



in the footprints ...

NELSON MANDELA MUSEUM

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01 June 2026

RFQ 9 OF 2026 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 Meje Senior Primary school Mbhongweni, Mbizana, as per the detailed specification below:

ITEM NO.	REQUIRED SUSTENANCE	QUANTITY
VENUE: Nelson Mandela Museum		
1	Briefing Session: Welcome Tea Session for 100 VIP and guests to be served at Meje Senior Primary School (Mbizana) on the 18th July 2026 Menu: - Freshly baked bran muffin with jam and cream - Freshly baked plain scones with butter and cheese - Assorted rainbow sandwiches (no French polony is allowed)	The portions must be enough for 100 people for briefing session

	• Assorted Savoury platters • Fruit board • Assorted coffees, similar to Nescafé • Assorted tea, green tea, fresh pack • Sliced lemon • Brown sugar, honey, and white sugar • Hot and cold milk • 100% fruit juice (no diluted juice Lunch for 100 VIP & Guests Menu: • Grilled chicken • Beef stew • Potatoes with Parsley and butter • Glazed carrots • Creamed spinach • Beetroot salad • Potato salad • Greek salad • 330ml assorted mineral drinks • 330ml 100% assorted fruit juice Catering: Breakfast for 200 guests	100 this is for the guests during briefing session 50 50
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	• Freshly baked bran muffins • Freshly baked scones • Freshly baked queen cakes • Assorted rainbow sandwiches (no French polony allowed) • Assorted coffees, similar to Nescafé. • Assorted tea, green tea, fresh pack • Sliced lemon • Brown sugar, honey, and white sugar • Hot and cold milk • 100% diluted juice	Breakfast Portions must be enough for 200 guests
	Lunch packs for 200 guests to be served at Meje Senior Primary School (Mbizana) on the 18th June 2026 • Grilled Quarter leg & chips • 4 slices of bread • Assorted 330ml mineral drinks • Assorted 100% 330ml juice • Apples • Banana	200 200 people 100 100 200 200

	All the items above must be packaged in a takeaway container for easy distribution to the public. Sealed and wrapped with cling wrap.	
	Serving stations The service provider must bring 4 black tablecloths and 4 trestle tables for the serving stations during the tea and briefing session, as well as lunchtime. 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 THE GUEST TEA/ BRIEFING SESSION	QUALITY
1. Utensils such as crockery, cutlery, and tablecloths must be provided. Gold under plates, napkins, and, tooth picks and Collins glasses.	Clean & high quality
2. Preparation and layout of tables	Clean & high quality
2. Bain-marries and/or hot trays for hot food must be provided	Good, clean operational order

3. Food must be delivered and served hot and 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 High tea Serving Time: 08:00 (18th July 2026 at Meje Senior Primary School (Mbizana) Lunch serving Time: 12:00 (18th 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.	
NB: FOOD MUST BE READY ONE HOUR AND 30 MINUTES BEFORE THE SERVING TIME AND BE SERVED WARM.	

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)
		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
- 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 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 on company letterhead, signed, and a purchase order or 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 **14 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. N. Matikinca	
Tel: 047 501 9512	
Email: zodwa@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 – Nelson Mandela Museum