

William Humphreys
Art Gallery



an agency of the

Department of Sport, Arts and Culture

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10 November 2023

REQUEST FOR PROPOSAL: PANEL OF CONSERVATORS

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 (DSAC). 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 proposals for appointment on a Panel of Conservators for a period of thirty-six months 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 Matsile at 053 831 1724.

Closing date for proposals is 04 December 2023. Submit written proposals via email to mpho@whag.co.za.

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

TERMS OF REFERENCE FOR CONSERVATION SERVICES

Background

The William Humphreys Art Gallery invites qualified and experienced art conservation service providers to submit proposals to be appointed on a panel of providers for a period of thirty-six months. This panel will serve to provide art conservation services for a diverse range of mediums, including but not limited to paintings, works on paper, photographs, ceramics, sculptures, and other art forms.

Scope Of Work

The selected panel of conservators will be called upon to provide services for the conservation of various art mediums. The scope of work may include, but is not limited to:

- a. Examination and Assessment: Conduct comprehensive assessments of artworks to determine their condition and conservation needs.
- b. Conservation Plans: Develop and implement detailed conservation plans outlining the necessary treatment, materials, and techniques for each artwork.
- c. Conservation Work: Execute the conservation work, which may involve cleaning, repair, structural stabilization, varnishing, retouching, and other relevant procedures.
- d. Documentation: Maintain meticulous records of all conservation activities, including condition reports, treatment reports, photographic documentation, and other relevant information.
- e. Quality Assurance: Ensure that all conservation work meets professional standards and adheres to ethical guidelines.

Technical Mandatory Requirements

The proposal must indicate which medium the service provider is competent in and provide proof of experience thereof.

The Technical Mandatory Requirements are listed below, failure to submit all the documentation requested below will lead to disqualification and bid will not be evaluated further.

Mandatory Criteria	Description	Proof Required
Qualifications and Expertise	The service provider must have a minimum of one year of experience in the conservation of artworks. All conservators and technicians working on the project must hold relevant academic qualifications in art conservation.	a. Company profile indicating at least one year of rendering art conservation services. b. CVs of conservators and technicians.
Previous Experience	The service provider must provide evidence of successful completion of at least one similar project involving the conservation artworks.	c. At least one reference letter for each applicable medium.

Pricing

The service provider shall provide a detailed cost proposal including fees and expenses. Service providers shall provide an hourly/daily cost breakdown for each resource per year and annual escalation fees for the duration of the contract. Fees must be quoted at an all-inclusive rate for the various levels of the proposed resources/supplies to be utilized.

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

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) 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.