



SUPPLY CHAIN MANAGEMENT UNIT
CORPORATE PROCUREMENT BRANCH
OLD FORT PLACE DURBAN

29 August 2017

CONTRACT ADVERT RE - ADVERT

Contract Number: 7P - 32015

Tender Closing: 06 September 2017 BEFORE 11:00 AM AT CORPORATE PROCUREMENT BUILDING, ARCHIE GUMEDE PLACE (FORMER OLD FORT PLACE, DURBAN, 4001 (NOT ANY OTHER MUNICIPAL BUILDING))

Documents obtainable from Corporate Procurement (MMB), Archie Gumede Place (Former Old Fort Place), Old Fort Complex, Durban, 4001

Compulsory Briefing Session: on 1 September 2017 @ Kwa Muhle Museum, 130 Bram Fischer Street, Durban 4001 @ 11:00 am

Terms of Reference (TOR) for the Digitization Strategy and Creation of the Digital Archives Project for the Durban Local History Museum.

1. Introduction: In order to increase accessibility and ensure the long-term preservation of Local History Museum digital collection. Collections Management Standard Operations Procedure has been developed. This strategic plan now needs to be implemented in nine sites of the Local History Museum (LHM) as prescribed below.

1.1 Overview of project sites - The project is to be implemented in the following sites: KwaMuhle Museum, Old House Museum, Old Court House Museum, Cato Manor Heritage Centre, Bergtheil Museum, Pinetown Museum, Port Natal Maritime Museum, Rankxerox, and Technical Centre.

1.2 Overview of collections – The project is to be implemented on the following LHM collections: Library collection (books, magazines, dissertations, newspapers, Ethnographic collection, Numismatic collection, Historical toys, Philately, Statues, plaques, memorials, Audi visual collection, Antique furniture, War memorials, Firearms, Agricultural implements, Kitchen and wash room utensils, Paintings, posters, drawings, portraits & framed pictures, Glass, ceramics, crockery & cutlery, Photographic collection, Archaeological Items, Sculptures, Monuments, Plaques, Statues, Documents, Maps, Articles, Letters, Biographical information, Textile and costume collection.

2. Scope of the Work: The scope of work required from a service provider should include, but is not limited to:

2.1 In consultation with Museum staff, develop and execute specific digitisation pilot projects related to the research collections, with associated action plans and workflows that are aligned with project management best practices.

2.3 In conjunction with Museum staff, manage the selection and preparation of material and/or batches thereof, prior to digitization. Supervise the setup and organisation of various work stations (i.e. sorting, cleaning, preparation, digital capture), at all LHM seven sites, including Rankxarox and Technical Centre.

2.4 Provide the necessary digitising equipment/devices, associated IT resources, and human resources for the digitising of material included in the pilot projects. Undertake capturing, conversion, file naming, file processing, cataloguing and associated metadata assignments/descriptions of the digitised material.

2.5 Facilitate the storage of raw files on appropriate media and archive processed and enhanced Master Files into a Digital Repository. Provide Access (working) Files for all archived files within the Digital Repository.

2.6 Provide an indication of human resource requirements and provide recommendations regarding skills development plan and workflow for future digitisation projects. Provide detailed and standardised list of equipment, infrastructure, information technology and facility requirements, that may include both internal and external resources.

2.7 Provide recommendations/action plan for the long-term sustainability of the deliverables of the digitization pilot projects.

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