

EXPRESSION OF INTEREST - ART CURATOR

CONTRACT NUMBER - BOB/2020/03/16



1 INTRODUCTION

The Bank of Botswana seeks submissions of Expression of Interest (EOI) from well-established Art Curators for its Headquarters redevelopment project in Gaborone.

The Bank aims to refurbish and extend its existing premises in order to make optimum use of existing building infrastructure, while at the same time modernising, reorganising and expanding its facilities to meet the Bank's operational needs in the medium to long term period. The project will entail the refurbishment of existing buildings (approximately 16,000m²), rationalisation of the connectivity between buildings and selective addition of new buildings (up to 10,000m²) to expand office space and conferencing facilities. The Bank targets 6 Star Green Building rating. The Art Curator is expected to work closely with project team members to maximise compliance with that target.

The Bank requires the services of an Art Curator for the scope of works associated with artworks for the redeveloped office buildings. It is envisaged that the scope of the curator will go beyond the Bank's Headquarters but will include the Bank's other offices at the Airport Road, CMC and Francistown. The Art Curator may be a person or an organisation that is experienced with the duties to be assigned to them. They must also demonstrate familiarity with the local community of artists in Botswana.

2 PREQUALIFICATION CRITERIA

1. **In order to prequalify to be invited to tender for this project, bidders must fulfil the following criteria (max 10 pages):**
 - 1.1 In the case of Companies or organisation, bidders are expected to provide a very brief Organisational Profile including a brief history of the organisation, CIPA or Registrar of Societies Formation Documents, shareholding and directorships, relevant certificates, a summary of types of service offered, office resources, quality control procedures, and a statement from the organisation's bankers or financiers. The organisation must be registered and domiciled in Botswana.
 - 1.2 In the case of Individuals, provide a CV with copies of qualifications and Identity Documents. Provide a summary of types of service offered, office resources, quality control procedures, and a statement from your bankers or financiers to undertake the project. The individual must be a Citizen or Permanent Resident of Botswana.

- 1.3 Demonstrate a proven track record in the management of artists and art works. Provide brief descriptions of assignments undertaken, preferably identifying clients or consultants. At least two client references should be provided (written reference or email contact details).
2. **Bidders (individuals or the organisation's nominated individuals) should demonstrate the following qualities (max 3 A4 pages):**
 - 2.1 Experience as a Curator (or manager of artists) with a traceable track record;
 - 2.2 Familiarity with the local Botswana art scene and the history of Botswana;
 - 2.3 Good interpersonal skills for building and nurturing partnerships with the client and consultants, artists and other institutions towards achieving the client's objectives;
 - 2.4 Experience and diligence in managing events and organising exhibitions;
 - 2.5 Excellent Project Management skills.
3. **Demonstrate through a Methodology and Case Studies, the ability to carry out the following Responsibilities and Deliverables (max 10 A4 pages):**
 - 3.1 Cataloguing and valuation of the Bank's existing art assets;
 - 3.2 Propose a methodology for restoration of existing artworks as required;
 - 3.3 Assessing the Bank's art needs or possibilities for the redeveloped Headquarters. Propose different suitable types of artworks to suit those possibilities;
 - 3.4 Prepare a location/display schedule for new and existing artworks;
 - 3.5 Propose methodology for the procurement of new artworks and associated activities such as artists' workshops, exhibitions, national competitions;
 - 3.6 Project manage activities associated with the procurement methodology;
 - 3.7 Liaise with artists and other institutions;
 - 3.8 Guide the production of the new artworks to ensure that quality and time are respected;
 - 3.9 Supervise the installation of the artworks;
 - 3.10 Prepare a final hardcopy (book) and Digital cataloguing of the Bank's art collection;
 - 3.11 Prepare an artwork strategy for the bank going forward suggesting future activities.
4. **Bidders must note the following:**
 - 4.1 The Expression of Interest should be compiled and submitted in the order presented above;

- 4.2 Provide a short statement from your bank or financiers or audited sound financial statement demonstrating the financial capacity of the company;
- 4.3 It is a requirement that the taxes of the participating bidders **must** be in good standing or that suitable payment agreement will have been agreed with the tax authorities. Tenderers are therefore, requested to obtain and submit a copy of a tax clearance certificate or letter from the tax authorities.
- 4.4 At this juncture, the succinctness of the submission is important. Submissions exceeding 25 A4 pages will be marked down in the evaluation.

This call for expressions of interest and pre-qualification is intended to identify suppliers with the capacity to supply such a service. In order to prequalify to be invited to tender, all companies responding to this call for expression of interest must submit documentation as requested below, which will be used to derive a short-list of companies to invite to tender:

Contractors are urged to keep submissions concise and submissions should not exceed 15 A4 size pages in length per company.

Submissions will be evaluated by the Bank to produce a shortlist of suppliers who will be invited for Tender.

Interested parties are required to pay a non-refundable fee of P350, inclusive of VAT, and submit their expressions of interest in writing. Include a copy of your payment receipt in the submission

Submissions will be evaluated by the Bank to produce a shortlist of at least four (4) to six (6) best suppliers/service provider who will be invited for Tender. The Bank reserve the right to decide on the number of vendors to be shortlisted.

Tender Submission Instructions

The tender offers must be submitted through an email and addressed to Bob20200316@bob.bw

Documents should be marked “**ART CURATOR - BOB/2020/03/16 - COMPANY NAME**” and submitted no later than 1000 hours on **July 7, 2020**. Tenders will be opened at 1025 hours the same day. A formal report of the opening will be kept, noting names of tenders who have submitted tenders.

Bidders should submit the documents in a zip file/folder format to reduce the size of the documents. The maximum allowable email size at a time shall be 100MB. Bidders wishing to submit documents with more than the stated email size will be free to split the submission in multiple parts but not exceeding the reasonable length required. All documents must be in PDF format and must be password protected. The password shall be in two equal parts and should be sent to two separate emails with one part sent to Buckmasterg@bob.bw and the other part to Mothusik@bob.bw

Bidders should note that an e-mail transmission cannot be guaranteed to be secure or error-free as information could be intercepted, arrive late or incomplete, or contain viruses. Bank of Botswana therefore does not accept liability for any errors or omissions in the contents of the e-mail transmission. In this context, bidders are encouraged to submit their offers earlier.

The information provided in this request for submissions is the full extent of information provided at this stage.

Enquiries may be addressed to:
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