



an agency of the  
Department of Arts and Culture

## **TERMS OF REFERENCE**

### **REQUEST FOR QUOTATIONS TO DEVELOP A CONSERVATION MANAGEMENT PLAN FOR GENADENDAL MISSION MUSEUM COLLECTION HOUSED AT THE GENADENDAL MISSION MUSEUM AS COMMISSIONED BY SOUTH AFRICAN HERITAGE RESOURCES AGENCY**

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#### **1. PURPOSE**

The South African Heritage Resources Agency (SAHRA) hereby invites suitably qualified and experienced service providers to submit proposals to develop a Conservation Management Plan (CMP) for Genadendal Mission Museum (GMM) Collection. The GMM collection is a Specifically Declared Collection. The service provider is therefore expected to take this into consideration. Furthermore, he or she must keep in mind the International Best Practises of Conservation Management for collections.

#### **2. BACKGROUND**

SAHRA is a statutory organisation established under the National Heritage Resources Act (NHRA), No 25 of 1999. The primary objective or mandate of SAHRA is to identify, manage, protect, preserve and conserve heritage resources that have national significance. These heritage resources include but are not limited to Heritage Objects and or Collections as stipulated in the NHRA s32. SAHRA is therefore responsible for declaration of these heritage objects and or collections that have national significance. One of the requirements for declaring heritage objects is to develop a Conservation Management Plan (CMP) which is a guiding document to ensure that the collection is managed and preserved for future generations. GMM collection was declared by the National Monument Act no. 28 of 1969 at that time a CMP was not a requirement. The NHRA advocates for proper management of all specifically declared collection or those that are still to be declared. The GMM collection is made up of diverse material. It is therefore unlikely that one consultant will have expertise in all areas. It is envisaged that a team of conservators or heritage professionals will be needed.

#### **3. SCOPE AND GOODS REQUIRED**

**The suitable service provider must:**

- have in -depth knowledge of museum collections and their conservation;
- have worked closely with Museums as a curator, conservator or collection manager;
- have previously developed a CMP or Conservation Assessment reports for Museum Collection or Heritage Objects;
- have knowledge and understanding of collections made up of a wide range of materials, such as paper, textile, tools, machinery, instruments and ox- wagons;
- be able to identify each individual object in the collection
- establish a statement of significance for the collection

#### **4. REQUIREMENTS FOR FORMATS**

NB. A Conservation Management Plan (CMP) is valid for five (5) years after which it has to be reviewed. A consultant or service provider therefore is advised to take this matter into consideration when developing the CMP.

SAHRA shall accept the CMP with the following:

- ✓ identify of the object/s or collection;
- ✓ establish the statement of significance for the object/s or collection;
- ✓ assessment of the condition and authenticity of the object/s or collection;
- ✓ propose recommendations, in order of priority, for maintenance, storage and possible remedial treatment, including short-, medium- and long-term conservation requirements, as well as a strategy for their implementation;
- ✓ a detailed plan on the long-term of the collection;
- ✓ the plan should address the suitability of the current or proposed location for the object and associated collection;
- ✓ an assessment the environment in which the object/s are housed; through a period of one year, to determine whether the object/s are, or collection is, currently in a safe environment;
- ✓ tasks to be performed should be assigned to relevant staff members;
- ✓ identification of any specialist skills that will be required for some object/s and or collections;
- ✓ an indication of those objects requiring particular security and confidentiality;

- ✓ the monitoring process should be stated clearly, with regard to who will carry out specific tasks, when and how they should be done. Time frames should also be very clear;
- ✓ state how often SAHRA is required to view, and/ or assess the collection. Guidelines may be provided to assist SAHRA in assessing the condition of the collection as recommended by a service provider.
- ✓ a Loan policy for the collection;
- ✓ a detailed list/ inventory of the collection.

**PRODUCTION DELIVERY OF THE SPEC INCLUDES THE FOLLOWING:**

- Three hard copies of Conservation Management Plan Documents that are inclusive of all the requirements stated above.
- Three copies of CMP saved onto Compact Discs, with colour images.
- Three user - friendly manuals of the CMP for staff that who will be responsible for looking after the collection.

**5. TERMS AND CONDITIONS OF PROPOSALS**

- 5.1 All costs and expenses incurred by potential service providers relating to their project proposal will be borne by each respective service provider. SAHRA is not liable to pay such costs and expenses or to reimburse or compensate service providers in the process under any circumstances, including the rejection of any proposal or the cancellation of this project.
- 5.2 While SAHRA endeavors to ensure that all information provided to potential service providers are accurate, it makes no warranty as to the accuracy or completeness of any information provided by it.
- 5.3 SAHRA reserves the right to waive deficiencies in project proposals. The decision as to whether a deficiency may be waived or may require the rejection of a project proposal may be solely within the discretion of SAHRA.
- 5.4 SAHRA reserves the right to request new or additional information regarding each service provider and any individual or other persons associated with its project proposal.
- 5.5 SAHRA reserves the right not to make any appointment from the proposals submitted.

- 5.6 Service providers shall not make available or disclose details pertaining to their project proposal with anyone not specifically involved, unless authorized to do so by SAHRA.
- 5.7 Service providers shall not issue any press release or other public announcement pertaining to details of their project proposal without the prior written approval of SAHRA.
- 5.8 Service providers are required to declare any conflict of interest they may have in the transaction for which the tender is submitted or any potential conflict of interest. SAHRA reserves the right not to consider further any proposal where such a conflict of interest exists or where such potential conflict of interest may arise.
- 5.9 A **valid original Tax Clearance Certificate**, issued by the South African Revenue Services, must be submitted, failing which the relevant service provider's proposal shall not be considered. (See attached application form for Tax Clearance Certificate)
- 5.10 Any and all project proposals shall become the property of SAHRA and shall not be returned.
- 5.11 The proposals should be valid and open for acceptance by SAHRA for a period of 30 days from the date of submission.
- 5.12 Service providers are advised that submission of a project proposal gives rise to no contractual obligations on the part of SAHRA.
- 5.13 SAHRA reserves the right not to accept any proposal which does not comply with the **TERMS OF REFERENCE** and conditions set out in the proposal documents.
- 5.14 SAHRA reserves the right not to award the proposal to the service provider that scores the highest points.
- 5.15 Disputes that may arise between SAHRA and a service provider must be settled by means of mutual consultation, mediation (with or without legal representation) or, when unsuccessful, in a South African court of law.
- 5.16 All returnable proposal documents must be completed in full and submitted together with the service provider's proposal.

- 5.17 The “Requirements for content of the project proposal” section above outlines the information that must be included in proposal offers. Failure to provide all or part of the information may result in your proposal being excluded from the evaluation process.
- 5.18 All goods/service or products to be supplied to SAHRA shall be in full compliance with South African approved standards and in compliance to the specifications provided.
- 5.19 It is the conditions of this RFQ that, a quotation is submitted together with the following completed forms;
- a. SBD 6.1 Preference points claim form (valid BBBEE certificate must be submitted together with this completed document)
  - b. SBD 4 Declaration of Interests form
  - c. SBD 2 Tax Clearance certificate application form
  - d. SBD 8 Declaration of Bidder’s Past Supply Chain Management Practices.
  - e. SBD 9 Certificate of Independent Bid Determination

**NB: Failure to submit completed returnable forms as mentioned above may automatically disqualify your quotation. Please ensure that you submit an original valid tax clearance certificate.**

**6. ANTICIPATED SCHEDULE OF EVENTS**

<b>Request for Proposals issued</b>	SAHRA supplier database, if supplier is not on database, SUPPLIER REGISTRATION FORMS MUST BE SUBMITTED.	<b>December 2013</b>
<b>Closing date &amp; Opening of proposals</b>	Proposals opened at SAHRA Head Office	<b>January 2014</b>
<b>Evaluation and Adjudication of proposals</b>	Proposals evaluated & Adjudicated	<b>February 2014</b>
<b>Award</b>	Notification of a successful service provider	<b>28 February 2014</b>
<b>Project Finalising</b>	The project must be completed by this dates.	<b>March 2014</b>

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SAHRA reserves the right to revise any aspect of these timeframes at any stage, and to amend the process at any stage.

## 7. EVALUATION CRITERIA

7.1 All proposal offers received shall be evaluated based on the following phase out approach:

- Phase one: Compliance to the terms of reference and conditions of the proposal. Failure to meet any of the conditions of the proposal may automatically disqualify your proposal in this phase.
- Phase two: Submission of the samples with ‘as stated’ in no. 4 of the terms of reference.
- Phase three: preference points for Broad-Based Black Economic Empowerment (BBBEE) Status Level of Contribution (80/20 preference points system), where 80 points are allocated to price, and 20 points are allocated to BBBEE status level as follows;

<b>B-BBEE Status Level of Contributor</b>	<b>Number of points (80/20 system)</b>
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

### 7.2 Price (Vat included)

80 Points for price will be awarded with reference to the total fixed proposal amount inclusive of VAT. The service provider with the lowest price shall score the maximum 80 points.

**8. SUBMISSION OF PROPOSALS**

Project proposals must be submitted in a sealed envelope, marked 'confidential' and for the attention of the contact person. It must be posted to the following address: South African Heritage Resources Agency, 111 Harrington Street, Cape Town, 8000, or placed in the tender box at the SAHRA Head Office, of the same address. We will accept e-mailed and faxed copies on condition that the originals can be provided when required.

- 9. Closing date for proposal offers and proposals:** Proposals and quotations must be submitted in hard-copy on or before closing, being 6th February 2014 at 15:00. No late quotes shall be accepted.

**Contact Person regarding these terms of reference:**

Miss Mandisa Tantsi

Supply Chain Management

South African Heritage Resources Agency

111 Harrington Street, Cape Town, 8000

Tel: 021-462 4502

E-mail: [mtantsi@sahra.org.za](mailto:mtantsi@sahra.org.za)