



in the footsteps ...

NELSON MANDELA MUSEUM

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23 July 2026

RFQ 12 OF 2026 PROVISION OF CATERING SERVICES FOR NELSON MANDELA MUSEUM FAREWELL FUNCTION TO BE HOSTED AT NMM GALLERY.

The Nelson Mandela Museum (NMM) invites quotations from accredited service providers that are registered with the Central Supplier Database (CSD) for the provision of high-profile catering services for NMM Staff as per the detailed specification below:

ITEM NO.	REQUIRED SUSTENANCE	QUANTITY
VENUE: Nelson Mandela Museum (Bhunga Building)		
1	Finger Lunch Platters Menu: • Cocktail sausage rolls • Chicken strips or chicken nuggets • Mini beef or chicken samosas • Spring rolls (vegetable or chicken) • Cocktail meatballs • Cocktail boerewors rolls • Wings • Drumsticks	The service provider must provide sufficient quantities of all menu items to adequately cater for 40 attendees.

	NB: Delivery must be included in the quoted price. The quotation must remain valid for a period of 30 days from the closing date. No late quotations will be considered	

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

SPECIFICATIONS FOR FINGER LUNCH	QUALITY
1. Utensils such as crockery, cutlery, and tablecloths must be provided. Provide serviettes and glasses.	Clean
2. Preparation and layout of tables.	Clean & high quality
3. Food must be delivered and served on time as arranged.	High quality, sufficient quality
4. Provide waiters to serve food, maintain hygienic standards at all times, and to ensure that the serving and other related areas are cleaned.	As required by the instructions

TIME

Finger Lunch Time: 12:00 (31st July 2026 at Nelson Mandela Museum, Bhunga Building.



NB: Food must be delivered and ready for serving no later than 11h30 on 31 July 2026.

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 tablecloths 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 will be 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	
		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) CSD Report
		SMME – Black-owned	3	
		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
- Duly signed & completed SBD 7.2 Contract Form (Rendering Services).
- Duly signed & completed SBD 8 Declaration of Bidder's Past Supply Chain Management Practices.
- Duly signed & completed Duly signed & completed SBD 9 Certificate of Independent Bid Determination.

- Proof of CSD registration
- Certificate of acceptability for food premises from the municipality for the current facility they are operating in.
- Bidders must submit a minimum of three signed reference letters for similar catering services rendered within the past five years, accompanied by corresponding purchase orders, appointment letters, or proof of work completed.

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 date 29 July 2026
- Closing time: **12H00.**

❖ ENQUIRIES

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

<i>Bid Administration :& SERVICE PROVIDER SPECIFICATIONS</i>
Ms. Akhona Mashologu
Tel: 047 501 9504
Email: akhona@nelsonmandelamuseum.org.za
Supply Chain Specialist
<i>Technical Enquiries:</i>
Ms. Y. Khumelwana

Tel: 047 501 9522
Email: yoleka@nelsonmandelamuseum.org.za

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. NMM is not bound to accept the lowest quotation. NMM has the right to cancel the RFQ.

Quotation received after the closing time will not be evaluated.

Mr. Mandisi Msongelwa CA(SA)

Acting Chief Executive Officer