

**SCM Enquiries: Mr. I Chiloane**

Tel: 012 441 3490/ 3671

Reference: ICRFQ 1020242

**SUBJECT: NATIONAL DESIGN POLICY.**

REQUIRED BY: DEPARTMENT OF SPORT, ARTS & CULTURE

1. Kindly furnish the Department with a quotation for the subject mentioned above.
2. SBD 4, SBD 6.1, forms are attached for completion.
3. Bidders are requested to submit quotations, attached SBDs.
4. Preferential procurement regulation 2022 will apply. The 80/20 preference point system will be used to calculate for price and specific goals as per SDB 6.1 attached.
5. NB: Bidders are required to submit the following proof/documentation to claim points for specific goals:
  - a) Ownership Certificate issued by the Companies and Intellectual Property Commission (CIPC) that shows ownership percentage (e.g. Beneficial ownership, CK ...etc) and
  - b) BBBEE certificate or Sworn affidavit
6. Failure to submit the required documents will result in 0 points.
7. The closing is 16 October 2024 at 15:00 pm
8. These forms must be returned with your quotation to the following e-mail address: [lpelengC@dsac.gov.za](mailto:lpelengC@dsac.gov.za)

Signature: I Chiloane

Date: 11 October 2024



**sport, arts & culture**

Department:  
Sport, Arts and Culture  
REPUBLIC OF SOUTH AFRICA

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## OFFICIAL SPECIFICATION FORM

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| Specification for:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Appointment of a Service Provider to develop a National Design Policy for South Africa. |  |    |   |
| Directorate:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Multi-Media                                                                             |  |    |   |
| Unit:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Design                                                                                  |  |    |   |
| Was this service previously requested in this current financial year? If yes, please provide reasons why is requested again on your memo to procure.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                         |  | No | X |
| Departmental Assets                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                         |  | No | X |
| Item Description:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Quantity                                                                                |  |    |   |
| <p>In 2014 and 2015 then Department of Arts and Culture (DAC), now the Department of Sport, Arts and Culture (DSAC) held a series of workshops with design stakeholders in order to consult on the content required for the inclusive development of a framework for the National Design Strategy and guided by the national policies and to discuss appropriate indicators for the application of Monitoring and Evaluation (M&amp;E) to measure the impact of design on society in the areas of economic independence, economic contribution, economic need and social sustainability and to consult on 'good practice' measures to regulate design within the design industry. The aim of the research project was to develop the strategic direction of design within the existing South African design, innovation and manufacturing landscape, in line with existing policies and in support of the White paper of the Arts, Culture and heritage sector, the CCI Masterplan, the National System of Innovation (NSI) under the guidance of the South African government's National Development Plan (NDP).</p> <p>In 2019, the research was developed and focused on four design sectors. It investigated the needs and identified the capability and capacity of the application of design, the support therefore of the design capabilities of the South African public and how to drive business, industry and economic growth and innovation through design. The research was limited and provided a framework for what needs to be</p> |                                                                                         |  |    |   |



## OFFICIAL SPECIFICATION FORM

done to explore the design capacity and capability. The Design policy will be to enable the sector to be globally competitive, innovative, sustainable, vibrant and transformed a design Industry that creates growth for creatives, entrepreneurs and the broader society. The advent of technology and Artificial Intelligence has also impacted the design space and marks a significant milestone in human history and has raised important societal considerations.

### 2. PURPOSE

The purpose is to:

1. Provide an informed and authoritative analysis of the design industry value chain, addressing issues of scope, size, structure and relevant dynamics. Identifying areas of focus, spatial location, value chain, support structures or mechanisms. This will be building on an existing framework.
2. Provide an informed SWOT analysis of the current situation of the design sector and international best practice.
3. Do an extensive scan of the policy environment and strategy including the White Paper on Arts, Culture and Heritage, Mzansi Golden Economy (MGE), CCI Masterplan, National Development Plan (NDP), Industrial Policy Action (IPAP), National Growth Path (NGP), the National Skills Development Plan (NSDS) and others. Assess the impact/implications of all these policies on design.
4. Update the database of the stakeholder/role players in the design sector.
5. Develop a comprehensive National Design Policy for South Africa.
6. Consultations with the industry/ stakeholders

| Requestor: Name (in print)          | Signature                                                                                                        | Date     |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------|----------|
| Vusi Ngobeni                        | Signed by: vusumuzi Johannes Ngobeni<br>Signed at: 2024-08-20 09:17:40 +02:00<br>Reason: I approve this document | 20/08/24 |
| Director/ Delegate: Name (in print) | Signature                                                                                                        | Date     |



## OFFICIAL SPECIFICATION FORM

|                                      |                                                                                                              |                |          |
|--------------------------------------|--------------------------------------------------------------------------------------------------------------|----------------|----------|
| Masana Chikeka                       | Signed: Masana<br>Signed at: 2024-08-20 10:28:58 +02:00<br>Reason: I approve this document<br>Masana Chikeka |                | 20/08/24 |
| Technical Enquiries: Name (in print) | Telephone Number                                                                                             | E-mail address |          |
|                                      |                                                                                                              |                |          |

### Specifications

#### 1. Description of Task

Work with the Department's Design Unit to develop a National Design Policy for South Africa which will cover all the disciplines within design.

The service provider will be required to undertake the following tasks, in close consultation with DSAC.

#### Purpose

Development of a National Design Policy.

#### 2. SCOPE AND EXTENT OF THE TASK DIRECTIVE

##### 2.1 Scanning of the Design landscape

- Provide an informed and authoritative analysis of the design industry value chain in the above-mentioned disciplines, addressing in scope, size,



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structure and relevant dynamics. Identifying areas of focus, spatial location, value chain, support structures or mechanisms.

- Endeavour to get a broad but comprehensive sense and understanding of the state of the design sector in South Africa with a view to outlining as part of the strategy required strategic interventions. This also taking into consideration the CCI Masterplan.
- Consult with the DSAC, Department of Education, Department of Trade and Industry, Department of Small Business and Development, Department of Science and Technology, and also members of the National Craft & Design Coordination Body (NCD CB), National Design Committee which includes provincial economic development agencies, arts and culture, as well as economic development departments in the quest to develop a comprehensive, inclusive, yet practical policy.

### **2.2 Production of the first draft of the policy**

Produce a first draft for discussion with DSAC and the National Design Committee.

### **2.3 Organise the first of the two proposed consultations.**

- Organise a hybrid consultation session for a maximum of 30 key stakeholders (including former 9-member National Design Committee) with whom the first draft will be discussed for their inputs.



## OFFICIAL SPECIFICATION FORM

- Build in your quotation cost to host a maximum of 10 people physically out of the total of 30 mentioned above, including costs such as venue hire, morning tea, lunch and an afternoon snack.
- For fairness and uniformity in costing this item please see the guidelines below;
  - a) Morning tea at R 80 p/p for max 15 people
  - b) Lunch including 1 soft drink at R 200 for max 15 people.
  - c) Afternoon snack at R 80 p/p for max 15 people

### **2.4 Produce the second draft of the strategy.**

- a) Produce a second draft for discussion with DSAC and the strategic role players and stakeholders in the design sector.

### **2.5 Organise the second and final of the two proposed consultations.**

- Organise the second and final hybrid consultation session for final inputs which will inform the final version of the proposed policy.
- Organise a hybrid consultation session for a maximum of 40 key stakeholders with whom the second draft will be discussed for their final inputs.

### **2.5 Project timeframe**



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- The task is to be completed by 30 March 2025

### 3. EVALUATION CRITERIA

All proposal/ quotations will be evaluated as per below evaluation criteria.

| CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                     | WEIGHT | VALUE RATING                                                                                                                                                         | TOTAL |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| <p><b><u>Knowledge and understanding of the Design Sector in South Africa</u></b></p> <p>Demonstrate the above in not more than 3 pages.</p>                                                                                                                                                                                                                                                                                                 | 20     | <p>0-4 = poor</p> <p>5-7=below average</p> <p>8-12 = average</p> <p>13-16 above average</p> <p>17-20 =good</p>                                                       |       |
| <p><b><u>Experience and expertise in similar work undertaken.</u></b></p> <p>To demonstrate previous role played/involvement in the design sector outline in not more than 2 pages the kind of work you have undertaken in the past similar to what is expected in this RFQ.</p> <p>In order to substantiate the above, provide a minimum of two or more signed reference letters with contacts for each project completed successfully.</p> | 30     | <p>0-1 reference letter = 0 points</p> <p>2 reference letters=10 points</p> <p>3-5 reference letters = 20 points</p> <p>6 and more reference letters = 30 points</p> |       |
| <p><b><u>Nature of involvement in the Design sector</u></b></p>                                                                                                                                                                                                                                                                                                                                                                              | 20     | <p>0-4 = poor</p> <p>5-7=below average</p>                                                                                                                           |       |



## OFFICIAL SPECIFICATION FORM

| CRITERIA                                                                                                                                      | WEIGHT     | VALUE RATING                                                                                           | TOTAL |
|-----------------------------------------------------------------------------------------------------------------------------------------------|------------|--------------------------------------------------------------------------------------------------------|-------|
| What is the nature of your involvement in the Design sector or creative industries. Outline your key achievements and challenges.             |            | 8-12 = average<br>13-16 above average<br>17-20 = good                                                  |       |
| <b>Examples of strategy/policy/discussion document drafted or developed.</b><br><br>Provide/submit/share actual documents you have developed. | 30         | 0-1 example = 5 points<br>2 examples = 10 points<br>3-4 examples = 20 points<br>5 examples = 30 points |       |
| <b>TOTAL</b>                                                                                                                                  | <b>100</b> |                                                                                                        |       |

*Note: Department doesn't provide tools of trade to the service providers*

### 4. GENERAL CONDITIONS OF CONTRACT

- 4.1. The Department may investigate possible fronting by any bidder and any bidder found to be fronting will be disqualified and blacklisted.
- 4.2. The service provider may not recruit or shall not attempt to recruit an employee of the Department of Sport, Arts and Culture for the purposes of preparation of the bid or for the duration of the execution of this contract or any part thereof.

### 5. EVALUATION STAGES



## OFFICIAL SPECIFICATION FORM

Quotations received will be evaluated as follows;

- 5.1. Stage 1: The Technical proposal will be evaluated out of 100 points with a threshold of 70 points. Service provider must score a minimum of 70 or more points to qualify for further evaluation on price and preference points.
- 5.2. Stage 2: Bidder that score 70 points and above will be evaluated in accordance with the prescripts of the Preferential Procurement Policy Framework Act (PPPFA) and the associated Preferential Procurement Regulations of 2022, which stipulate an 80/20 preference point system is applicable to all quotations up to a rand value of R1 million (all applicable taxes included). Twenty (20) points will be awarded for specific goals as per SBD form 6.1 attached to this request for quotation.

## 6. TECHNICAL REQUIREMENTS

All quotations must be accompanied with a detailed proposal including the following information;

- (a) Reference letter to proof completed successful project;
- (b) CVs of all involved (including but not limited to: qualifications and experience and level of expertise/current designation; relevant document).
- (c) Detailed project plan with clear timelines, milestones and costs breakdown as well as a clear methodology to prove the understanding of task to be executed.
- (d) Detailed financial breakdown.

## 7. CONFIDENTIALITY



## OFFICIAL SPECIFICATION FORM

- 7.1. No information or documentation may be used for any other purpose other than providing for a quotation proposal to the Department, and no copies of any document may be made, except with prior written approval from the Department.
- 7.2. The successful service provider and staff might be required to sign a non-disclosure agreement.

## 8. INTELLECTUAL PROPERTY AND OWNERSHIP

- 8.1. Ownership and copyright of all documentation developed during the period of the contract will be vested in the Department of Sport, Arts and Culture.
- 8.2. 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 Sport, Arts and Culture and must be handed over to the Department on termination of the contract.
- 8.3. 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).

## 9. CONTRACTUAL ARRANGEMENT

- 9.1. The service provider is required to enter into a Service Level Agreement with the Department of Sport, Arts and Culture to perform all functions as set out in the



## OFFICIAL SPECIFICATION FORM

project Specification or Terms of Reference and National Treasury General Conditions of Contract of 2010.

- 9.2. The project should be completed within a duration of 3 months starting from the date of appointment.

### 10. FINANCIAL IMPLICATIONS

- 10.1. No service will be provided to the Department before an official order has been issued to the supplier or service provider.
- 10.2. The service provider should be aware that DSAC only pays after the services have been rendered.
- 10.3. Payments will be done within 30 days of receipt of an invoice with all required supporting documents as per the Service Level Agreement;
- 10.4. Payments will be made by the Department after the service provider has submitted an invoice supported by all requisite documents.

### 11. CLIENT BASE

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

### 12. LATE QUOTATIONS

- 12.1. Quotations received after the closing date and time will not be accepted.

### 13. TECHNICAL ENQUIRIES / CLARIFICATION

- 13.1. All enquiries related to the technical content of the Terms of Reference as well as the bid enquires may be directed to Mr Vusi Ngobeni who can be contacted on 082 885 8712 or [vusing@dsac.gov.za](mailto:vusing@dsac.gov.za)