



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

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, No 25 of 1999 (NHRA). SAHRA's mandate 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 and monitors their conservation. 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 according to best practice and preserved for future generations. The GMM collection was declared by the National Monument Council in terms of the National Monuments Act no. 28 of 1969 (NMA). In terms of the

NHRA all previously declared movable National Monuments are Specifically Declared. At that time a CMP was not a requirement. The NHRA advocates for proper management of Specifically Declared Collections. The GMM collection is diverse and the museum has the following exhibition areas:

- The Kitchen
- Chemist
- Shop – Butchery
- Music
- Mission Office
- Dining room
- Bathroom / Bedroom
- Printing Press
- Trade and Crafts
- Wagon House
- Furniture, General
- Library
- Education

And other objects, viz: candle lanterns, oil lanterns, suspension lamps, porcelain, suspension lamps, brass, corridor lamp with pink glass shade, balcony lamps, wall lamps, cast iron, table lamps, wasp traps, treadle sewing machine, Saxonia Regia, treadle sewing machine, cradle washing basin, mangles, wooden wringing machine, sock dries, linen, hand bellows, chandeliers, hay forks, scythes, wheat shovels and grain.

3. SCOPE AND GOODS REQUIRED

The suitable service provider must:

- have in -depth knowledge of museum collections and their conservation;
- have worked closely in or as a museum's curator, conservator or collections manager;
- have previously developed a CMP or Conservation Assessment reports and recommendations for Museum Collections or Heritage Objects;
- have knowledge and understanding of collections made up of a wide range of materials, such as paper, textiles, wood, metals tools, machinery, instruments and ox-wagons;
- be able to identify and describe each individual object in the collection; and

- establish a statement of significance for the collection.

4. REQUIREMENTS FOR FORMATS

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:

- ✓ establish the statement of significance for the collection;
- ✓ separate the Specifically Declared Collection from the other objects that were not declared;
- ✓ include also in the CMP the conservation and preservation of the objects not specifically declared;
- ✓ assessment of the condition and authenticity of the 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;
- ✓ the plan should address the suitability of the current location of the collection;
- ✓ an assessment of the environment in which the objects are housed; through a period of one year?, to determine whether the 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 the collection
- ✓ an indication of those objects requiring particular security and advise whether current security is adequate;
- ✓ 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 monitor the Collection. Guidelines must be provided to assist SAHRA in assessing the condition of the Collection as recommended by a service provider.
- ✓ A loan for the collection

PRODUCTION DELIVERY OF THE SPECIFICATION INCLUDES THE FOLLOWING;

- Three hard copies of the Conservation Management Plan that are inclusive of all the requirements stated above.
- Three copies of the CMP saved onto Compact Discs, with colour images.
- Three user - friendly manuals of the CMP for staff who will be responsible for looking after the collection.
- Guideline for SAHRA on how to monitor the conservation of 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/services or products to be supplied to SAHRA shall be in full compliance with South African approved standards and in compliance with the specifications provided.
- 5.19 It is the condition of this Request For Quotation (RFQ) that a quotation is submitted together with the following completed forms;
- a. Standard Bidding Document (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
 - f. SBD 3.3 Pricing Schedule
 - g. SBD 7.2 Contract Form – Rendering of Services
 - h. Supplier Database Registration Form

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. EVALUATION CRITERIA

- 6.1 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. 54
 - 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-BBEE Status Level of Contributor | Number of points (80/20 system) |
|---|--|
| 1 | 20 |
| 2 | 18 |
| 3 | 16 |
| 4 | 12 |
| 5 | 8 |
| 6 | 6 |
| 7 | 4 |
| 8 | 2 |
| Non-compliant contributor | 0 |

6.2 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.

7. 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.

8. **Closing date for proposal offers and proposals:** Proposals and quotations must be submitted in hard-copy on or before closing, date, being 19 November 2014 at 11:00. No late quotes shall be accepted.

Contact Person regarding these terms of reference:

Miss Mandisa Tantsi

Supply Chain Management

South African Heritage Resources Agency

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