



in the footprints ...

NELSON MANDELA MUSEUM

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02 May 2025

RFQ 19 OF 2025: DESIGN, PRINTING, AND DELIVERY OF BROCHURES,

FLYERS, AND NEWSLETTER.

BACKGROUND

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 Sport, 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 two main facilities, the Qunu Youth and Heritage Centre and the Bhunga Building in Mthatha CBD. The Bhunga Building doubles as the administrative office of the museum. The Museum has been authorised by the Department of Sport, Arts, and Culture to administer the Ingquza Hill Museum in Flagstaff and the O.R. Tambo Garden of Remembrance in Bizana.

PURPOSE

The Nelson Mandela Museum (NMM) invites quotations from accredited service providers that are registered with the Central Supplier Database for the delivery and printing of brochures, flyers/leaflets, and Newsletters as detailed in the spec below. Nelson Mandela Museum will avail content to the winning bidder:

DETAILED SPECIFICATION

1. BROCHURE

Specification:

Size: Pocket-size brochure

Material: 120 gsm glossy paper

Front: Full Colour digital printing

Back: Full Colour digital printing

Quantity: 5000

2. FLYERS FOR:

2.1. Nelson Mandela Museum Youth and Heritage

Specification:

Size: A5

Quantity: 2000 double sided

Material: 120 gsm matt paper.

2.2. Bhunga Building

Specification:

Size: A5

Quantity: 2000 one sided

Material: 120 gsm matt paper.

2.3. O.R. Tambo Garden of Remembrance Flyer

Specification:

Size: A5

Quantity: 2000 one sided

Material: 120 gsm matt paper.

2.4. Ingquza Hill Museum

Specification:

Size: A5

Quantity: 2000 one sided

Material: 120 gsm matt paper

2.5. SPECIFICATIONS: DESIGN, LAYOUT, PRINTING OF A NEWSLETTER, HARD COPY, AND E-NEWSLETTER

Size: A4 (12) numbered pages plus cover

Cover : Printed in full colour double-sided on Gloss 250 gsm

Inside : Printed in full colour double-sided on Gloss 115 gsm

Artwork: Design and layout included (one artwork)

Finishing: To be cut, scored, folded, and saddle stitched

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 goal 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	CSD Report

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

❖ QUOTATION SUBMISSIONS AND 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
- Duly signed & completed SBD 4 Declaration of Interests form.
- Duly signed & completed SBD 6.1 Preference points claim form
- Duly signed & completed SBD 6.2 Local Content Declaration form
- Proof of CSD registration

SUBMISSION

- All quotations and accompanying documents must be forwarded to: supplychain@nelsonmandelamuseum.org.za
- **Quotations sent to the wrong address besides the one mentioned above are not going to be considered**
- **NO FAXED OR HAND-DELIVERED QUOTATIONS SHALL BE ACCEPTED.**

❖ CLOSING DATE FOR THE SUBMISSION OF QUOTATIONS IS **07 May 2025 AT 12H00.**

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.

❖ ENQUIRIES

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

Bid Administration: & SERVICE PROVIDER SPECIFICATIONS

FOR BID ADMINISTRATION & SERVICE PROVIDER SPECIFICATIONS	
Ms P. Mfundisi	
Tel: 047 501 9528	
Email: phakama@nelsonmandelamuseum.org.za	
SCM	
Technical Enquiries:	
Mr. F. Wisani	
Tel: 047 501 9514	
Email: fumanekile@nelsonmandelamuseum.org.za	
Communications 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

