



OFFICIAL SPECIFICATION FORM

Specification for:	Appointment of a service provider to work with the Department of Sport Arts and Culture (DSAC) and the Mzansi Craft Council (MCC), in partnership with other strategic partners and key stakeholders in the craft sector to update/revise/fine-tune the developed craft strategy which will inform the work of the DSAC in the development of the craft sector over the current Medium Term Development Plan (MTDP).			
Directorate:	Visual Arts and Design (Multi-Media)			
Unit:	Craft Development			
Was this service previously requested in this current financial year? If yes, please provide reasons why it is requested again on your memo to procure.			No	X
Departmental Assets			No	X
Item Description:	Quantity			
DSAC appointed a service provider in the previous year, 2024/25, to develop a five-year craft development strategy. The strategy was developed and submitted to the Minister for approval. The Minister made recommendations on how the strategy can be enhanced to have better impact on the craft sector through strategic partnerships with other role players in the craft sector. The proposed enhancements to the strategy are captured in the task description below. To assist in better understanding what has been achieved with the previous version of the craft strategy and what is envisaged with the intended enhancements, here is the background. The reviewed White Paper on Arts Culture and Heritage as well as the Master Plan on the Cultural and Creative Industries form an important backdrop to what	1			



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has been achieved to date, and the work to be done with the enhanced strategy. These policies provide a broad framework for the work that is to be done by government in the development of the various arts culture and heritage sectors. This forms the backdrop against which the proposed work that is intended through this Request for Quotation (RFQ) is to be done. The proposed craft development strategy is intended to translate these broad policy directives contained in the two above-mentioned policies, as well as others such as the Department of Small Business Development's (DSBD) **Customized Sector Programme (CSP)**, the **National Development Plan (NDP)** and the priorities set out by the current administration, into a much more focused, practical strategy/plan/blueprint. The blueprint should then guide DSAC's work in the development of the craft sector over the current MTDP, working with strategic partners such as the MCC and other key stakeholders in the craft sector.

Over and above the mentioned documents, there are also other documents which the previously appointed service provider had to refer to in their task of developing the strategy. Those documents include;

- Relevant South African Cultural Observatory (SACO) research reports,
- The 2014 DSAC Craft Strategy report,
- The 2018 DSAC Craft Strategy Dialogue report and the
- Report on the 2020 Feasibility study for the Amalgamation of the DSAC Entities

It is now expected of the bidders to study the developed craft strategy, look at the work that is currently being done by DSAC, the DSBD and other strategic partners such as members of the National Craft & Design Coordinating Body (NCD CB), provincial arts and culture and economic development departments. This strategy needs to improve on proposed collaboration and coordination among the above



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outlined role players, forge alignment in the various interventions currently underway, a point the Minister emphasized. The enhanced strategy would need to also articulate how the work being done can be streamlined, support the sector and beef up the NCD CB through the expanded participation of other role players such as arts and culture provincial Departments, serve as an instrument to access new money and resources in the development of the craft sector.

It is for this reason that the bidders for this task are expected to already be active role players in the development of the craft sector in South Africa.

The proposed timeframes for the project are outlined below

- Study the strategy and any other relevant documents – **1 week**
- Review of the existing strategy to identify the gaps pointed out by the Minister - **1 week.**
- Identify areas of enhancements in consultation with key role players outlined below-**1 week.**
- Organize the first consultation (virtual) to present what the above work has identified and proposals on the necessary improvements in the early part of November.
- This consultation is to be followed by one week focused on incorporating the inputs emanating from the above-mentioned first consultation.
- Organise the second hybrid consultation to present the pen-ultimate strategy for endorsement by the sector stakeholders and strategic role players by the end of November 2025.
- The DSAC Craft Development Unit will facilitate a session for presentation to the Minister in the first week of December 2025, or by end of January 2026.



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- Documents related to the task are available on request. - Below is a pricing schedule to assist and guide the quotation process.		
Requestor: Name (in print)	Signature	Date
Joseph Mathe		
Director/ Delegate: Name (in print)	Signature	Date
Masana Chikeka		
Technical Enquiries: Name (in print)	Telephone Number	E-mail address

Pricing Schedule

Refer and use the below outlined pricing schedule to assist in the quotation process.

1. REQUIRED ENHANCEMENTS TO THE STRATEGY					
#	Description	Unit price	quantity	Days/nights	Sub-total
1	Review existing strategy				
2	Enhance the articulation of the purpose of the strategy at the beginning of the strategy document.				
3	Outline clear recommendations and proposed interventions relating to each aspect of the "summary circle" – Attached as Tag 1.				
4	Enhance the PP Presentation for use to update partners and stakeholders				
5	Produce a summarised version of the presentation for presentation to the Department's Management and the Minister				
6	Articulate the current and proposed roles of other strategic role players				
7	Produce two progress reports				
				Sub-Total	



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2. ORGANISE TWO CONSULTATIONS SESSIONS AS FOLLOWS					
#	Description	Unit price	quantity	Days/nights	Sub-total
1	Organise a fully virtual first consultation with the MCC, DSAC and other strategic role players to outline the approach, scope, and period of work to be undertaken by no later than the second week of October 2025				
2	Second Hybrid consultation session in Pretoria or Johannesburg over a day and half: Organise conference accommodation for a maximum of 15 people over a day and half				
3	Second Hybrid consultation session in Pretoria or Johannesburg over a day and half: Return travel for the 9 members of the MCC, plus 5.				
4	Second Hybrid consultation session in Pretoria or Johannesburg: One night accommodation (dinner/bed & breakfast) for the 9 members of the MCC, dinner, bed and breakfast. Make allowance for 5 extra people.				
5	Second Hybrid consultation session in Pretoria or Johannesburg: Provide lunch for a total of 20 people				
6	Manage logistics of invitations, RSVPs and record keeping of the sessions (first and second consultation)				
7	Organise live streaming of the consultation session over the two days				
8	Build in an extra night only for the 9 MCC board members, dinner bed and breakfast				
				Sub-Total	

3. REPORTING AND PRESENTATION					
#	Description	Unit price	quantity	Days/nights	Sub-total
1	Prepare reports after the two consultation sessions				



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2	Build in two reporting activities to the Department and the MCC, with the second reporting involving a presentation to the Minister				
				Sub-Total	
				Grand Total	

To be included

- VAT (if applicable/registered tax vendor)
- Project Management Fee