

**APPOINTMENT OF A MULTI-DISCIPLINARY TEAM OF PROFESSIONAL SERVICE PROVIDERS FOR THE NELSON MANDELA MUSEUM FOR A PERIOD OF THREE (3) YEARS.**



*in the footsteps* ...  
an agency of the  
Department of Sport, Arts and Culture

**NELSON MANDELA MUSEUM**

**CONTRACT No. NMM- 2026-02**

**FOR**

**APPOINTMENT OF A MULTI-DISCIPLINARY TEAM OF PROFESSIONAL SERVICE PROVIDERS FOR THE NELSON MANDELA MUSEUM FOR A PERIOD OF THREE (3) YEARS**

**CLOSING DATE: 15 May 2026**

**CLOSING TIME: 12:00**

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**PREPARED BY**

**NELSON MANDELA MUSEUM**

Corner Owen Street and Nelson Mandela Drive

MTHATHA

5099

Please note that the NMM opens at **08:00** and closes at **16:30**. Upon the submission of the Bid Documents, Service Providers are requested to sign the register at the security room

**COMPULSORY BRIEFING SESSION: 04 May 2026**

**Venue: Microsoft Teams (Virtual)**

**Time: 12:00pm**

**BID DOCUMENTS ARE AVAILABLE ON**

- E-Tender portal ([www.etenders.gov.za](http://www.etenders.gov.za))

**NB:** Completed Bid Documents must be deposited at the following address

ADDRESS	CLOSING TIME	TIME
<b>NELSON MANDELA MUSEUM</b> Corner Owen Street and Nelson Mandela Drive MTHATHA 5099	14 MAY 2026	12:00

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- **TERMS OF REFERENCE**

- **ASSIGNMENT OBJECTIVE**

The invitation for bids aims to identify suitable and experienced service providers, within the built-environment with the intension to provide professional support services for the NMM for 3 years. This document outlines the scope of services, requirements and minimum qualifications, selection process and documentation necessary to respond to this invitation to tender for rendering services as outlined in the paragraph below (Scope of Services Required).

The following professional services are required by the NMM:

- Project Manager
- Civil/Structural Engineer
- Architecture
- Quantity Surveyor
- Electrical Engineer
- Occupational Health and Safety

- **SCOPE OF WORK**

The scope of work to be undertaken by the Service Provider upon appointment will include the assessment of the full scope of services to be provided and the preparation of a work plan that captures all the levels of support as outlined below. The work plan will need to be approved by the CEO of NMM to ensure that all requirements are addressed.

**Work Plan**

The Service Provider will need to develop a work plan that addresses all the tasks listed below and assign timelines for the conclusion of each task in the work plan. The various levels of support will in all probability be conducted concurrently and not necessarily sequentially and this must be reflected in the work plan.

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**Tasks to be performed**

The following tasks will be performed by the Professional Team throughout the duration of the appointment period:

**Infrastructure Planning Function:**

The Infrastructure Planning Function will include:

- Review of existing infrastructure plan (UAMP) developed by the institution;
- Development of business plans for infrastructure projects that require funding;
- Development of a new UAMP;
- Revise the UAMP in accordance with the guidelines set out in the GIAMA;
- Ensure that the UAMP is approved by the NMM CEO, Chairperson of the NMM Council; and
- Initiate plan from design to the completion of tender documents through other professional service providers.

**Management of Infrastructural Procurement Processes**

The management of procurement processes will include:

- Developing a procurement strategy
- Ensuring that the procurement strategy is approved by NMM
- Preparing specifications and adverts for the procurement of other professional service providers and contractors as needed
- Participating in tender evaluation structures and making recommendations to the tender evaluation and adjudication structure

**PROJECT MANAGEMENT**

The project management tasks include:

- Undertaking project oversight of projects being implemented to ensure quality assurance is institutionalised and progress is monitored and reported on;
- Applying project management tools and practices to the implementation of the various projects; and
- Processing of payment invoices submitted by professional service providers.

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**LIAISON WITH THE CLIENT (NMM) AND OTHER STAKEHOLDERS**

The liaison with the client and other stakeholder’s tasks will include:

- Receiving an induction from NMM;
- Receiving a briefing from the Executive Management in order to kick off the project;
- Preparing a work plan in accordance with the full scope of work;
- Obtaining approval for the work plan from the CEO of NMM;
- Executing the work plan in collaboration with other officials and stakeholders and providing for regular progress meetings;
- Closing-out the project with the Client in accordance with the requirements of the contract.

To confirm that the bidders have understood the task description, they should indicate as such in the relevant column below:

<b>SERVICE REQUIRED BY THE NMM</b>	<b>BIDDING COMPANY CAPABILITY YES/NO</b>
Infrastructure Planning Function	
Management of Procurement Processes	
Project Management	
Liaison with the Client (NMM) and other stakeholders	

**REQUIRED QUALIFICATIONS**

A services provider applying for this role must possess the following qualifications and experience sets:

- Relevant qualifications in a built environment from a recognised tertiary institution.

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- Professional Registration with the relevant statutory bodies i.e. South African Council for the Project and Construction Management Professions (SACPCMP), Engineering Council of South Africa (ECSA), South African Council for the Architectural Profession (SACAP), South African Council for the Quantity Surveying Profession (SACQSP)
- Minimum of 5 years of experience in a related specialist field is critical for this position.
- Experience in developing the UAMP

**PROJECT EXECUTION PLAN**

- The service provider shall prepare a detailed PEP for the assignment following the briefing meeting.
- A separate PEP will be prepared for each assignment and shall be submitted to the institution immediately after the briefing meeting.
- The PEP must contain the scope of work for the assignment; the information regarding the programme as stated; and an exposition of how the service provider understands the requirements of the assignment and envisages the execution of the professional work.
- After written approval the PEP will form the basis for the management and remuneration of the assignment. The cost breakdown in the PEP shall not be exceeded.

**TIMEFRAMES**

- The service provider will be required for a 3-year period commencing on the date of signing of the Service Level Agreement by both parties.
- On appointment, the service provider will liaise with the Client to agree on the date for submission of the work-plan.
- They will be required to work for a maximum of 230 days (8 hours/day) per year.
- Maximum hours per year will be 1840 and for 3 years will be **5520** as per the pricing schedule.
- Performance will be reviewed monthly, quarterly and annually.

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- Should performance be below the required standard according to the work plan, or should project funds not be available, the contract may be terminated through written notification.
- Adequate opportunity to improve performance will be provided to the service provider through written notices of poor performance.
- The service provider is to submit a close-out report in the format provided by the client 20 working days before the last day of the assignment

○ **TIMEFRAMES**

**Duration:** The duration of the contract will be valid for thirty-six (36) months i.e. **3 years**

**Proposal:** Proposals to undertake this work should be received by **Thursday, 14 May 2026.**

**Timing:** The contract should commence on a date to be specified in an appointment letter.

○ **ACCOUNTABILITY**

The service provider will be accountable to and under the direction of the NMM Council in the performance of the assignment duties.

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- **RETURNABLE DOCUMENTS**

Service providers are required to submit all the returnable documents together with their proposal. ***Failure to provide all the Compulsory Returnable Documents at the closing date and time of this RFP will result in a respondent's disqualification. Respondents are therefore urged to ensure that all these Documents are returned with their Proposals. Failure to submit the Supporting documents for functionality scoring will result in a scoring of zero.***

- **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 (valid BBBEE certificate must be submitted together with this completed document).
- 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.

- **Supporting Returnable Documents (for functionality scoring)**

- Proof of relevant qualifications, CV and Pr. Registrations (Each Resource offered, must be supported with the submission of a detailed CV, relevant Qualification and relevant valid Professional Registration Document
- Methodology
- Proof of company experience

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○ **Essential Supporting Documents**

- Valid and certified copy of BBBEE certificate or affidavit 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***)
- **VALIDITY PERIOD**
- Bid submissions must be valid for a period of 120 days.
- **COMPLULSORY SITE INSPECTION MEETING**

Bidders must attend a compulsory site inspection meeting scheduled as follows:

**COMPULSORY BRIEFING SESSION: 04 May 2026**

**Time: 12:00 – 13:00**

**Meeting ID: 356 328 218 866 997**

**Passcode: LZ6ua7tf**

**Meeting Link:**

<https://teams.microsoft.com/meet/356328218866997?p=QGdkbKo4QgcFC939Et>

- **EVALUATION CRITERIA**
- **Phase one:** Compliance with the terms of reference and conditions of the tender. Failure to submit the stipulated compulsory returnable documents of the tender will automatically disqualify your tender at this phase.
- **Phase two:** The bid will be evaluated and adjudicated using the 80/20 system (80 for Price and 20 for specific goals. Functionality will be scored at a maximum of 100 points, whereby the bidder must obtain a **minimum of 70 points** to qualify for the financial evaluation according to the criteria captured in the table below:

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**VALUATION CRITERIA AND WEIGHTINGS**

The tender evaluation method to evaluate all eligible and responsive tender offers will be Method 1 & 2 which is Mandatory and Functionality.

<b>CRITERIA FOR FUNCTIONALITY</b>	<b>BREAKDOWN OF POINTS</b>	<b>WEIGHT</b>
Project Manager x 1 (Professionally Registered with SACPCMP as a Professional Construction Project Manager with more than 5 years of work experience or more post professional registration). Evidence is a CV, a minimum of NQF 7 on a relevant Qualification and a professional registration certificate in the field.	15	15
Project Manager x 1 (Professionally Registered with SACPCMP as a Professional Construction Project Manager with less than 5 years of work experience post professional registration). Evidence is CV, a minimum of NQF 7 on relevant Qualification and professional registration certificate in the field.	0	
Civil and/or Structural Engineer x 1 (Professionally Registered with ECSA as a Civil/Structural Engineer/Technologist with more than 5 years of work experience or more post professional registration). Evidence is CV, a minimum of NQF 7 on relevant Qualification and professional registration certificate in the field.	10	10

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<p>Civil and/or Structural Engineer x 1 (Professionally Registered with ECSA as a Civil/Structural Engineer/Technologist with less than 5 years of work experience post professional registration). Evidence is CV, a minimum of NQF 7 on relevant Qualification and professional registration certificate in the field.</p>	<p align="center">0</p>	
<p>Architect with Heritage experience x 1 (Professionally Registered with SACAP as a Professional Architect with SACAP with 5 years' work experience or more post professional registration). Evidence is CV, a minimum of NQF 7 on relevant Qualification and professional registration certificate in the field.</p>	<p align="center">10</p>	<p align="center">10</p>
<p>Architect with Heritage experience x 1 (Professionally Registered Architect with SACAP with less than 5 years' work experience post professional registration). Evidence is CV, a minimum of NQF 7 on relevant Qualification and professional registration certificate in the field.</p>	<p align="center">0</p>	
<p>Quantity Surveyor x 1 (Professionally Registered QS with SACQSP with 5 years' work experience or more post professional registration). Evidence is CV, a minimum of NQF 7 on relevant Qualification and professional registration certificate in the field.</p>	<p align="center">10</p>	<p align="center">10</p>

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Quantity Surveyor x 1 (Professionally Registered QS with SACQSP with less than 5 years' work experience post professional registration). Evidence is CV, a minimum of NQF 7 on relevant Qualification and professional registration certificate in the field	0	
Electrical Engineer x 1 (Professionally Registered with ECSA in Electrical /Technologist with 5 years' work experience or more post professional registration). Evidence is CV, a minimum of NQF 7 on relevant Qualification and professional registration certificate in the field	10	10
Electrical Engineer x 1 (Professionally Registered with ECSA in Electrical /Technologist with less than 5 years of work experience post professional registration). Evidence is CV, a minimum of NQF 7 on relevant Qualification and professional registration certificate in the field	0	
Occupational Health and Safety Practitioner x 1 (Professionally Registered OHS Practitioner with SACPCMP with 5 years' work experience or more post professional registration).). Evidence is CV, a minimum of NQF 5 relevant Qualification and professional registration certificate in the field.	5	5

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Occupational Health and Safety Practitioner x 1 (Professionally Registered OHS Practitioner with SACPCMP with less than 5 years of work experience post professional registration). Evidence is CV, a minimum of NQF 5 relevant Qualification and professional registration certificate in the field.	0	
<b>Methodology and Approach</b> Detailed methodology to be submitted outlining the understanding of the project and its implementation as per the scope of works	Excellent project proposal = 20 points	20
	Good project proposal = 15 points	
	Average project proposal = 10 points	
	Poor project proposal = 5 points	
	Failure to submit = 0 points	
<b>Relevant Reference Letters</b> Please provide signed letters of reference, to include service rendered, company name, contact person and contact details (telephone number and e-mail) in the recommending company's letterhead. Reference letters must be accompanied by Purchase Orders/Appointment Letters  <b>The first scoring will be based on Project Management experience</b>	5 and above relevant PM reference letters = 10 points	10
	4 relevant PM reference letters = 8 points	
	3 relevant PM reference letters = 6 points	
	2 relevant PM reference letters = 4 points	

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	1 PM reference letter = 2 points	
	Failure to submit = 0 points	
<b>The second scoring will be based on the User Asset Management Plan experience</b>	5 and above relevant PM reference letters = 10 points	10
	4 relevant PM reference letters = 8 points	
	3 relevant PM reference letters = 6 points	
	2 relevant PM reference letters = 4 points	
	1 PM reference letter = 2 points	
	Failure to submit = 0 points	
<b>Total</b>		<b>100</b>

- **SUBMISSION OF TENDERS**

The bid submissions must be returned to the **Nelson Mandela Museum, Bhunga Building, Corner Nelson Mandela Drive & Owen Street, Mthatha.**

- Service providers are requested to furnish the NMM with two copies of their submissions (an original and a copy).
- Submissions are to be deposited in the allocated Tender Box clearly marked with reference and this bid's title.
- NMM will not be responsible for any submissions placed in an incorrect box and submissions left with the security officers or any employee of the NMM, which may lead to the submission not deposited into the tender box by the closing date.

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- NO LATE, FAXED OR EMAILED QUOTATIONS SHALL BE ACCEPTED.
  - CLOSING DATE FOR THE SUBMISSION OF PROPOSALS IS

**14 May 2026 @ 12:00**

- **DISCLAIMERS**

The NMM is not committed to any course of action as a result of its issuance of this bid document and/or its receipt of a bid in response to it. Please note that the NMM reserves the right to:

- modify the bid document's service(s) and request Respondents to re-quote on any changes;
- reject any bid submission which does not conform to instructions and specifications which are detailed herein;
- disqualify bids submitted after the stated submission deadline;
- not necessarily accept the lowest priced bid;
- cancel the tender

- **ENQUIRIES**

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

FOR BID ADMINISTRATION & SERVICE PROVIDER SPECIFICATIONS OR BID ADMINISTRATION & SERVICE PROVIDER SPECIFICATION OR BID ADMINISTRATION & SERVICE PROVIDER SPECIFICATIONS
Ms P Mfundisi
Tel: 047 501 9528
Email: <a href="mailto:phakama@nelsonmandelamuseum.org.za">phakama@nelsonmandelamuseum.org.za</a>
Supply Chain Officer
Technical Enquiries:
Mr L. Nongcaula

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Tel: 047 501 9517
Email: <a href="mailto:lihle@nelsonmandelamuseum.org.za">lihle@nelsonmandelamuseum.org.za</a>
SFL Manager

**All enquiries must be forwarded to the relevant NMM personnel by no later than  
07 May 2026 @ 16:30.**

Mr. Mandisi Msongelwa CA(SA)

Acting Chief Executive Officer

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