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NELSON MANDELA MUSEUM

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24 June 2026

DESIGN, PRINT AND PRODUCE THE UNBOUND SOLIDARITY: THE SIGNIFICANCE OF LONDON'S CONTRIBUTION TO SOUTH AFRICA'S LIBERATION HERITAGE 1985-1990

1. Background information

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.

Nelson Mandela Museum requests the submission of quotations from suitably qualified and experienced service providers to design, print and produce the Anti-Apartheid Movement exhibition which will mirror the Between States of Emergencies Exhibition as a contribution to a 3-part "Unbound Solidarity" exhibition.

The “Unbound Solidarity” exhibition comprise (1) Between States of Emergencies exhibition [an already existing depicted in images below which informs the specifications of the exhibition to be designed]; (2) Anti-Apartheid Movement exhibition [which is the exhibition to be produced as per below specification]; and (3) The Gifts from London exhibition [which is a select of existing objects from the Nelson Mandela Museum].

In summary therefore: *The Service Provider is required for rendering the service of producing exhibition number (2) mention above: Anti-Apartheid Movement exhibition [which is the exhibition to be produced as per below specification]*

2. Objective

The objective of the request for submission of quotations is to appoint a suitably qualified Service Provider with demonstrable experience in designing and producing exhibitions that is registered with the Central Supplier Database (CSD) to produce 3D designs that would be approved for printing and production of panels to create a freestanding exhibition.

3. Scope of work

The appointed service provider will design, print and produce an exhibition which will be used by the Nelson Mandela Museum as part of the larger Unbound Solidarity exhibition. *Please not the exhibition should be easy to install and break off.*

The exhibition will comprise 16 panels:

- a. 12 panels must be 216cm (h) x 66cm (w) – forming the front and back of the exhibition
- b. 4 panels must be 216cm (h) x 60cm (w) – forming the side of the exhibition
- c. Additionally, 10 photographs will need to be printed and framed to the sizes 90.5cm (w) x 66.5cm (h)

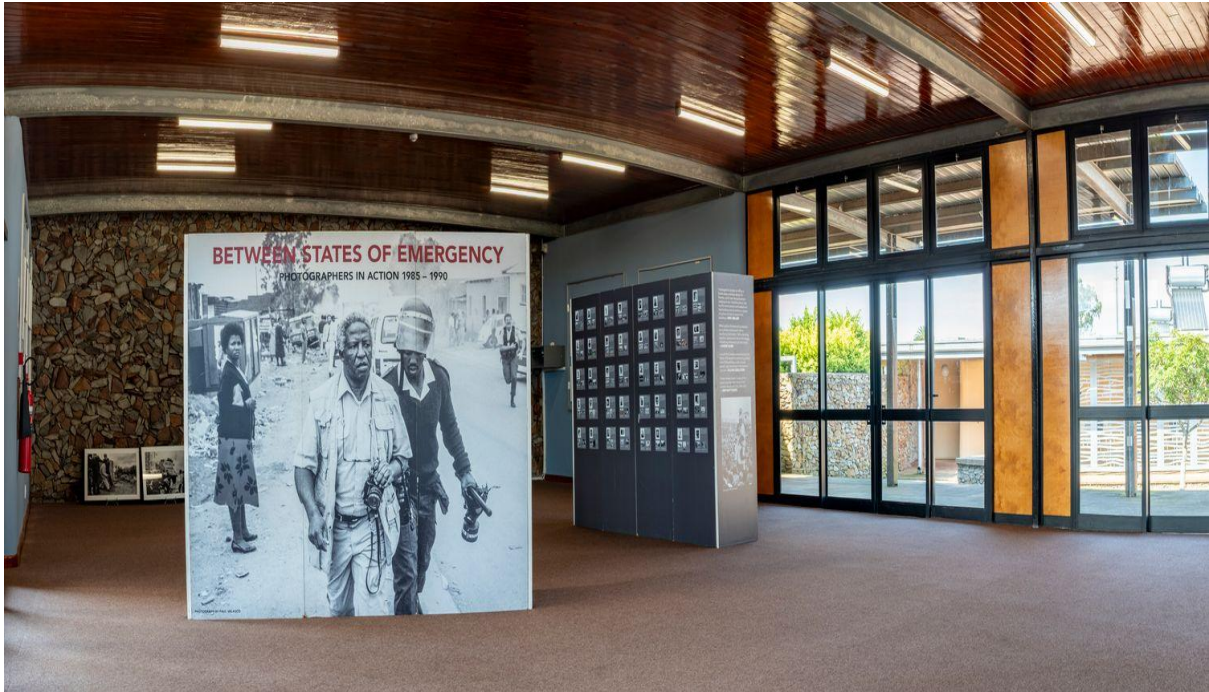
which must look as follows:

No	ITEMS TO BE PROCURED	DESCRIPTION	QUANTITY
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1.	Designing of the exhibition informed by the exhibition layout submitted by the NMM	Graphic design presentation of the look and feel of the exhibition with text and images provided in the layout.	1 pending reviews and approval
2.	Printing of the exhibition	<p>Printing of images and text that make up the exhibition:</p> <ul style="list-style-type: none"> -12 panels of 216 cm (h) x 66cm (w) -4 panels of 216 cm (h) x 60cm (h) <p>Printing and framing of 10 photographs 90.5cm (w) x 66.5cm (h)</p> <p>The exhibition is for indoor usage and may be printed and laminated consistent with the below image.</p>	1
3.	Production of the exhibition	<p>Produce free standing panels that would result in two standing structures of 8 panels each which must be 198cm (w) and 216cm (h) also 60cm panels.</p> <p>The panels/structure may be manufactured from aluminum, PVC or timber board/frames (any material that would be consistent in look and feel to the images</p>	2

		below)	
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Panel design and framed photo examples:



©Makhosonke Jafta

TIME

Delivery date and time: 10:00 (Market Theatre Foundation Newtown, on or before 06 July 2026)

❖ 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 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 &	4	SME – Owned by people with disability	4	Sworn Affidavit (BBBEE Affidavit)

Enterprises	SME – Black owned	3	CSD Report
	SME – 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
- Minimum of three reference letters on a letterhead with departmental stamp (No later than 3 years)

❖ **SUPPORTING RETURNABLE DOCUMENTS (for functionality scoring)**

- **Example of Exhibition previously developed by the bidding service provider (this keeping POPIA in mind)**
- Reference Letters
- Project Plan
- Proof of qualifications

- CVs

❖ **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***)

Functional/Technical evaluation

An assessment of Functionality will be on the evaluation criteria noted in the table below. Each of the evaluation criteria in the table will carry a weighting as indicated, and the bidder will be required to score a minimum of 65%, for Functionality in order to qualify to proceed to the next Stage.

Criteria	Scoring	Weight
Reference letters	<p>The reference letter(s) must not be older than 10 years and must be on the letterhead of the previously serviced client reflecting the name of the client, description of the relevant services rendered, year completed, valid contact details, as well as the quality of work completed (whether it was satisfactory or not). It should be signed by a duly authorized person or their representative.</p> <p>4 valid letters attached = 40 points 3 valid letters attached = 30 points 2 valid letters attached = 20 points 1 valid letter attached = 10 points</p> <p><i>Having no reference letter attached will result in an immediate disqualification</i></p>	40
Project plan	<p>Project plan and methodology</p> <p>A detailed yet concise proposed project plan in executing the task. (Not exceeding 4</p>	40

	<p>pages) – which will be evaluated on:</p> <ul style="list-style-type: none"> - The proposed material used (printing and production, - The look and feel of an example of 3D design from the previous project, - Project schedule (design, printing, production and delivery timeliness, etc.) - Ease of installation and deinstallation design. <p>The scoring based on the above proposal format is as follows:</p> <p>Excellent = 40 points</p> <p>Good = 30 points</p> <p>Fair = 20 points</p> <p>Poor = 10 points</p>	
<p>Capability and competence of the team</p>	<p>Experience of the project manager/lead and a relevant undergraduate qualification in design (attach CV)</p> <p>The project manager and or team must have experience demonstrable designing, printing and producing exhibitions:</p> <p>Over 20 years experience = 20 points</p> <p>Over 10 years experience = 15 points</p> <p>Over 5 years experience = 10 points</p> <p>Less than 5 years experience = 5 points</p>	<p>20</p>

ONLY FIRM PRICES WILL BE ACCEPTABLE. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED.

❖ **QUOTATION 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 for the submission of quotations is **30th June at 12H00.**

❖ **ENQUIRIES**

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

Ms A. Mashologu
Tel: 047 501 9504/28
Email: akhona@nelsonmandelamuseum.org.za
Supply Chain Specialist
Ms. U. Songca
Tel: 047 501 9510
Email: unathi@nelsonmandelamuseum.org.za
Public Relations Manager

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 Bongani Mahlangu
Acting Chief Executive Officer