & Herb Roasted Chicken
- Hake fish
- Beef stew
- Baby potatoes in parsley butter sauce
- Rice
- Samp with beans
- Melange of veggies
- Greek salad
- Beetroot salad
- Halal Meal
- Vegan
- Vegetarian
- Assorted 100% juices & Assorted soft drinks

X1

X2

X3

70

**Dinner for 30 guests to be served at Nelson  
Mandela Museum (Qunu Youth & Heritage  
Centre) on the 9<sup>th</sup> April 2025**

- Braai (Associated Meat)
- Also accommodate Halal , Vegan & Vegetarian



	<p><b>Lunch for 30 guests to serve African Cuisine at Nelson Mandela Museum (Qunu Youth Heritage Centre) on the 06 April 2025</b></p> <ul style="list-style-type: none"> <li>• Tripe</li> <li>• African Salad with Amasi</li> <li>• Corn and beans (soupi)</li> <li>• Mfino</li> <li>• Steam bread</li> <li>• Chicken (Mlenqwa)</li> <li>• Ginger Beer (20 litres)</li> <li>• Amageu (5 litres)</li> <li>• Also accommodate Halal , Vegan &amp; Vegetarian</li> <li>• Still water</li> </ul> <p><b>Breakfast for 30 guests to be served at Nelson Mandela Museum (Qunu Youth Heritage Centre) on the 2<sup>nd</sup> -10<sup>th</sup> April 2025</b></p> <ul style="list-style-type: none"> <li>• Full English Breakfast</li> <li>• Halal Breakfast</li> <li>• Vegan &amp; Vegetarian Breakfast</li> <li>• Coffee, Tea, Brown or white Sugar, Milk sweeteners and 100% juice</li> <li>• Variety of cereal</li> </ul> <p><b>Snack pack for 30 guests to be served at Nelson Mandela Museum (Qunu Youth Heritage Centre) on the 2<sup>nd</sup> -9<sup>th</sup> April 2025</b></p> <p><b>Variety of snack pack</b></p>	<p>30</p> <p>Portions must be enough for 30 guests</p>
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	<ul style="list-style-type: none"> <li>• <b>Vegan snack pack</b></li> <li>• <b>Vegetarian snack pack</b></li> <li>• <b>&amp; Normal snack pack</b></li> </ul>	
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**The following general requirements for the event must be adhered to:**

<b>SPECIFICATIONS FOR THE VVIP CATERING</b>	<b>QUALITY</b>
<b>1. Utensils such as crockery, cutlery and table cloths must be provided. Gold under plates and Collins glasses.</b>	<b>Clean &amp; high quality</b>
<b>2.Preparation and layout of tables</b>	<b>Clean &amp; high quality</b>
<b>2. Bain-marries and/or hot trays for hot food must be provided</b>	<b>Good clean operational order</b>
<b>3. Food must be delivered and served hot and on time as arranged</b>	<b>High quality, sufficient quality</b>
<b>4. Provide waiters to serve food, maintain hygienic standards at all times and to ensure that the serving and other related areas are cleaned.</b>	<b>As required as per instruction</b>

## TIME

**Breakfast Serving Time: 6:30 (2<sup>nd</sup>- 10<sup>th</sup> April 2025) at Nelson Mandela Museum. Qunu Youth & Heritage Centre)**

**lunch Serving Time: 13:00 (2<sup>nd</sup>- 9<sup>th</sup> April 2025) at Nelson Mandela Museum. Qunu Youth & Heritage Centre)**

**Dinner Serving Time: 18:00 (1<sup>st</sup>-9<sup>th</sup> April 2025 at Nelson Mandela Museum, Nelson Mandela Museum Qunu Youth & Heritage Centre)**

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

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

### ❖ HEALTH & SAFETY REQUIREMENTS

- For the general public catering services, the appointed service provider is required to serve meals in line with the relevant Disaster Management Regulations, or health and safety regulations. Utensils such as crockery, cutlery and table cloths must be provided.

### ❖ 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	OR Tambo suppliers	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)
		SMME – Black owned	3	CSD Report
		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
- 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**

### **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 time: **26 March 2025 12H00.**

#### **❖ ENQUIRIES**

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

<b><i>Bid Administration</i> :&amp; SERVICE PROVIDER SPECIFICATIONS</b>
<b>Ms P Mfundisi</b>
<b>Tel: 047 501 9528</b>
<b>Email: <a href="mailto:phakama@nelsonmandelamuseum.org.za">phakama@nelsonmandelamuseum.org.za</a></b>
<b>Supply Chain</b>

**Technical Enquiries:**

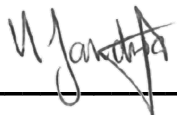
**Mr. S. Bovana**

**Tel: 047 501 9525**

**Email: [Solomzi@nelsonmandelamuseum.org.za](mailto:Solomzi@nelsonmandelamuseum.org.za)**

**Education 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.**



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**Nontlahla Tandwa-Dalindyebo**

**Acting Chief Executive Officer**