

APPOINTMENT OF A PANEL OF ATTORNEYS FOR THE NELSON MANDELA MUSEUM FOR A PERIOD OF TWELVE (12) MONTH



in the footprints ...

NELSON MANDELA MUSEUM

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29 JULY 2026

BID NO NMM/2026/001 APPOINTMENT OF A PANEL OF ATTORNEYS FOR THE NELSON MANDELA MUSEUM FOR A PERIOD OF TWELVE (12) MONTH

1. BACKGROUND

The Nelson Mandela Museum (NMM) is a Schedule 3A Public Entity established by the Government of South Africa and operates under the Department of Sport, Arts and Culture. The Museum is mandated to preserve, protect and promote the legacy of Nelson Mandela through heritage preservation, education, research, public programmes and tourism development.

The Museum operates from its facilities situated at the Bhunga Building in Mthatha, Qunu Youth and Heritage Centre in Qunu, OR-Tambo Garden of Remembrance in Bizana and Ingquza Hill Museum.

To ensure effective governance, legal compliance and risk management, the Museum intends to establish a panel of qualified and experienced legal practitioners to provide legal services on an as-and-when-required basis.

2. PURPOSE

The purpose of this bid is to appoint a panel of suitably qualified and experienced firms of attorneys to provide specialized legal services to the Nelson Mandela Museum for a period of twelve (12) months.

Appointment to the panel shall not guarantee any work. Services will be allocated as and when required based on the nature of the assignment, expertise required, availability, performance and cost-effectiveness.

3. LEGISLATIVE FRAMEWORK

This bid shall be administered in accordance with:

- Public Finance Management Act, 1999 (Act No. 1 of 1999)
- Preferential Procurement Policy Framework Act, 2000 and applicable Regulations
- Legal Practice Act, 2014 (Act No. 28 of 2014)
- Treasury Regulations
- Broad-Based Black Economic Empowerment Act
- Promotion of Administrative Justice Act
- Constitution of the Republic of South Africa, 1996
- NMM Supply Chain Management Policy

4. SCOPE OF SERVICES

The appointed panel members may be requested to provide legal services in one or more of the following categories:

ITEM	SERVICE CATEGORIES	PLEASE TICK (√)
1.	Employment Law and Alternative Dispute Resolution	
2.	Conveyancing and Property Law	
3.	Intellectual Property Law	
4.	Public Private Partnerships	

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ITEM	SERVICE CATEGORIES	PLEASE TICK (√)
5.	Procurement Law, Administrative Law and Constitutional Law	
6.	Commercial law, Contract law and Construction Law	
7.	Litigation	
8.	Criminal Law	
9.	Company Law	
10.	Heritage Law	
11.	Media Law	

NOTE: Bidders may submit proposals in respect of any one or a combination of 10 service categories. Please indicate which service categories you are bidding for. Bidders must indicate in their proposals the relevant experience and exposure, as well as the capacity of the bidder in relation to the selected service categories.

Services may include:

- Provision of legal opinions.
- Drafting and reviewing contracts.
- Labour relations and disciplinary matters.
- Representation at CCMA, Bargaining Councils and Courts.
- Litigation and dispute resolution.
- Legal research.
- Property and conveyancing matters.
- Governance and compliance advice.

- Procurement and administrative law advice.
 - Corporate governance advice.
 - Any other legal services required by the Museum.
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5. MINIMUM MANDATORY REQUIREMENTS

Failure to submit the following documents may result in disqualification:

Mandatory Returnable Documents

- Completed and signed SBD 1
- completed and signed SBD 3.3 Pricing Schedule indicating hourly rates.
- Completed and signed SBD 4
- Completed and signed SBD 6.1
- Completed and signed SBD 8
- Completed and signed SBD 9
- CSD Registration Report.
- Valid Tax Compliance Status.
- Company Registration Documents.
- Proof of Business Address.
- Legal Practice Council Registration Certificate.
- Fidelity Fund Certificate (where applicable).
- Profile of the Firm.
- Curriculum Vitae of Key Personnel.
- Minimum of three contactable reference letters relating to similar services rendered.

6. CONDITIONS OF APPOINTMENT

- Only firms registered with the Legal Practice Council and in good standing shall be considered.
- Appointment to the panel does not guarantee any work.
- Work shall be allocated on an assignment basis.
- NMM reserves the right to appoint more than one service provider.
- Each assignment shall be confirmed through a written appointment letter.

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- Service providers shall sign confidentiality and non-disclosure agreements.
- Service providers shall declare any actual or potential conflict of interest.
- NMM reserves the right to terminate an assignment where a conflict of interest is identified.
- No subcontracting shall be permitted without prior written approval from NMM.
- The contract period shall be twelve (12) months.
- Assignments awarded before contract expiry may continue until completion.

6.1 BID VALIDITY PERIOD

Bids submitted in response to this invitation shall remain valid for a period of ninety (90) days from the closing date of the bid. During this period, bidders may not withdraw or amend their bids without the prior written consent of the Nelson Mandela Museum.

PRICING

Bidders shall submit hourly rates for:

Resource	Hourly Rate Excl. VAT	VAT	Total Incl. VAT
Director / Partner			
Senior Associate			
Associate			
Candidate Attorney			
Legal Researcher			
Resource			
Director / Partner			

The rates submitted shall be used for comparative evaluation and shall serve as the maximum approved rates for future assignments.

7. PROPOSAL REQUIREMENTS

- Each proposal must include the specialist fields of law of the firm.

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- If a firm of attorneys has expertise in more than one field of law, all relevant fields must be indicated in the proposal together with demonstrated experience in the specified areas of law.
- The hourly rate of each attorney must be included in the proposal

7.1. INTELLECTUAL PROPERTY RIGHTS

- All reports, legal opinions, agreements, contracts, research, memoranda, correspondence, records, documents and any other work products developed, prepared or produced by the appointed firm in the course of rendering services to the Nelson Mandela Museum (NMM) shall become the property of the NMM.
- The appointed firm shall maintain the confidentiality of all information obtained during the execution of any assignment and shall not disclose such information to any third party without the prior written consent of the NMM, except where required by law.
- Upon completion or termination of an assignment, the appointed firm shall promptly hand over to the NMM all documents, records, reports, opinions, electronic files, databases and any other information relating to the assignment, including copies thereof.
- Where applicable, the appointed firm shall provide the NMM with all passwords, access codes, encryption keys, security credentials or other mechanisms necessary to access and utilize electronic documents and information produced during the assignment.
- The NMM shall have the unrestricted right to use, reproduce, amend, update, distribute and retain any deliverables produced under the assignment without further consent from or compensation to the appointed firm.
- The appointed firm shall ensure that no intellectual property rights belonging to third parties are infringed in the performance of the services and shall indemnify the NMM against any claims arising from such infringement of the assignment

8. **EVALUATION CRITERIA**

Only bidders who achieve a minimum score of 60 points out of 100 points for functionality shall proceed to the next stage of evaluation.

Bidders achieving the minimum functionality threshold of 60 points out of 100 shall proceed to the preferential procurement evaluation stage, where bids will be evaluated in terms of the Preferential Procurement Regulations using the 80/20 preference point system. Functionality will be scored at a maximum of 100 points whereby the bidder must obtain a minimum of 60 points to qualify for the financial evaluation according to the criteria captured in the table below:

Value: 1=Poor; 2=Average; 3=Good; 4=Very good; 5=Excellent

Criteria	Weight	Value	Actual Score
Experience and Track Record in Similar Services (30 Points) The bidder must demonstrate experience in providing legal services similar to those required by the Nelson Mandela Museum. Bidders shall submit a minimum of three (3) contactable reference letters relevant to the service category or categories for which they are bidding.	30	Six (6) or more similar projects supported by reference letters= 30 points Four (4) to Five (5) similar projects supported by reference letters= 20 points Three (3) similar projects supported by reference letters= 10 points Less than three (3) similar projects or	

		insufficient supporting evidence= 0 points	
Lead Attorney Experience (Post Admission) – 20 Points The bidder must nominate a Lead Attorney responsible for managing assignments awarded by the Nelson Mandela Museum. The Lead Attorney's experience shall be assessed based on the number of years of post-admission legal practice, as supported by the submitted CV and admission certificate.	20	More than 10 years' post-admission experience=20 points 8–9 years' post-admission experience= 15 points 5–7 years' post-admission experience= 10 points 3–4 years' post-admission experience= 5 points Less than 3 years' experience or no supporting documentation submitted= 0 points	
Project Team Knowledge, Experience, Expertise and Competencies (20 Points) The bidder must provide details of the proposed project team, including CVs, qualifications, years of experience, areas of specialization, and relevant competencies in	20	More than 10 years' combined relevant experience and excellent competencies=20 points. Between 5 and 9 years' combined relevant experience and good	

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the service category or categories applied for.		competencies= 15 points. Between 3 and 4 years' combined relevant experience and adequate competencies=10 points. Less than 3 years' experience or limited competencies= 5 points. No evidence submitted=0 points.	
LPC Registration and Professional Standing	15	Submitted=15 not submitted =0	
The bidder must submit a detailed methodology outlining its understanding of the scope of work, proposed approach to service delivery, turnaround times, quality assurance mechanisms, and evidence of capacity to deliver the required services, including the availability of suitably qualified personnel and operational resources.	15	Excellent- submission meeting all requirements=15 points Good- submission meeting most requirements=10 points Poor -Limited submission meeting some requirements= 5 points	

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		No submission or inadequate information= 0 points	
Total	100		

Closing date for the submission of priced proposals is Tuesday, 1 September 2026 at 12H00.

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 A Mashologu
Tel: 047 501 9504
Email: akhona@nelsonmandelamuseum.org.za
SUPPLY CHAIN SPECIALIST
<i>Technical Enquiries:</i>
Ms Amanda Jara
Tel: 047 501 9508
Email: Amanda@nelsonmandelamuseum.org.za
EXECUTIVE ASSISTANT

9. RESERVATION OF RIGHTS

- The Nelson Mandela Museum reserves the right to:
- Accept or reject any bid.
- Cancel this bid process at any stage.
- Appoint one or more service providers.
- Request additional information from bidders.

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- Negotiate assignment-specific scope and fees within approved rates.

The Museum is not bound to accept the lowest-priced proposal.

Bids must be submitted in a sealed envelope, marked and for the attention of Supply Chain Management.

BIDS must be placed in the Tender Box located at:

NELSON MANDELA MUSEUM

CNR OWEN STREET AND NELSON MANDELA DRIVE

BHUNGA BUILDING

MTHATHA, 5100

The Nelson Mandela Museum shall not be held responsible for bid documents delivered by mail, courier, or any other means that are not deposited in the official Tender Box before the stipulated closing date and time. It remains the sole responsibility of the bidder to ensure that its bid submission is placed in the Tender Box on or before the closing date and time specified in this invitation to bid. Late submissions will not be accepted for consideration.

Mr M Msongelwa CA(SA)

Acting Chief Executive Officer: NMM

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