



*in the footprints* ...

**NELSON MANDELA MUSEUM**

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01 June 2026

**RFQ 85 PROVISION OF CATERING SERVICES FOR NELSON MANDELA INTERNATIONAL DAY TO BE HOSTED AT MBHONGWENI VILLAGE, WINNIE MADIKIZELA-MANDELA MUNICIPALITY.**

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 Guests at Bhunga Building and Qunu Youth Heritage Centre as per the detailed specification below:

ITEM NO.	REQUIRED SUSTENANCE	QUANTITY
<b>VENUE: Nelson Mandela Museum</b>		
1	<p><b>Briefing session: Welcome Tea Session</b></p> <p><b>Starter for 50 guests to be served at Meje Senior Primary School(Mbizana) on the 18<sup>th</sup> July 2026</b></p> <p><b>Menu:</b></p> <ul style="list-style-type: none"> <li>• Bran muffin with jam and cream</li> <li>• Plain scones with butter and cheese</li> <li>• Assorted rainbow sandwiches (<b>no French polony is allowed</b>)</li> <li>• Fruit Bow</li> </ul>	

- Assorted coffees, Nescafé Gold sachets, Jacobs coffee sachets, Douwe Egberts sachets.
- Assorted tea, green tea, fresh pack
- Sliced lemon
- Brown sugar, honey, and white sugar
- Hot and cold milk
- 100% fruit juice ( no diluted juice)

**Dinner for 300 guests to be served at Meje Senior Primary school (Mbizana) on the 18<sup>th</sup> May 2026**

- Hard Body Chicken
- Hake fish
- Beef stew
- Baby potatoes in parsley butter sauce
- Rice
- Samp with beans
- Melange of veggies
- Greek salad
- Beetroot salad
- Assorted soft drinks
- Assorted mineral drinks

150

150

o	<p><b>Serving stations</b></p> <ul style="list-style-type: none"> <li>• <b>The service provider must provide tables with cloths using four serving points for the guests for lunch for 200 guests and two serving points for 100 VIPs</b></li> <li>• <b>The service provider must bring black tablecloths and trestle tables for the serving stations.</b></li> </ul>	
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**The following general requirements for the event must be adhered to:**

<b>SPECIFICATIONS FOR THE VIP CATERING</b>	<b>QUALITY</b>
1. Utensils such as crockery, cutlery, and tablecloths must be provided. Gold under plates, napkins, and Collins glasses.	<b>Clean &amp; high quality</b>
2. Preparation and layout of tables	<b>Clean &amp; high quality</b>
2. Bain-marries and/or hot trays for hot food must be provided	<b>Good, clean operational order</b>
3. Food must be delivered and served hot and on time as arranged	<b>High quality, sufficient quality</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>As required by the instruction</b>
<b>TIME</b>	

**High tea Serving Time: 08:00 (18th July 2026 at Meje Senior Primary School (Mbizana)**

**Lunch serving Time: 12:00 (18<sup>th</sup> July 2026 at Meje Senior Primary School (Mbizana)**

**NB: FOOD MUST BE READY ONE HOUR AND 30 MINUTES BEFORE THE SERVING TIME AND BE SERVED 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 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 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).
- General Conditions of Contract
- 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.
- Minimum of three reference letters in a company letter head signed and or purchase order, letter of approval

### **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: 12 JUNE 2026
- Closing time: **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. Akhona Mashologu</b>
<b>Tel: 047 501 9504</b>
<b>Email: <a href="mailto:akhona@nelsonmandelamuseum.org.za">akhona@nelsonmandelamuseum.org.za</a></b>
<b>Supply Chain Specialist</b>
<b><i>Technical Enquiries:</i></b>
<b>Ms. N. Matikinca</b>
<b>Tel: 047 501 9512</b>
<b>Email: <a href="mailto:zodwa@nelsonmandelamuseum.org.za">zodwa@nelsonmandelamuseum.org.za</a></b>

**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.**

Signed by: Isaac Bongani Mahlangu  
Signed at: 2026-06-04 14:23:09 +02:00  
Reason: Witnessing Isaac Bongani Mahla

*Isaac Bongani Mahlangu*

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**Mr. Mandisi Msongelwa CA(SA)**  
**Acting Chief Executive Officer**  
**Nelson Mandela Museum**