



South African Reserve Bank

Financial Services Department

Procurement Section

370 Helen Joseph Street (formerly Church Street)

Pretoria

Tender

Tender No. BM/06-2012

Project name: Curatorial consultant for SARB

Tender closing date: 10h00 on Monday, 13 August 2012

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Invitation to tenderers

Invitation

The South African Reserve Bank (the Bank) wishes to appoint and contract a curatorial consultant for a period of three years to render a curatorial service to the Bank. Interested parties are hereby invited to tender as provided for hereunder. The tender must be supported by the information requested in this document.

Tender submission

An original tender document together with four (five in total) copies clearly marked “original” and “copy”, will be received until **10:00 on Monday, 13 August 2012** and must be enclosed in sealed envelopes, bearing the applicable tender headings and tender numbers, as well as the closing time and due date.

The tenders should be deposited in the **tender box** at the South African Reserve Bank Head Office, **370 Helen Joseph Street (formerly Church Street), Pretoria.**

Service providers are to note that it remains their responsibility to ensure the timeous delivery of their documents. If courier services companies are used for delivery of the documents, please give specific instructions for the documents to be deposited in the tender box and **not through the Bank internal mailing system. Tenders not deposited in the tender box will not be accepted.**

Tenders shall remain valid for a period of 120 (one hundred and twenty) days from the closing date for the submission of tenders, during which period it may not be amended or withdrawn. However, the Bank reserves the right to amend or withdraw the tender at any time during the tender process, and tenderers would, however, be advised accordingly in writing.

Potential service providers would be required to undergo rigorous security vetting in terms of the Vetting Policy of the Bank and/ enabling legislation

Late submissions will not be considered.

Section 1
Conditions of tender

Section 1

Conditions of tender

1.1 Introduction

- 1.1.1 The Bank will select a service provider based on set criteria as specified in this tender.
- 1.1.2 Please note that (i) the costs incurred or losses suffered by the tenderer in preparing and submitting a proposal and negotiating the contract, including a visit to the Bank, are not reimbursable as a direct cost of the assignment; and (ii) the Bank is not bound to accept any of the tender submitted.
- 1.1.3 The Bank policy requires that tenderers provide professional, objective, and impartial advice and at all times hold the Bank's interests paramount, without any consideration for future work.
- 1.1.4 It is the Bank's policy to require that tenderers observe the highest standard of ethics during the execution of such contracts. The Bank will reject a tender for award if it determines that the tenderer recommended for the award has engaged in corrupt or fraudulent activities in competing for the contract in question.

1.2 Clarification and amendment of the tender documents

- 1.2.1 Tenderers may request clarification of any information in the tender before the submission date. Any request for clarification must be sent in writing (preferably by e-mail) to the following person at least 48 hours before the closing date:
Badanile Masango at e-mail: Badanile.Masango@resbank.co.za.
- 1.2.2 The Bank may, for any reason, whether at its own initiative or in response to a clarification requested by a tenderer, amend the tender. Any amendment shall be issued in writing through addenda.
- 1.2.3 Addenda shall be sent by fax or e-mail to all invited tenderers and will be binding on them. The Bank may at its discretion extend the deadline for the submission of tenders.

1.3 Preparation of tender

1.3.1 Tenderers are requested to submit a tender written in English.

1.3.2 In preparing the tender, tenderers are expected to examine the documents constituting this tender in detail. Material deficiencies in providing the information requested may result in rejection of a tender.

1.4 Submission of tender

1.4.1 Tenderers are warned that if the conditions set out hereafter are not closely adhered to it may result, at the sole discretion of the Bank, in the tender not being accepted for consideration.

1.4.2 The original tender shall contain no interlineations or overwriting, except as necessary to correct errors made by the tenderer itself. Any such corrections must be initialled by the person or persons who sign(s) the proposal.

1.4.3 Tenders have to be submitted as stated in this tender document and preferably not be qualified by the tenderer's own conditions of tender.

1.4.4 Each tenderer is required to return the complete set of tenders as requested, with all the required information supplied and completed in all respects. **NB: where requested to provide specific information, please provide same and refrain from referring to some attachment unless you have been specifically requested to do so. Failure to adhere to this may result in disqualification.**

1.4.5 Tenderers are instructed to strictly adhere to the numbering used in the tender document to facilitate ease of evaluation.

1.5 Completion of tender

1.5.1 The tender must be completed and responded to in full.

1.6 Signing of tender

1.6.1 The person duly authorised thereto shall sign the tender.

1.7 **Procurement process**

1.7.1 This is the tender stage of the procurement process.

1.7.2 The Evaluation Committee of the Bank (the Evaluation Committee) will evaluate the tenders on the basis of their responsiveness to the terms of reference, applying the evaluation criteria. Each proposal will be awarded a score.

1.7.3 A tender shall be rejected at this stage if it does not respond to important aspects of the terms of reference or if it fails to achieve the minimum score pre-determined by the Evaluation Committee.

1.8 **Tender evaluation criteria**

1.8.1 Tenders will be evaluated based on, inter alia, the following criteria:

- Price
- Experience with projects/assignments of a similar nature
- BEE status (kindly attach a valid BBEE rating certificate)
- Capacity to deliver/perform and/or reputation as a service provider

1.9 **Negotiations**

1.9.1 The aim of negotiation is to reach agreement on all points and sign a contract.

1.9.2 Negotiations will include a discussion of the tender. The Bank and tenderer will work out the final terms of reference indicating activities, inter alia, logistics, reporting, etc. The agreed work plan and final terms of reference will then be incorporated in the "Description of Services" and will form part of the contract. Special attention will be given to getting the most the tenderer can offer within the available budget and to clearly define the inputs required from the Bank to ensure satisfactory implementation of the assignment.

1.10 **Awarding of contract**

The contract will be awarded following negotiations. After successful negotiations, the Bank will promptly notify other tenderers on the shortlist that they were unsuccessful.

The tenderer is expected to commence the assignment on the date(s) agreed on with the Bank.

1.11 **Confidentiality**

Information relating to the valuation of the tender and recommendations concerning awards shall not be disclosed to the suppliers who submitted the proposals or to other persons not officially involved in the process, until the successful tenderer has been notified that it has been awarded the contract.

1.12 Additional requirements

1.12.1 the following must accompany your set of tender documents:

- Company or personal profile (not exceeding 5 pages) addressing, inter alia, experience and assignments/work of a similar nature that has been done.
- Your standard contract of engagement, if any;
- a valid BBBEE certificate;
- Your hourly rates.

Section 2
Notes to tenderers

Section 2

Notes to tenderers

2.1 **Price to include**

2.1.1 The total price shall be deemed to include any and all things and matters necessary for the complete and satisfactory execution and completion of the work to be done whether or not specifically referred to in the document.

2.1.2 Kindly note that individuals must state an hourly rate at which they will be rendering a service as well as how many hours per month they will be able to dedicate to a curatorial service for the Bank

2.2 **Standard of service**

2.2.1 The Bank's Project Manager will conduct random checks, where applicable, and will be responsible for determining acceptable standards of service.

2.2.2 Any sub-standard service will not be accepted and could cost the service provider the tender.

Section 3

Scope/Specifications/Terms of reference

3.1 The Bank requires the services of a curatorial consultant on a term contract to assist in maintaining and developing its prestigious art collection.

In order to compile a short list of possible service providers, interested individuals with the following background and attributes are requested to apply:

- Expert knowledge of and a passion for South African art
- A good foundation in art theory and criticism. A post-graduate degree in the art field would be a recommendation
- Expertise to advise the Bank on the curatorial function of an extensive art collection
- Proven ability to advise on strategic direction, developing a vision, and short- and long-term goals for the art collection
- Proven ability to procure suitable works of art in line with a strategy
- Good communication and organising skills (the ability to put across ideas persuasively and succinctly and to take the necessary action)
- Decisiveness (especially in determining acquisition policy)
- Writing skills (the ideal candidate must be able to write a curatorial proposal, reports to top management of the Bank, a catalogue essay and publicity material)
- Networking skills that will enable liaison with commercial galleries, museums and the curators of other significant collections
- Proven knowledge of the framing, mounting, restoration, display and storage of work of art
- Willingness and ability to conduct external research on works of art.

The consultant must be willing to work with the Corporate Services Department and Art Committee of the Bank, and to attend monthly meetings of the committee at Head Office of the Bank in Pretoria.

Section 4
Summary of conditions of contract

Section 4

Summary of conditions of contract

4.1 **Conditions of contract**

The summary of conditions of contract shall govern this contract. However, the Bank may draft comprehensive conditions of contract after awarding the tender, if deemed necessary. The Bank is agreeable to negotiate the terms and conditions of the contract as may be reasonably required by either the Bank or the service provider.

4.2 **Contract type**

The Bank is considering entering into a three year contract.

4.3 **Payment**

Payment shall be based on invoice and shall be effected within thirty days of the receipt of invoice by the Bank.

4.4 **Criminal clearance**

Appointment of the company and/or all personnel involved in rendering the service is subject to their satisfactory criminal clearance or vetting by the Bank.