

William Humphreys  
Art Gallery



an agency of the  
Department of Sport, Arts and Culture

Tel: (053) 8311724/5 | Facsimile: (053) 8322221 | E-Mail: [enquiries@whag.co.za](mailto:enquiries@whag.co.za) | Website: [www.whag.co.za](http://www.whag.co.za)

P O Box 885, Civic Centre | Kimberley 8300, South Africa | 1 Cullinan Crescent, Civic Centre | Kimberley 8301, South Africa

---

**29 June 2023**

### **REQUEST FOR QUOTATION: ART LOGISTICS MANAGEMENT SERVICES**

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 quotations for an Art Logistics Management Services 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 quotations is 14 July 2023. Submit written quotations through via email to [mpho@whag.co.za](mailto:mpho@whag.co.za).

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

## **TERMS OF REFERENCE FOR ART LOGISTICS MANAGEMENT SERVICES**

### **Purpose**

The purpose of this exercise is to appoint a reputable and experienced service provider to handle the safe and secure transportation of valuable artworks from one location to another, for a period of eighteen (18) months, on an as-and-when basis. The goal is to meet The William Humphreys Art Gallery requirements in a timely and cost-effective manner.

### **Scope Of Work**

1. Pick-up and delivery of artworks to and from specified locations within South Africa to and from the William Humphreys Art Gallery.
2. Transportation of artworks in climate-controlled and secure vehicles, ensuring their safety during transit.
3. Handling of artworks with utmost care to prevent any damage or loss.
4. Compliance with all relevant safety and security protocols in the transportation process.
5. Provision of appropriate packaging materials, including crates, padding, and protective coverings.
6. Insurance coverage for the transported artworks against loss or damage during transit.
7. Pick-up and delivery of artworks between South African and any international destination. Quotations for this service will be required on request.

### **Timeline**

1. The transportation services will be required on an ongoing basis, as and when artworks need to be transported to or from the Gallery.
2. The Gallery will provide reasonable notice for scheduling pickups and deliveries, with a minimum notice period of five (5) working days.

### **Gallery Information**

1. The William Humphreys Art Gallery is located in Kimberley, Northern Cape.
2. The Gallery primarily deals with various types of artworks, including paintings, sculptures, and mixed media pieces.
3. The dimensions and weights of the artworks will vary, and the transport company should have the necessary equipment and expertise to handle different types of art securely.

### **Quotation Requirements**

1. Please provide a detailed breakdown of your pricing structure for the transportation services, including any applicable fees and charges.
2. Detail any insurance coverage options you offer and their associated premiums. Service providers must specify the cost formula for insurance in their bid submission (e.g., value of artwork x 1.75%).
3. Indicate your company's experience in handling artwork transportation and any relevant certifications or qualifications.
4. Bidders are required to submit a comprehensive company profile that describes the nature of the bidding organisation and its normal business activities. This is required to substantiate the requirement for an experienced specialist service provider.
5. Bidders are required to submit written details and evidence of previous related experience, in order to demonstrate and substantiate their capability and track record relevant to these services.

6. The bidder must include escalation clauses if applicable, having regard to the duration of the contract. The escalation must be clearly defined in respect of the formula, portion(s) of rates subject to escalation, reference indices to be used and the source of such reference information. Neglect to properly define, or ambiguous submissions on escalation, may lead to the disqualification of the bid.

## EVALUATION CRITERIA

### 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 application 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](http://www.csd.gov.za).*