

William Humphreys
Art Gallery



an agency of the
Department of Sport, Arts and Culture

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29 June 2023

**REQUEST FOR QUOTATION: EDITING, PROOFREADING, AND DESIGN OF THE
WILLIAM HUMPHREYS ART GALLERY'S 2022/23 ANNUAL REPORT**

The William Humphreys Art Gallery (WHAG) based in Northern Cape is a schedule 3 public entity (not for profit) and public benefit organisation supported by the National Department of Sport, Arts and Culture. The William Humphreys Art Gallery provides for the aesthetic and cultural needs of the local community it serves as well as to the people of South Africa and the African continent.

William Humphreys Art Gallery invites quotations for Editing, Proofreading, and Design of its 2022/23 Annual Report, in full compliance with the Public Finance Management Act (PFMA) Act 1 of 1999 and related regulations.

For enquiries, bid specifications, and mandatory documents to be completed contact Kenaleone Tlhareseng at 053 831 1724.

Closing date for quotations is 07 July 2023. Submit written quotations through via email to kenaleone@whag.co.za.

The William Humphrey Art Gallery reserves the right to not make any appointment in this regard.

TERMS OF REFERENCE FOR ANNUAL REPORT EDITING, PROOFREADING, AND DESIGN SERVICES

1. PURPOSE

The purpose of this exercise is to appoint a Service Provider for the provision of Editing, Proofreading and Design services for the William Humphreys Art Gallery's 2022/2023 Annual Report.

2. SCOPE OF WORK

The Service Provider will render the following:

Editing, Proofreading, and Design of the Annual Report (once off contract).

The Annual Report is approximately 120 pages.

Editing and Proofreading.

Using a qualified writer, editor, and proofreader with fluent English language and communication skills:

- Ensure that the Annual Report is rewritten where required, edited, and proofread.
- Edit the Annual Report to improve its effectiveness and readability.
- Ensure that the Annual Report is free of errors and conforms to the highest standards of grammar, punctuation, and spelling.
- Ensure that the Annual Report is engaging and user-friendly.
- Ensure that the language used is appropriate for the target audience and reflects the tone and style of the Gallery.
- Allow for three rounds of edits.

Design and Layout:

- Present three concepts for the Annual Report covers from which one will be selected.
- Design and layout of the Annual Report for the final sign off by William Humphreys Art Gallery (WHAG).
- Submit electronic version of the final Annual Report.
- Submit a final print ready Annual Report for the sign-off before printing.

3. MANDATORY REQUIREMENTS

The successful bidder will be required to have the following qualifications and experience:

- The potential bidder must be in possession of a Journalism/Communications diploma or equivalent qualification.
- The successful bidder must produce a minimum of one (1) reference letter for writing, editing, layout design, and/or proofreading.

Failure to comply with Mandatory Requirements will lead to the bidder being disqualified, and not considered for further evaluation on the Price and Preference requirements.

4. TIMELINES

Upon appointment, the recommended Service Provider is expected to confirm that they will provide services as prescribed in the scope of work above upon receiving a purchase order and adhere to the timelines as set out below. The Gallery reserves the right to cancel the issued purchase order should the Service Provider fail to adhere.

DATE	EVENT	RESPONSIBILITY
10 July 2023	Appointment of Service Provider	WHAG
11 July 2023	Acceptance and Contract	Service Provider
12 July 2023	Supply draft Report and images to Service Provider	WHAG
19 July 2023	Present three concepts for the Annual Report cover	Service Provider
24 July 2023	Present first draft of Annual Report	Service Provider
01 August 2023	Suggest changes and additions	WHAG
07 August 2023	Present second draft of Annual Report incorporating changes and additions	Service Provider
11 August 2023	Sign off draft	WHAG
16 August 2023	Present final print-ready draft of Annual Report	Service Provider

5. FINANCIAL PAYMENT

Payment for services rendered will be effected in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of a valid invoice.

6. EVALUATION CRITERIA

Pricing and Preferential Evaluation

The following 80/20 criteria will be used for the evaluation of the proposals:

- a. **Pricing** 80 points
- b. **Preferential Points** 20 points

Preferential Points will be awarded as per below scoring:

CRITERION	POINTS	PROOF OF CLAIM
B-BBEE Status	4	Valid B-BBEE verification certificate or an affidavit confirming micro enterprise status.
Businesses Based in the Northern Cape	4	Proof of Business Address
Ownership by Youth	4	WHAG SBD 4 Form, Company Registration Documents, and Identity Documents of Shareholders
Ownership by Women	4	WHAG SBD 4 Form, Company Registration Documents, and Identity Documents of Shareholders

Ownership by People with Disabilities	4	WHAG SBD 4 Form, Company Registration Documents, and Identity Documents of Shareholders
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B-BBEE Status Points will be awarded as per below:

B-BBEE STATUS	POINTS
Level 1	4
Level 2	3
Level 3	2
Level 4 and below	1
Non-compliant	0

Ownership Points for Youth, Women, and People with Disabilities will be awarded as per below:

OWNERSHIP	POINTS
Above 50%	4
Above 40%	3
Above 25%	2
Above 10%	1

7. MANDATORY INFORMATION TO BE SUBMITTED

The written application should be accompanied by the following minimum documentation:

- a. Central Supplier Database (CSD) Registration Number
- b. WHAG SBD 4 Form – Bidder's Disclosure

*All current and potential creditors/contractors/consultants and other suppliers of goods and services to William Humphreys Art Gallery are required to **self-register** on the government Central Supplier Database. Please visit the CSD website www.csd.gov.za for further details or contact WHAG for assistance*