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NELSON MANDELA MUSEUM

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22 APRIL 2026

RFQ 8 OF 2026 :PROVISION OF PODCAST, LIVESTREAMING AND PHOTOGRAPHY SERVICES FOR THE NMM FOR A PERIOD OF 3 YEARS

1.INTRODUCTION

The Nelson Mandela Museum (NMM) is a not-for-profit institution established by the government of South Africa as an agency of the National Department of Sports, Arts and Culture. It was established as part of a portfolio of legacy projects that seek to transform the heritage landscape from our apartheid past. At the same time, it is a resource for promoting economic development through tourism in an impoverished region of the country. The museum primarily houses collections of gifts to the nation given by Nelson Mandela to the museum to share his legacy with the nation.

The mandate of the Nelson Mandela Museum is to preserve and promote the legacy of Nelson Mandela, and one of its main strategic goals is to improve the museum's public profile and access. This mandate is executed through the museum's three main facilities, the Bhunga Building in Mthatha, the Youth and Heritage Centre in Qunu, and the Information Centre in Qunu. The Bhunga Building serves as the administrative office of the museum.

2. PROJECT BACKGROUND

The Nelson Mandela Museum Livestreaming and Podcast aims to deepen public understanding of Nelson Mandela's legacy and the ongoing work of the Nelson Mandela Museum. The services will feature a series of episodes that explore various facets of Nelson Mandela's life, his contributions to the fight against apartheid, and the role of the Nelson Mandela Museum in preserving and sharing his legacy. Each episode will include interviews with historians, museum curators, and individuals who were close to Mandela, as well as personal stories from those who have been inspired by his life and work. The appointed service provider is expected to render these services nationally.

3.SCOPE OF WORK

The service provider will render the provision of Podcast, Live streaming and Photography services for the museum as and when required. The service provider must be able to:

- Provide quality recording and livestreaming of NMM programmes on relevant social medias – (facebook and youtube)
- Provide quality podcast service during NMM programme
- Capture quality high resolution still pictures during NMM programmes
- The provider must be willing to travel across the country as and when required

Skills/Abilities

- The service provider must have/provide an anchor/presenter for the podcast
- The service provider must produce 1minute clips for NMM social (X, Instagram, Tiktok, Facebook reels).
- The service provider must be able to produce voxpop
- End product/recordings must be saved and handed to the Client
- The service provider must be able to provide quality video and high resolution pictures
- The service provider must have good communication skills

ITEM	ITEM DESCRIPTION	P	I	Y 1	Y 2	Y 3
1.	Livestreaming (<i>Standard daily rate</i>) Accommodation (<i>Proposed rate and number of crew</i>) And travelling (<i>Rate per km</i>)					
2.	Photography (<i>Approximately 4 hours</i>) Accommodation (<i>Proposed rate and number of crew</i>) And travelling (<i>Rate per km</i>)					
3.	Podcast (<i>Standard Daily Rate</i>) Accommodation (<i>Proposed rate and number of crew</i>) And travelling (<i>Rate per km</i>)					
4.	Re-umbersments (Flight costs for assignments outside of the province that require flights as a mode of transport, except for trips around EC, KZN and Free State)					

NB: Pricing should be accommodative of the three year period, inclusive of price increases as per annual price inflation.

4.FORMAT AND CONTENT

The podcast's episode will feature in the museum's strategic ad-hoc events targeting a diverse range of guests, including historians, museum staff, and individuals who have a personal connection to Mandela's story. The podcast will be available on major platforms such as Apple Podcasts, Spotify, and Google Podcasts. It will also leverage the museum's social media channels and website to promote each episode and engage with listeners.

5. PRODUCTION EQUIPMENT SPECIFICATION FOR LIVESTREAMING

- 5.1. Video Quality:** Full HD 1080p (50/60/25/30/24 fps) or 4K capability.
- 5.2. Cameras:** Minimum of 2–3 Professional Camcorders with tripods.
- 5.3. Video Switcher/Mixer:** High-definition video switcher for mixing, switching, and recording.
- 5.4. Audio Equipment:** Professional audio mixer and microphones (handheld, lavalier/lapel) to ensure clear audio for online audiences.
- 5.5. Encoding & Streaming:** Hardware encoder capable of H.264/H.265 compression, capable of streaming to platforms like YouTube, Facebook, or custom RTMP servers.
- 5.6. Connectivity:** Dedicated, high-speed, and reliable internet connection (e.g., 5G router, bonded cellular, or satellite) with backup, ensuring continuous stream.
- 5.7. Lighting:** LED lighting kit for video (e.g., rechargeable Photo/Video LED 800).
- 5.8. Recording:** Local recording of the event (independent of the stream) in MP4 format.
- 5.9. Two LED screens**
- 5.10. 5 x Microphones plus 4 stands, 3 Roving microphone**
- 5.11. Deliver High resolution JPEG / TIF Images (300DPI),**
- 5.12. Quality image , professional grade, free from glare , full length, portrait, group shots and consistent formatting for digital,print and social media**
- 5.13. The service provider must be able to do close up shot of main speakers, wide shot, cutways, and shot of the audience.**

6. PRODUCTION EQUIPMENT SPECIFICATION FOR PODCASTING

- 6.1.** The service provider must bring along a skilled presenter/achor for the podcast
- 6.2. Video Quality:** Full HD 1080p (50/60/25/30/24 fps) or 4K capability.
- 6.3. Cameras:** Minimum of 2–3 Professional Camcorders with tripods.
- 6.4. Video Switcher/Mixer:** High-definition video switcher for mixing, switching, and recording.
- 6.5. Audio Equipment:** Professional audio mixer and microphones (handheld, lavalier/lapel) to ensure clear audio for online audiences.

- 6.6. **Encoding & Streaming:** Hardware encoder capable of H.264/H.265 compression, capable of streaming to platforms like YouTube, Facebook, or custom RTMP servers.
- 6.7. **Connectivity:** Dedicated, high-speed, and reliable internet connection (e.g., 5G router, bonded cellular, or satellite) with backup, ensuring continuous stream.
- 6.8. **Lighting:** LED lighting kit for video (e.g., rechargeable Photo/Video LED 800).
- 6.9. **Recording:** Local recording of the event (independent of the stream) in MP4 format
- 6.10. **One LED** screen
- 6.11. 3x Microphones plus 3 stands, 1 being a lapel microphone
- 6.12. The service provider must be able to do close up shot of main speakers, wide shot

7. EXPECTED DELIVERABLES

- 7.1. The successful service provider will be required to supply both podcast and livestreaming services for the museum as and when required.
- 7.2. The successful service provider will be required to provide both podcast and livestreaming services on the NMM's Facebook Page simultaneously or advised otherwise.
- 7.3. The successful service provider must be ready to deliver related adhoc services at short notice.
- 7.4. Package the recordings for reporting, accounting purposes and re-use.
- 7.5. Package photography for commercial use by the museum.
- 7.6. Edit each recording for later use on the NMM youtube, website and social media platforms.(e.g: 5 minutes summaries)
- 7.7. The successful service provider must produce quality work as per requirements in the Scope of Work.

8. APPLICABLE PREFERENCE POINTS ALLOCATION SYSTEM

Points for this shall be awarded for:

- (a) Price;
- (b) Functionality;
- (c) Specific Goals; and
- (d) Where 80 points will be allocated for price and 20 points allocated specific goals

B) Functionality

NO	FUNCTIONALITY CRITERIA	Weight	Value
1.	<p>Project Proposal</p> <p>The bidder is expected to submit a five pager project proposal clearly outlining how they intend to executive the required tasks, perssonell involved, equipment to be deployed and timeframes.</p>	20	<p>Excellent=30</p> <p>Good=20</p> <p>Average=10</p> <p>Poor=0</p> <p>Failure to submit=0</p>
2.	<p>Reference (Livestream, podcast and photography)</p>	40	
	<p>Bidders must provide valid reference letters accompanied with purchase order/appointment letter from clients (Not older than three years) where supply and delivery of Livestreaming, Podcast and photography services were rendered.</p> <p>a) 6-7 written reference letters= 40 points</p> <p>b) 5 written reference letters = 30 points</p> <p>c) 4 written reference letters =24 Points</p> <p>d) 2 written reference letters = 12 points</p> <p>e) 1 written reference letter = 6 Points</p> <p><i>NB: Reference lettwer without purchase order/appointment letter will not count for points</i></p>	<p>- Livestream reference letter is allocated 3 points</p> <p>- Podcast reference letter is allocated 2 points</p> <p>- Photography letter is allocated 1 point</p>	
3.	<p>Portfolio of Evidence (Live stream Links,Podcast Links and Photography portfolio) In evaluating the POE, the Museum will take into consideration the quality of POE submitted, the quality of work done (videos and pictures) and poor quality will result in less points.</p>	30	

	<ul style="list-style-type: none"> • 5 companies = 30 points • 4 companies = 24 points • 3 companies = 18 points. • 2 companies = 12 points. • 1 company = 6 points • 0 company = 0 point 		
TOTAL			100

C) Specific Goals

Category		Sub-categories	Specific goals points	Verification documents
Local Supplier	5	OR Tambo Region	5	CIPC Registration Certificate (CK) or Proof of residence
		Eastern Cape	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	CSD Report
		SME – Black owned	3	Sworn Affidavit (BBBEE Affidavit)
		SME – Other	2	

9. EVALUATION CRITERIA

Criterion 1-Compulsory Requirement

Bidders will first be evaluated in terms of the gatekeeper/minimum requirements stipulated.

Bidders who do not fulfil requirements or do not submit the required documents will be disqualified. Those who fulfil all the requirements or have submitted the required documents will be evaluated on functionality.

Criterion 2-Functionality

Functionality is worth 100 points. **The minimum threshold is 75 points.** Bidders who score less than 75 points on functionality will therefore not be evaluated further. Those who score 75 points or more will be evaluated in terms of price and preference points (points allocated for specific goals). The functionality is broken down as follows:

10. 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. Failure to submit the Supporting documents for functionality scoring will result in a scoring of zero.

11. COMPULSORY RETURNABLE DOCUMENTS

- Duly signed & completed **SBD 1** Invitation to BID
- 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 a service)
- Duly signed & completed **SBD 8** Declaration of Bidder's past supply chain practices.
- Duly signed & completed **SBD 9** Certificate of independent bid determination.
- Proof of CSD registration.

12. VALIDITY PERIOD

- Bid submissions **must** be valid for a period of 120 days.

13. QUOTATION SUBMISSIONS

The RFQ submission must be returned to Nelson Mandela Museum, Bhunga Building, Corner of Nelson Mandela Drive & Owen Street, Mthatha, 5099.

- 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.
- The appointed service provider will be expected to comply with NMM prescripts.
- NO LATE, FAXED OR EMAILED QUOTATIONS SHALL BE ACCEPTED.
- **CLOSING DATE FOR THE SUBMISSION OF PROPOSAL IS 08 May 2026 @ 12:00**

❖ **ENQUIRIES**

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

<i>Technical Enquiries:</i>
Mr U Songca
Email: unathi@nelsonmandelamuseum.org.za
PR Officer

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.

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