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18 August 2025

Request for Proposals: Offer to Lease – Museum Café

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.

WHAG invites proposals to **Lease the Museum Café** 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 Mpho Matsitle at 053 831 1724.

Optional briefing session will be held at WHAG premises on **26 August 2025** at 10am. Closing date for proposals is **19 September 2025** Submit written proposals through via email to:

Mpho Matsitle
mpho@whag.co.za

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

MUSEUM CAFÉ LEASE SPECIFICATIONS

Introduction

The William Humphreys Art Gallery is a prestigious art museum located in the heart of Kimberley, South Africa. The museum has a vast collection of art, including South African art, British art, and international art. The William Humphreys Art Gallery invites proposals for income-generating contract to provide café management services to the museum. These contracts will be awarded in compliance with the Preferential Procurement Regulations 2022. This request for proposals is aimed at establishing a café on the premises of the museum that will attract a wider audience and create a unique experience that visitors will look forward to.

Objective:

The William Humphreys Art Gallery seeks to establish a café in compliance with the highest health and safety standards that will attract visitors to our museum, engage with visitors, and provide a unique and enjoyable experience that they can remember for a long time. We are looking for a service provider that can run the café efficiently, manage inventory, provide quality food and beverages, and promote our museum's artworks and curios.

The Concept

The café will be designed to complement the museum's aesthetic appeal. We propose a contemporary, yet cosy interior, with a selection of art and crafts displayed for sale. This will encourage visitors to explore the space, enjoy the food and beverages, and browse the merchandise on display.

Menu

The café should offer a simple and healthy menu that will include breakfast, light meals, sandwiches, and salads. The menu is to be curated to ensure visitors have an enjoyable and nutritious meal to complement their visit to the museum. The café should also offer a selection of coffee, tea, and other non-alcoholic beverages to cater to different tastes and preferences. The menu options should cater for all meal preferences including but not limited to Halaal, Kosher, Vegetarian, Vegan, etc.

Art and Curios

The café will also sell art and curios that are produced by local artists and community projects associated with the museum. Visitors can purchase these as souvenirs to take home with them, ensuring the museum's community projects have ongoing support. The café will be entitled to a percentage of artwork and curios sold at the café.

Marketing

The café will be marketed through various channels, including social media, the museum's website, and local media outlets. Promotions will be run throughout the year, such as discounts for visitors who buy both museum tickets and café items. The café will also collaborate with the museum on special events such as exhibitions, and offer catering for private events hosted at the museum.

Benefits:

- The successful service provider will benefit from a high foot traffic location and a unique opportunity to promote their business.
- The service provider will be responsible for the day-to-day running of the café, including procurement of stock, staffing, and financial management.
- The museum will provide marketing support through various channels, including social media, the museum's website, and local media outlets.
- The service provider will have the opportunity to collaborate with the museum on special events such as exhibitions, and offer catering for private events hosted at the gallery.

Café Space Description

The café space is located within the premises of the William Humphreys Art Gallery situated at 1 Cullinan Crescent, Civic Centre, Kimberley, and is described as follows:

Total Floor Area: 74sqm

Features and Amenities:

- Kitchen facilities
 - Kitchen shelving, drawers, and cupboards
 - Double sink
 - Dishwasher space with power outlet, drain, and water outlet
 - Space for six-plate stove
 - Extractor fan
 - Space for double-door fridge
 - Serving hatch
 - Aircon
 - Skylight
 - Apron/towel hooks
- Seating capacity:
 - Inside: 38
 - 8x four-seater dining tables with chairs
 - 2x three-seater couches and 1 coffee table
 - Garden: 36
 - 6x six-seater picnic table sets
- Other relevant amenities
 - WiFi
 - Smoke detectors
 - Fire extinguishers
 - Aircon

Lease Terms and Conditions

1. The lease term for the café space will be for a period of 36 months.
2. Electricity usage will be billed in arrears at the prevailing municipal rate.
3. The lessee shall provide café services to WHAG on all days that the museum is open and during the operating hours of the museum as per below schedule:
 - a. Monday to Friday, 8:00am to 16:30pm
 - b. Saturdays, 9:00am to 14:00pm
 - c. Public Holidays, 9:00am to 12:00pm

- d. The museum is closed during the Easter Weekend, as well as from Christmas Day to New Years Day.
- 4. The lessee shall ensure that replacement staff is available at all times (for e.g. absences, industrial action, etc.) The lessee must ensure that all its contracted staff adhere to the daily starting and ending times for the specified services and that WHAG could request to replace café staff when necessary.
- 5. The lessee shall ensure compliance with Occupational Health and Safety Act (Act No 85 of 1993, as amended) and its regulations and shall ensure that the staff deployed to WHAG are provided with the necessary safety clothing and equipment.
- 6. The successful lessee must:
 - a. Submit proof of a valid certified letter of good standing issued by the Department of Labour (COIDA) within 21 days upon requesting to do so.
 - b. Submit proof of a Valid UIF compliance certificate or letter within 21 days upon requesting to do so.
 - c. Submit proof of a compliance with minimum sectorial determination rate for the relevant area as gazetted within 21 days upon requesting to do so.
 - d. Provide all material and equipment necessary for the proper execution of the service in terms of the contract.
 - e. Maintain its equipment in working order.
 - f. Ensure that fair labour practices are complied with.
 - g. Indemnify, protect, defend, and hold harmless WHAG from and against any and all claims, demands, actions and proceedings whatsoever including all fees, costs and expenses incurred in respect thereof and arising out of:
 - i. Any claim in respect of any taxes payable by the service provider.
 - ii. Any claim in respect of the Compensation for Occupational Injuries and Diseases Act 1997 (COIDA) or for any loss for which the service provider is liable.
 - iii. Any claim in respect of the Occupational Health and Safety Act.
 - iv. Any claim by any third person including any employees of the museum or of the service provider for any loss resulting from any bodily injury and/or damage to property by an act or omission of the lessee or any of its employees, servants, or agents.
 - h. Observe all statutory Conditions of Employment e.g., wages and other contributions, hours of work, overtime or leave applicable etc.
 - i. Supply the labour force to render the café services in terms of the specification. This labour force is to conduct itself in an efficient and professional manner in carrying out their duties and keep disturbances to the occupants of the building to a minimum.
 - j. Ensure that a meeting between the lessee and a project leader of WHAG takes place once a quarter.
 - k. Keep the facilities provided by WHAG clean and tidy.
 - l. Conform to all applicable legislation, Municipal By-Laws or directives issued by the Northern Cape Provincial Government.
 - m. Comply with WHAG security and emergency policies and procedures.
 - n. Accept responsibility and liability for the safekeeping of its equipment on the premises provided by WHAG.
 - o. Provide regulatory warning signs in all areas of operation.

Requirements for Submission

To be considered, your proposal must include the following documents and information:

1. A completed and signed Offer to Lease form.
2. Company profile, including a copy of business registration and any relevant licenses.
3. Proof of financial capability to fulfil the lease terms
 - a. Two years audited or independently reviewed financial statements;
 - b. Six-months bank statements; or
 - c. Bank rating letter with a minimum rating of C for the value of the lease offer
4. Proposed lease terms and conditions, including rental amount, additional charges (if any), and any special terms related to the café operation.
5. A description of your intended use of the café space, including your menu concept and any planned renovations or improvements.
6. References from previous landlords or property management companies.
7. Any additional documents or information you believe are relevant to your offer.

Offer Evaluation

Offers will be evaluated based on various criteria, including but not limited to:

1. Rental price and proposed terms.
2. Financial stability and ability to meet lease obligations.
3. Compatibility of your café concept with the available space and any planned renovations.
4. References and past leasing history.

Selection Process

Upon the submission deadline, our selection committee will review all received offers and may schedule interviews or site visits as part of the evaluation process. We reserve the right to accept or reject any offer at our sole discretion.

EVALUATION CRITERIA

Technical Mandatory Requirements

The bidder must submit a technical proposal to illustrate how they will meet the requirements of the museum.

Functionality requirements for the evaluation of café management services bids, in accordance with Preferential Procurement Regulations, are designed to ensure that the selected service provider is both capable and qualified to effectively manage the café in compliance with the specified criteria. The requirements will be used to assess the technical and operational capabilities of the bidders.

Functionality will be applied as a prequalification criterion. Such criteria are used to establish minimum requirements whereafter bids will be evaluated solely on the basis of price and preference.

Technical Criteria		Points
Experience and References		25
1 – 2 years	Provide evidence of previous successful café management experience, including references from clients or organizations for whom similar services have been provided.	10
3 – 5 years		15
6+ years		25
Personnel Experience		20
1 – 2 years	Documentation of staff qualifications, including relevant training and experience.	5
3 – 5 years		10
6+ years		20
Innovative Services		10
Poor	Details of any innovative services, offerings, or concepts that could enhance the café's appeal to visitors	0
Average		5
Good		10
Operational Plan		20
Poor	A detailed operational plan outlining the day-to-day management of the café, including opening hours, staffing, and service protocols.	0
Average		5
Good		10
Excellent		20
Menu and Quality Standards		25
Poor	A sample menu with a range of offerings, pricing, and nutritional information. Evidence of compliance with health and safety regulations and procedures.	0
Average		5
Good		15
Excellent		25

Minimum functionality score to qualify for further evaluation: **75**

EVALUATION CRITERIA

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
Business Based in the Northern Cape	4	Proof of Business Address not older than three months
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

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

MANDATORY INFORMATION TO BE SUBMITTED

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

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



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OFFER TO LEASE FORM

This Offer to Lease is made and submitted by the undersigned bidder in response to the Request for Offer to Lease issued by the William Humphreys Art Gallery (WHAG) for the café space located at WHAG premises in Kimberley, Northern Cape.

1. BIDDER INFORMATION

Legal Name:			
Registration No:			
CSD No:	MAAA		
Tenant Physical Address:			
Tenant Postal Address:			
Herein represented by:			
Identity Number:		Capacity:	
Telephone:		Email:	
Representative's Residential Address:			

2. LEASE PROPOSAL

Proposed Monthly Rental (ZAR):	
Proposed Lease Term:	
Commencement Date:	

Proposed Monthly Rental (ZAR): _____

Proposed Lease Term: _____

Commencement Date: _____

Additional Charges (if any): _____

3. CAFÉ CONCEPT & OPERATIONS

Please describe your intended café concept, menu offerings, target market, and any planned renovations or fit-out changes:

4. COMPLIANCE & DOCUMENTS ATTACHED

Please confirm submission of the following documents (tick as applicable):

	Company registration documents
	CSD
	BBBEE certificate / affidavit
	Proof of financial capacity (bank statements or letter from bank)
	Relevant licenses and permits for food service
	References from previous landlords / clients
	Company registration documents
	Tax clearance certificate / PIN
	BBBEE certificate / affidavit
	Proof of financial capacity (bank statements or letter from bank)

5. DECLARATION

I, the undersigned, declare that the information provided in this Offer to Lease is true and correct, and that I am duly authorised to submit this offer on behalf of the bidder. I understand that WHAG reserves the right to accept or reject any offer without obligation.

Full Name: _____

Designation: _____

Signature: _____

Date: _____



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WHAG-SBD4

BIDDER'S DISCLOSURE

1. Purpose of the form

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in the table below.

Full Name	Identity Number	Name of State institution

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2.1 If so, furnish particulars:

.....

.....

2.3.1 If so, furnish particulars:

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.....

3.1.1 If so, furnish particulars of the names, individual identity numbers, sex, shareholding and, if applicable, disability of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in the table below.

[illegible]

4 DECLARATION

I, the undersigned, (name) in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 4.1 I have read and I understand the contents of this disclosure;
- 4.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 4.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 4.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 4.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 4.6 There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the William Humphreys Art Gallery in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 4.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2, 3 and 4 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

Signature

Date

Position

Name of Bidder