

RFQ 13 OF 2026 REQUEST FOR QUOTATION (RFQ) FOR RECORDING ORAL HISTORY INTERVIEWS AND DEVELOPMENT OF DOCUMENTARY

1. Description

Recording of oral history interviews, and collection of data- photographs, audio recording, video recording, editing and development of a documentary (audio-visual productions) for the Nelson Mandela Museum's Ingquza Hill Museum in Flagstaff, Eastern Cape.

2. Background

The Nelson Mandela Museum is a not for profit institution established by South Africa's government as an agency of the National Department of Arts and Culture (DSAC). It was established as part of a portfolio of legacy projects that seek to transform the heritage landscape from the apartheid past. At the same time, it is a resource for promoting economic development through tourism in a rural developing region of the Eastern Cape. The museum primarily houses collections of gifts given by Nelson Mandela to the museum to share his legacy with the nation. The mandate of the Nelson Mandela Museum (NMM) is to preserve and promote Nelson Mandela's legacy. One of its main strategic goals is to improve the museum's public profile and access. This mandate is executed through the museum's four main facilities, the Nelson Mandela Youth and Heritage Centre in Qunu, Bhunga Building in Mthatha, Ingquza Hill Museum in Flagstaff, and OR Tambo Garden of Remembrance in Bizana (eNkantolo). The Bhunga Building doubles as the administrative office of the museum.

3. Purpose

The Nelson Mandela Museum (NMM) invites RFQ from qualifying service providers whom are suitably qualified, professional, experienced and competent to render the

service of recording interviews for the producing a documentary. Oral history interviews are scheduled to be conducted in and around Flagstaff and Bizana area during the month of July 2026 for which a service provider is sought to capture and produce a documentary out of. The service provider will be responsible for recording oral histories, interviews, talks, data collection (audio recordings and photographs) editing, documentary in line with the script informed by the research concept and plan as well as submit audio visual clips and still images captured during the development of this documentary. These histories, interviews, pictures, and talks are to be used in the development and distribution of professional audio-visual documentation as follows:

- Documentary which must focus on the theme identified by the NMM i.e.: Voices of the marginalised; life after the Inguqza Hill Massacre- the lasting legacy of Mpondo revolt massacre of 1960 on women and children in the Mpondoland. The service provider will have to edit and package interviews into a documentary of at least 60 minutes with below thematic audio-visual extracts of between 5 and 10 minutes each. These audio-visual extracts will focus on the specific area of the interviews i.e.: the pillars of trauma; resilience and reconciliation; strength and surviving the impact of the massacre.
- It will focus on women and children unpacking historic and prospective future government response to victim of the massacre as well as what it means for the families to have a dedicated site for the commemoration in the form of the Ingquza Hill Museum.

4. Scope of Work and Deliverables

The scope of work to be undertaken by the appointed service provider will include the following:

- The interviews are planned for August to last five (5) days on dates that will be communicated with the appointed service provider covering areas in Lusikisiki, Flagstaff and Bizana scheduled as follows:
 - Day 1: 3 Interviews in Lusikisiki
 - Day 2: 6 Interviews in Flagstaff-Holly Cross
 - Day 3: 4 Interviews in Flagstaff- Mtshayelo and Mkhambathi

- Day 4: 2 Focused Group Interviews in Flagstaff- Ingquza Hill Museum
- Day 5: 4 Interviews in Bizana- Mbizana & Khananda

Research on the topic broadly to ensure that the service provider is familiar with the topic and expectations derived from the liberation history i.e.: Ingquza Hill Massacre.

5. Expertise, Knowledge and Experience

The service provider must have a proven track record in working with historic material, demonstrating proficiency in research, storytelling, and production techniques. Knowledge and understanding of handling sensitive history with tact empathy, ethically, and being culturally sensitive is essential. Experience and skillful presentation of difficult topics in a respectful and nuanced manner is essential in this project.

It is desirable that the service provider is familiar with archival methods, rights clearance procedures for historical materials, and ethical considerations in storytelling and documentary production.

The service provider must have appropriate equipment to continuously capture and document the interviews throughout the duration of the schedule which may require prolonged hours of use - requiring equipment that must last a full day, each day for the scheduled duration.

6. Deliverables

Detailed proposals outlining the conceptualization, scripting, production schedule and budget for the achievement of the above scope of work.

High-quality audiovisual content produced to professional standards, meeting the museum objectives for its audience.

Where necessary, clearance and documentation for all sourced material, including permissions for archival footage, music, images, and interviews.

Create accessibility features such as closed captioning, audio descriptions, sub-titles, and sign language option to ensure inclusivity and diverse audience reach.

Additionally- the successful production of the professional audiovisual documentaries would include:

- **Concept Development**

- Working with the NMM Research team to develop a concept for the audiovisual material which will be in line with the exhibition context
- Research interviews which may include archival research for audio recordings and photographs
- Writing of scripts and outlines for the audiovisual production
- Present to the NMM the final end product of concept document

- **Production**

- Working with NMM in the planning to produce a documentary following the identification of interviewees and schedule interviews by the NMM for the interviewing and recording of the identified participants. The identification of the participants will be done in consultation with the relevant stakeholders i.e.: OR Tambo District Municipality, Inguza Hill Museum Veterans Committee and Winnie Madikizela Mandela Local Municipality and specific venues and dates for the interviews will be provided to the service provider.
- Edit all recordings captured and any collected or shared
- Produce professional audiovisual productions culminating in a documentary
- The service provider must provide all professional recording equipment, remote recording tools, audio interface, acoustic treatments, cameras, soft, including lightings as necessary to work throughout each day until completion of the recordings
- The documentary will be recorded in isiMpondo and isiXhosa and have subtitles in English
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- **Post-Production**

- Editing all recorded audio, video and photographic content to produce high-quality final outputs:
 - Documentary length of approximately 45min to 60min
 - With at least 28 photographs

- Incorporate appropriate intros, outros, background music, graphics and sound effects where required.
- Ensure consistency in audio quality, visual presentation, colour correction and photographic standards across all deliverables.
- Service provider is expected to have all equipment and software required for the collection of data production, post-production and distribution
- Service provider will be expected to deliver final documentary and all raw data on external hard drive for the museum keeping

NB: Regardless of the obvious varying strategies and concept anticipated from service providers to meet these deliverables, equal evaluation approach will be applied.

7. Timelines

The documentary production timelines will be in line with the research plan as targeted for completion by August 2026 and any deviations will be discussed and agreed upon by both parties prior (written consent must be provided and approved by the NMM).

8. Quality Assurance

- Audio Standards must be in line with The Archival Master matching the International Association of Sound and Audiovisual Archives (IASA)
- Video standards must in line with The Documentary Master matching the modern resolution baselines aligned with the National Archives and Records Service of South Africa (NARSSA)

Regular progress updates, feedback sessions, and quality check will be conducted throughout the production process to maintain high standards of content and execution.

Necessary revision and appropriate adjustments will be applied as applicable to address any issues raised or recommended suggestions brought by the museum or its stakeholders.

Payment of quoted amount will be payable 30 working days upon completion of the project signed off by the museum

9. Confidentiality and Non-Disclosure

Confidential Information

The appointed service provider shall treat all project-related information as confidential, including but not limited to organisational documents, interview content, unpublished footage, audio recordings, photographs, project materials, budgets, and the personal information of participants, stakeholders, and any other individuals involved in the project.

Such information shall be used solely for the purpose of delivering the documentary project and shall not be disclosed, shared, reproduced, or distributed without the prior written approval of the Nelson Mandela Museum.

The service provider shall obtain all necessary consent from participants prior to recording, photographing, or otherwise collecting personal information and shall comply with the provisions of the Protection of Personal Information Act, 2013 (Act No. 4 of 2013), and any other applicable legislation.

The service provider shall implement appropriate measures to ensure the confidentiality, integrity, and security of all information obtained during the execution of the project.

Use and Disclosure of Information

The service provider shall not disclose any confidential information to any third party without the prior written consent of the Nelson Mandela Museum. This includes unpublished footage, photographs, audio recordings, interviews, scripts, research materials, and project documentation.

The service provider shall not publish, reproduce, distribute, or otherwise use any project-related materials for marketing, promotional, commercial, or any other purposes without the prior written approval of the Nelson Mandela Museum.

Confidential information shall be used solely for the purpose of delivering the documentary project and for no other purpose. The obligations contained in this clause

shall survive the completion or termination of the project in accordance with the confidentiality provisions of this Agreement.

10. Confidentiality Period

The confidentiality obligations of the service provider shall commence on the effective date of the agreement and remain in effect throughout the duration of the project and for a period of five (5) years after the completion or termination of the project.

Notwithstanding the above, any obligations relating to personal information, sensitive historical records, intellectual property, or information protected by applicable legislation shall remain in force indefinitely or for such period as required by law.

11. Data Protection

The service provider shall treat all personal information, recorded materials, and project-related data in accordance with the Protection of Personal Information Act, 2013 (Act No. 4 of 2013), and any other applicable legislation. The service provider shall ensure that all project files, recordings, photographs, and associated materials are stored securely and accessed only by authorised personnel.

The service provider shall implement appropriate technical and organisational measures to safeguard all information against unauthorised access, disclosure, alteration, loss, or destruction and shall immediately notify the Nelson Mandela Museum of any actual or suspected data breach affecting project-related information.

12. Breach of Copyright or Confidentiality

Any unauthorised use, disclosure, distribution, or reproduction of project materials may result in termination of the agreement and may lead to legal action or claims for damages.

13. Intellectual Property Rights

- All intellectual property rights, including copyright in the documentary and all

related materials produced under this project shall be owned by the museum upon final acceptance and full payment.

- The service provider shall provide the museum with all raw footage, source files and final edited deliverables.
- The service provider shall not use, reproduce, distribute or publish any project materials without the museum's prior written consent.
- Service provider will sign service level agreement with the museum

14. Budget

The service provider will provide a detailed budget breakdown according to scope outline and expected deliverables.

The data collection process (interviews, audio recordings and photographs, oral histories, talk etc.) will take place in the Eastern Cape Province in the Mpondoland area covering mainly Flagstaff and Bizana (provision for this should be made). Service providers must include costs single full return trip to Flagstaff and Bizana covering the proposed days (five days) in August 2026) and this should also include all costs related to transport, accommodation and any related expenses deemed necessary for the service provider team.

15. Evaluation Criteria

The Nelson Mandela Museum will promote the concept of best value for money and empowerment in line with the national regulations in its awarding of contracts. Best value in this project incorporates the expertise, experience, quality of the proposal and its technicality, team members responsible for the project and their expertise which include the proposed price. This will be considered in line with the museum commitment to contribute towards achieving the national government's transformative objectives in terms of the Preferential Procurement Policy Framework Act.

- Scoring assessment will be based on the table below with a minimum of 65 points for scoring threshold. Potential and qualifying service providers must meet this scoring points to proceed to the next stage

16. Returnable Documents

Service providers are required to submit all compulsory returnable documents together with their quotations. Failure to submit all compulsory returnable documents by the closing date and time stipulated in this RFQ shall result in the bidder being disqualified.

Bidders are urged to ensure that all required documents are submitted with their quotations.

Failure to submit supporting documents required for functionality scoring will not result in disqualification; however, the bidder shall receive a score of zero (0) for the relevant functionality criterion.

17. Compulsory Returnable Documents

- Duly signed & completed SBD 1 Invitation to BID
- SBD 2 Tax Clearance Requirements
- Duly signed & completed SBD 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
- Full CSD Report

18. SUPPORTING RETURNABLE DOCUMENTS (for functionality scoring)

- SUPPORTING RETURNABLE DOCUMENTS (FOR FUNCTIONALITY SCORING)
- Signed reference letters accompanied by appointment letters and/or official purchase orders.
- Detailed project methodology, including:
- Project proposal and implementation plan.

- Work plan and timelines.
- Risk management strategy.
- Quality assurance measures.
- Detailed pricing schedule indicating all costs, inclusive of VAT where applicable.
- Links, profiles, or portfolios of previous documentary or audio-visual work undertaken.
- Personnel qualifications, certified copies of qualifications, certified identity documents, and CVs relevant to the proposed roles.
- Only quotations that fully comply with the specifications and scope of work contained in this RFQ will be considered.

19. ESSENTIAL SUPPORTING DOCUMENTS

Specific goals verification documents as stipulated below must be submitted 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)*

20.. APPLICABLE PREFERENCE POINTS ALLOCATION SYSTEM

(1) Points for this shall be awarded for:

(a) Price (quote validity for 90 days); and

(b) Specific Goals.

(c) Where 80 points will be allocated for price and 20 points allocated for specific goals

(2) The following specific goals are applicable to all procurements of a transaction value above R2 000 and up to R50 000 000

a. The NMM will utilize the following preference criteria;

- i. Service providers within the OR Tambo region & Eastern Cape
- ii. Historically Disadvantaged Individuals (Women, Youth, and People living with disabilities)

iii. SMMEs

b.

Category		Sub-categories	Specific goals points	Verification documents
Local Supplier	5	OR Tambo supplier	5	CIPC Registration Certificate (CK) or Proof of residence
		Eastern Cape Supplier	4	
		Anywhere in 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	SME – Owned by people with disability	4	Sworn Affidavit (BBBEE Affidavit) CSD Report/

		SME – Black owned	3	Sworn Affidavit (BBBEE Affidavit)
		SME – Other	2	

21. EVALUATION CRITERIA

The received quotations will be evaluated 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 **65 points** to qualify for the financial evaluation according to the criteria captured in the table below:

Criteria	Weight	Value
Reference Letters (30) Points. Signed reference letters on the client's official letterhead, confirming the successful completion of similar documentary and/or audio-visual projects. Each reference letter must be accompanied by a corresponding appointment letter, contract, or official purchase order. Reference letters must not be older than seven (7) years from the RFQ closing date. NB: Only reference letters relating to similar services rendered by the bidder will be considered for functionality scoring.	30	3 or more reference letters = 30 Points
		2 compliant reference letters = 20 Points
		1 compliant reference letter = 10 Points
		No reference letters submitted = 0 Points

Criteria	Weight	Value
Detailed Project Methodology (30) Points The bidder must submit a detailed project methodology demonstrating an understanding of the project requirements and proposed approach to delivering the services. The methodology must include the following: - Understanding of the project and - Objectives - Production approach and methodology - Work plan and project milestones - Quality assurance measures - Risk management strategy - Post-production strategy - Project implementation timelines NB: The methodology submitted must be specific to this RFQ and demonstrate the bidder's capability to execute the project within the prescribed timelines and deliverables. Generic company profiles or marketing brochures will not be considered for functionality scoring.	30	Excellent: Comprehensive methodology addressing all expectations with clear implementation plans and timelines =30 points
		Good: Methodology addresses most requirements with minor omissions = 20 points
		Average: Methodology addresses some requirements but lacks sufficient detail =10 points.
		Poor: Methodology is incomplete and demonstrates limited understanding of the project = 5 points.
		Failure to submit or submission of an irrelevant methodology = 0 points

Criteria	Weight	Value
Previous Documentary and Audio-Visual Work (10 Points) Bidders must provide links to previous documentary and/or audio-visual productions undertaken, accompanied by a brief synopsis or company profile demonstrating relevant experience and the ability to meet project timelines. NB: Generic marketing material without supporting documentary or audio-visual evidence will not be considered for functionality scoring.	10	Two (2) or more documentaries/audio-visual submissions with supporting links and synopsis/profile – 10 Points
		One (1) documentary/audio-visual submission with supporting link and synopsis/profile – 5 Points
		No documentary/audio-visual submissions provided – 0 Points
Qualifications, Experience and Personnel (30 Points) Bidders must submit certified copies of qualifications, certified Identity Documents, and detailed CVs for the proposed project team. Proposed personnel must possess a minimum of five (5) years' relevant experience in documentary and audio-visual production. The proposed team should, at a minimum, include:	30	Project Management Qualification or Relevant – 10 Points
		NQF Level 6 or Higher in a relevant field – 10 Points
		Appropriate Videography/Audio-Visual Qualification or Certification – 10 Points
		Failure to submit valid supporting documentation – 0 Points
		NB: A qualification not supported by a corresponding CV and certified Identity Document will not be

Criteria	Weight	Value
- Project Manager - Director/Producer - Camera Operator - Sound Technician - Editor/Photographer		considered for functionality scoring. -Where a single resource performs multiple roles, separate CVs detailing the responsibilities and experience relevant to each role must be submitted. -All proposed personnel must demonstrate a minimum of five (5) years' experience in similar projects. -The Nelson Mandela Museum reserves the right to verify qualifications and experience submitted.
total	100	

22. Presentations by Bidders

The Nelson Mandela Museum reserves the right to invite bidders to present or clarify their proposals at any stage of the procurement process following the closing date of this RFQ. Such presentations or clarifications shall not constitute an opportunity for bidders to amend their submissions, pricing, or any material aspects of their quotations.

23. QUOTATION SUBMISSIONS

- Submission Address: Nelson Mandela Museum SCM Bid Box, Bhunga Building, Mthatha.
- NO FAXED OR EMAILED QUOTATIONS SHALL BE ACCEPTED.
- Closing Date: 05 August 2026
- Closing Time: 12h00

All quotations submitted in response to this RFQ shall remain valid for a period of ninety (90) calendar days from the closing date of the RFQ. During this period,

bidders shall not withdraw or amend their quotations without the prior written consent of the Nelson Mandela Museum.

24. ENQUIRIES

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

FOR BID ADMINISTRATION
Ms A. Mashologu
Tel: 047 501 9528
Email: Akhona@nelsonmandelamuseum.org.za
SCM Specialist
Technical Enquiries:
Mr. T. T. Mbedzi
Tel: 047 501 9511
Email: Thabelo@nelsonmandelamuseum.org.za
Research Office

The Nelson Mandela Museum (NMM) reserves the right to amend, modify, suspend, or withdraw this Request for Quotation (RFQ) at any time prior to the award of the contract, without prior notice and without incurring any liability to compensate or reimburse any bidder for any costs incurred in the preparation and submission of a quotation.

Signed by: Mandisi Msongelwa CA(SA)
Signed at: 2026-07-28 11:27:06 +02:00
Reason: Witnessing Mandisi Msongelwa



Mr. Mandisi Msongelwa CA (SA)
Acting Chief Executive Officer