



BANK OF BOTSWANA

EXPRESSION OF INTEREST - MUSEUM CURATOR

CONTRACT NUMBER - BOB/2020/06/24

1. Introduction & Scope

- 1.1 The Bank of Botswana seeks submissions of Expressions of Interest (EOI) from experienced Museum Curators as part of the Gaborone Headquarters redevelopment project.
- 1.2 Embedded into the project, is the creation of a Museum. The Museum will preserve and present the history of the central bank, national currency and provide a historical journey through Botswana's economy. The Museum will, therefore, host a collection of artefacts and other items depicting these narratives.
- 1.3 The Bank requires the services of a Museum Curator to facilitate the planning and setting up of a new state-of-the-art specialised museum. The Museum Curator should be a person or organisation, which can demonstrate in-depth technical knowledge, experience and familiarity with museums and archives in Botswana. This will involve providing advice on the design of exhibition spaces and media, reviewing and cataloguing existing artefacts, identifying items that may need to be procured, and assisting in sourcing required materials.

2. Pre -Qualification Criteria.

- 2.1 In order to prequalify to be invited to tender for this project, bidders must fulfil the following criteria (max 10 pages):
- 2.2 In the case of Companies or organisations, 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.
- 2.3 In the case of Individuals, provide a CV with certified copies of formal qualifications and identity documents. Further, provide a summary of types of service offered, office resources, quality control procedures, and a statement from their bankers or financiers to

confirm financial standing. The individual must be a Citizen or Permanent Resident of Botswana.

- 2.4 Demonstrate a proven track record in the development and management of museums or historical exhibitions and a strong knowledge of Botswana's history. Provide brief descriptions of assignments undertaken, preferably identifying clients and/or consultants. At least two client references should be provided (written reference or email contact details).

3. Bidders (individuals or the organisation's nominated individuals) should demonstrate the following qualities (max 3 A4 pages):

- 3.1 experience as a Museum Curator (or related discipline) with a traceable track record;
- 3.2 familiarity with Botswana's history and economy;
- 3.3 good interpersonal skills for building and nurturing partnerships with the client, consultants and other institutions towards achieving the client's objectives;
- 3.4 experience and diligence in organising and managing exhibitions; and
- 3.5 excellent Project Management skills.

4. Demonstrate through a Methodology and Case Studies, the ability to carry out the following Responsibilities and Deliverables (max 10 A4 pages):

- 4.1 recording, cataloguing and valuation of the Bank's existing collection (banknotes, coin, photos, documents, audio and video recordings etc.);
- 4.2 researching and providing information/descriptors for museum artefacts/displays;
- 4.3 propose different and suitable artefacts/exhibits for the museum as required;
- 4.4 propose a methodology for restoration and preservation of existing collections/artefacts as required;
- 4.5 propose a strategy/methodology for security of museum artefacts;
- 4.6 prepare a location/display/exhibition schedule for the museum;
- 4.7 propose conveniences for use by the Museum visitors;
- 4.8 prepare and oversee implementation of the museum digitalisation techniques (e-services, virtual museum, audio-visual presentations)
- 4.9 propose methodology for the procurement of new artefacts;
- 4.10 guide on provisions for people living with disability;

- 4.11 project manage activities associated with the procurement methodology;
- 4.12 guide the production of the new artefacts to ensure that quality and time are respected;
- 4.13 supervise the installation of the artefacts;
- 4.14 prepare a final hardcopy (book) and Digital cataloguing of the Bank's Museum collection;
- 4.15 propose staffing requirements for the museum; and
- 4.16 prepare a Museum public education strategy for the Bank, suggesting future activities.

5. Bidders must note the following:

- 5.1 the Expression of Interest should be compiled and submitted in the order presented above;
- 5.2 provide a short statement from bank or financiers or audited sound financial statement demonstrating the financial capacity of the company;
- 5.3 it is a requirement that the tax payment history of participating bidders **must** be in good standing or demonstrate that suitable and verifiable payment arrangements 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;
- 5.4 the succinctness of the submission is important. Submissions exceeding 25 A4 pages will be marked down in the evaluation;
- 5.5 submissions will be evaluated by the Bank to produce a shortlist of suppliers which will be invited for Tender; and
- 5.6 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.
- 5.7 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.
- 5.8 Tender Submission Instructions

The tender offers must be submitted through an email and addressed to Bob20200624@bob.bw

Documents should be marked **“MUSEUM CURATOR - BOB/2020/06/24– COMPANY NAME”** and submitted no later than 1000 hours on **July 2, 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: Mr Mosweu Pelontle at Mosweup@bob.bw