



**sport, arts & culture**

Department:  
Sport, Arts and Culture  
REPUBLIC OF SOUTH AFRICA

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## **TERMS OF REFERENCE**

**DSAC05/21-22**

**APPOINTMENT OF A CURATOR TO ORGANISE AND CURATE THE BEAUTIFUL THINGS EXHIBITION AT  
THE GRASKOP GORGE IN MPUMALANGA, MARCH 2022**

**CLOSING DATE AND TIME OF BID:**

**10 SEPTEMBER 2021 AT 11H0AM**

**SECHABA HOUSE, 202 MADIBA STREET, PRETORIA**

**BID VALIDITY PERIOD: 90 DAYS**

## **1 INTRODUCTION**

The National Department of Sport Arts and Culture (DSAC) would like to procure the services of a suitably experienced service provider to organise and curate a three (3) day Beautiful Things Exhibition (BTE) at the Graskop Gorge in March of 2022.

## **2 BACKGROUND**

The BTE was first conceptualised back in 2001 when South Africa hosted the World Summit on Sustainable Development (WSSD). The BTE is a versatile exhibition design concept that can fit in any setting or venue to showcase a range of high quality hand crafted products laid out on the floor or wall. Different configurations of size, materials, and shapes can be used as the backdrop of the showcased products for the BTE. Photographs of the BTE design concept are attached.

The 2022 planned BTE aims to focus primarily on showcasing, both physically and virtually, the very best of South African handmade products curated from across the nine provinces with a view to securing potential long term sales and trade for the producers of the exhibited products. The 70 exhibition pieces will be showcased physically at this world class tourist attraction, the Graskop Gorge in Graskop, Mpumalanga, while also making provision for expanded audiences through the use of technology for people to view and participate virtually. The virtual aspect is particularly important now with the current Covid-19 restrictions and guidelines. On the positive side, the pandemic has provided remarkable opportunities for innovation and creativity in the use of technology to showcase/display and also link producers with markets.

## **3. TASK DIRECTIVES**

The Department wants to appoint a service provider to organise and curate the BTE in line with the following directives:

	TASKS	YES/NO/NOTED
3.1	<p><b><u>INFRASTRUCTURE</u></b></p> <ul style="list-style-type: none"> <li>• Provide a solid framed 50mx30m marquee which is to be draped and carpeted in coordinated colours for the best ambience to showcase the selected crafts of the BTE.</li> <li>• Obtain the necessary and relevant certifications for the erected structure from both the venue and the relevant local authorities.</li> <li>• Design the BTE to fit in the provided space and allow ample space for movement and effective showcasing of products and also allow viewing of the exhibition virtually.</li> <li>• Install the lighting to enhance the ambience of the exhibition space.</li> <li>• Incorporate a business area which is to be used for engagement with interested potential customers and clients and allow this functionality for virtual visitors to engage with business opportunities.</li> <li>• Provide two screens for viewing of the electronic brochure referred to below.</li> </ul>	
3.2	<p><b><u>CURATION OF EXHIBITION PRODUCTS</u></b></p> <ul style="list-style-type: none"> <li>• Curate an exhibition comprising of a minimum of seventy (70) high quality South African hand crafted products from all the provinces. The products should encompass various craft genres namely, once-off special pieces, sculptures of reasonable size (not more than 1 and half meters tall), decorative pieces, utilitarian crafts, crafts made from recycled materials, corporate gifts and others.</li> <li>• The curator will be expected to curate/select the above described exhibition items from all the provinces in collaboration with the Department.</li> </ul>	

3.3	<p><b><u>BRANDING AND SIGNAGE</u></b></p> <ul style="list-style-type: none"> <li>• The Exhibition is to be branded as follows, “<b>The Beautiful Things Exhibition;-Showcasing the best of South African crafts</b>”.</li> <li>• Coordinate all branding including branding for the Department of Sport, Arts and Culture.</li> <li>• Provide labelling of all of the exhibited products which should include the name of maker (artist), geographical base of the artist, description of the product, contact details and the price of the product.</li> <li>• Liaise with the DSAC project manager to ensure coordination with the DSAC communication and marketing units</li> <li>• Ensure inclusion of the DSAC communication platform in the communication and marketing of the exhibition.</li> </ul>	
3.4	<p><b><u>PROMOTIONAL MATERIALS</u></b></p> <ul style="list-style-type: none"> <li>• Design and produce a digital catalogue of exhibited items.</li> <li>• Provide two viewing points (screens) for visitors to view the digital catalogue.</li> <li>• Prepare promotional material for distribution in the Province’s other attractions to attract audiences.</li> <li>• Additional information such as contact details of the producers/makers must be included in the digital catalogue.</li> </ul>	
3.5	<p><b><u>BUSINESS</u></b></p> <ul style="list-style-type: none"> <li>• Provide ushers to engage with visitors to the exhibition.</li> <li>• Equally ensure processing of enquiries and engagement received virtually/digitally.</li> <li>• Document and keep a record of every business enquiry to be included in the project report.</li> <li>• Pass on the information to the makers/producers for the necessary follow ups.</li> <li>• Keep a visitors’ book.</li> </ul>	

<b>3.6</b>	<b><u>OPENING</u></b> <ul style="list-style-type: none"> <li>• Organise an opening event for a maximum of 200 guests while also ensuring adherence to Covid-19 restrictions applicable at the time.</li> <li>• Make provision for an extra 100 people to participate in the opening virtually.</li> <li>• Manage guest lists, send out invitations, organise catering and a PA system.</li> </ul>	
<b>3.7</b>	<b><u>LOGISTICS &amp; SECURITY</u></b> <ul style="list-style-type: none"> <li>• Manage all logistics relating to the procurement of the identified exhibition items to the BTE and back to the owners after the exhibition.</li> <li>• Organise transit insurance for the exhibition items (to and from the exhibition) and insurance covering the items during the exhibition.</li> <li>• Dismantle the BTE at the end.</li> </ul>	
<b>3.8</b>	<b><u>ADVERTISING &amp; LIAISON</u></b> <ul style="list-style-type: none"> <li>• Develop a communication strategy with crafters nationally on the BTE to submit products for selection, including the use of social media and key sector organisations and bodies (PR and digital media).</li> <li>• Liaise with the project manager to ensure inclusion of the call in the DSAC communication and marketing platforms.</li> <li>• Serve as the main liaison among all the stakeholders in the project.</li> </ul>	
<b>3.9</b>	<b><u>REPORTING</u></b> Submit a report within 15 days after the closing of the exhibition.	
<b>3.10</b>	<b><u>TIME FRAME</u></b>	
	<ul style="list-style-type: none"> <li>• The exhibition will be over three (3) days.</li> <li>• A Service Level Agreement will be signed if applicable.</li> </ul>	

#### 4. **LEGISLATIVE AND REGULATORY FRAMEWORK**

- 4.1 This bid and all contracts emanating from this bid will be subject to the General Conditions of Contract issued in 2010 in accordance with of the Treasury Regulations 16A, published in

terms of the Public Finance Management Act, 1999 (Act 1 of 1999). The Special Conditions of Contract are supplementary to that of the General Conditions of Contract of 2010. Where, however, the Special Conditions of Contract are in conflict with the General Conditions of Contract, the Special Conditions of Contract takes precedence.

- 4.2 The Department may investigate possible fronting by any bidder and any bidder found to be fronting will be disqualified and blacklisted.
- 4.3 The service provider may not recruit or shall not attempt to recruit an employee of the Department of Sport Arts and Culture for purposes of preparation of the bid or for the duration of the execution of this contract or any part thereof.
- 4.4 All bidders are required to submit detail of shareholdings status as follows: shareholder certificate with the names of directors and percentage of ownership and ID copies.

## 5. EVALUATION STAGES

- 5.1 The bid evaluation process consists of several stages that are applicable as defined in the table below:

Stage	Description	Applicable for this bid
Stage 1	Initial screening process to check compliance with bid requirements.	Yes
Stage 2	Functionality requirement evaluation.	Yes
Stage 3	Price and BBBEE evaluation.	Yes

- 5.1.1 Stage 1:  
Verification of service provider (s) compliance with bid requirements and initial screening process.
- 5.1.2 Stage 2:  
The Technical proposal will be evaluated out of 100 points with a threshold of 70 points. Bidders that score less than minimum of 70 points will be disqualified. Bidders must score a minimum of 70 or more points to qualify for further evaluation on price and preference points.
- 5.1.3 Stage 3:  
Bids will then be evaluated in accordance with the prescripts of the Preferential Procurement Policy Framework Act (PPPFA) and the associated Preferential Procurement Regulations of

2017, which stipulate a 80/20 preference point system is applicable up to a rand value of R50 million (all applicable taxes included).

- The following criteria will be used in particular as the criteria for appointment, apart from those laid down in the Preferential Procurement Regulations, 2017, pertaining to the Preferential Procurement Policy Framework Act 5 of 2000.
- Where BBBEE points are claimed, a certified copy of BBBEE certificate must be attached. Only SANAS accredited certificates will be taken into consideration or sworn affidavits (EME or QSE) must be valid at the time of the closing of the tender.
- The points for this bid are allocated as follows:

No	Components	Points
1.	Price	80
2.	Preferential points: BBBEE	20
	<b>Total</b>	<b>100</b>

## 6. EVALUATION PROCESS

- 6.1 The 80/20 preference point system in terms of the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000) shall apply. The lowest acceptable bid will score 80 points for price and remaining 20 points for B-BBEE status level of contribution.
- 6.2 Prospective bidders will have to score at least 70 out of 100 points allocated for functionality before the company's proposal will be considered for pricing.

## 7. BID REQUIREMENTS

### General requirements

The following is required of bidders and should be submitted to the department as part of the bid submission:

- 7.1 Company profile.
- 7.2 All Bidders must be registered on the National Treasury Central Supplier Database (CSD) and must attach a copy of the most recent report to the tender document.
- 7.3 The tax status on CSD must be compliant, as Department is unable to award a contract to a company whose tax affairs are not in order as determined by SARS. Bidders whose tax matters have expired or compliance status is invalid will be disqualified. **Note that it is no longer a requirement for bidders to submit hard copies of tax clearance certificates as compliance to tax matters can be assessed and verified on the CSD report.**

- 7.4 **Original and valid and / or certified** copy of B-BBEE status level certificate bearing SANAS logo or registered auditor. Failure to submit a valid B-BBEE certificate will result in zero preference points being awarded for B-BBEE. B-BBEE certificates or sworn affidavits must be valid at the time of the closing of the tender.
- 7.5 Original Company Resolution or Letter of authority or Letter of appointment authorizing the signatory of the Entity to sign the contract with the Department.
- 7.6 Valid contact details including e-mail address.
- 7.7 Certified ID copies of all Directors.
- 7.8 Bidders are requested to provide one original and 4 copies of all documents.
- 7.9 Companies, who registered for VAT, should include VAT on their costing.
- 7.10 Any other details that may be relevant in respect of the tender evaluation criteria described above.
- 7.11 All bidders are required to submit details of Shareholder status as follows:
- Shareholder certificates with the names of Directors and percentage of ownership.
  - Identity Documents of all Shareholders.

## 8. EVALUATION CRITERIA

- All bids duly lodged will be evaluated by a panel first on functionality then price. The evaluation criteria are shown below:
- For purposes of comparison and in order to ensure meaningful evaluation, bidders are requested to furnish detailed information in substantiation of compliance to each of the evaluation criteria mentioned below.

NO	CRITERIA	WEIGHT	VALUE RATING	TOTAL
8.1	<u>Infrastructure</u> Present a visual sketch of how the physical exhibition will be executed, namely the design and set up as outlined (layout of the exhibition) and the set up for the virtual visitor. Full design not required. Provide a sense of what you will design if appointed.	30	0-5 = poor 6-12=below average 13-18 = average 19-24= above average 25-30 =good	
8.2	<u>Curation of exhibition items</u> Outline your plan <b>in not more than two pages</b> of how you will execute the	30	0-5 = poor 6-12=below average 13-18 = average	



	brief to curate this exhibition, communicate with crafters to submit their proposed items, procure the items and return of the items after the exhibition.		19-24= above average 25-30 =good	
8.3	<u>Logistics, communication and event planning</u> Outline <b>in not more than three pages</b> your proposal for the logistics, opening event, communication and marketing (PR) plan as outlined in the brief.	30	0-5 = poor 6-12=below average 13-18 = average 19-24= above average 25-30 =good	
8.4	<u>References to show company experience</u> Tabulate projects of a similar nature you have undertaken and also provide references from a minimum of three contactable clients to demonstrate experience in this area of work.	10	0-2 = poor 3-4=below average 5-6 = average 7-8= above average 9-10 =good	
		100		

## 9. **CONFIDENTIALITY**

- 9.1 No information or documentation may be used for any other purpose other than providing for a tender proposal to the Department, and no copies of any document may be made, except with prior written approval from the Department.
- 9.2 The successful bidders and staff will be required to sign a non-disclosure agreement.

## 10. **INTELLECTUAL PROPERTY AND OWNERSHIP**

- 10.1 Ownership and copyright of all documentation developed during the period of the contract will be vested in the Department of Arts and Culture.
- 10.2 All intellectual property rights relating to any work produced by the service provider in relation to the performance of this contract shall belong to the Department and may not be used for any other purpose by the service provider. The service provider shall give the

Department all assistance in protecting such intellectual property rights. All material, in paper, electronic or any recorded format produced by the service provider in the performance of this contract shall remain the property of the Department of Arts and Culture and must be handed over to the Department on termination of the contract.

- 10.3 All service providers undertake not to infringe the intellectual property of third parties. Should any action or claim be instituted against the Department emanating from an infringement of intellectual property or an alleged infringement of intellectual property, the service providers hereby indemnify the Department against such claims or actions as well as all costs (including legal costs on an attorney and client scale).

11. **CONTRACTUAL ARRANGEMENT**

The service provider is required to enter into a Service Level Agreement with the Department of Arts and Culture to perform all functions as set out in the project Specification or Terms of Reference and National Treasury General Conditions of Contract of 2010.

12. **FINANCIAL IMPLICATIONS**

- 12.1 No service will be provided to the Department before an official order has been issued to the supplier or service provider.
- 12.2 Payments will be done according to the schedule and requirements as per the Service Level Agreement.

13. **CLIENT BASE**

The Department of Sport Arts and Culture reserves the right to contact references during the evaluation and adjudication process to obtain information.

14. **COMMUNICATION**

The Department of Sport Arts and Culture may communicate with bidders for, among others, where bid clarity is sought, to obtain information or to extend the validity period.

15. **PRESENTATION**

The Department of Sport Arts and Culture may request presentations and or interviews from short-listed bidders as part of the bid process.

16. **SUPPLIER DUE DILIGENCE**

The State reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period. **Bidders must note that, the Department will conduct**

**verification on the information submitted and any misrepresentation will result in an automatic disqualification.**

**17. CONFLICT OF INTEREST**

The bidder or bidders group must submit a document (you may include it in your covering letter), stating whether any of its employees have any interest in the Department or whether any of Department's personnel have any interest in the bidders or affiliated business.

**18. PACKAGING OF BID**

Bidders to arrange the Standard Bidding Documents (SBDs) in your submission numerically and orderly.

**19. BRIEFING SESSION**

The Department will not have a briefing session.

**20. SUBMISSION OF BIDS DOCUMENTS**

20.1 Bidders are advised to ensure that bids are submitted allowing sufficient time for any unforeseen events that may delay the delivery of the bid and time to access the premises because of security arrangements when entering the department main entrance.

20.2 All bidders are required to complete a bid register fully, when submitting bid documents. The Bid register is available at the below-mentioned address.

20.3 Bidders should deposit their documents into the tender box available on the Ground Floor reception area by **11H00** at the address below:

**Department of Sport Arts and Culture  
Sechaba House  
202 Madiba Street, Cnr Madiba and Paul Kruger Streets  
Pretoria**

**21. COST OF BIDDING**

The bidder shall bear all costs associated with the preparation and submission of its bid and the Department, will no case be held responsible or liable for these costs, regardless of the conduct or outcome of the tender process. The bidder will not be entitled to claim for travel

and subsistence expenses. If such expenses are applicable, these charges must be included in the bid price.

**22. PRICE OR FEES NEGOTIATION**

The Department may negotiate the price or fees with the preferred bidder/s during a competitive bidding process.

**23. LATE BIDS**

Bids are received at the address indicated above. Bids received after the closing date and time will not be accepted for consideration and will be returned unopened to the bidder. Bids documents should be submitted before 11:00 on the closing date of the tender.

**24. BID AND TECHNICAL ENQUIRIES / CLARIFICATION OF TENDER DOCUMENTS**

The Department will respond in email to any request for clarification of the tender documents which it receives **no later than one (1) week prior to the deadline for submission of bids prescribed by the Department**. All enquiries related to the technical content of the Terms of Reference as well as the bid enquires may be directed **in writing** to the officials listed below:

Mr Tuelo Thubisi
Tel: (012) 441 3504, 072 604 7259
Email: <a href="mailto:Tuelot@dac.gov.za">Tuelot@dac.gov.za</a>
Ms Refilwe Zulu
Tel: (012) 441 3089, 082 677 5300
Email: <a href="mailto:RefilweZ@dac.gov.za">RefilweZ@dac.gov.za</a>
Mr Joseph Mathe
Tel: 012 441 3666 or 082 806 2825
Email: <a href="mailto:josephm@dac.gov.za">josephm@dac.gov.za</a>



