



KAMPALA CITY FESTIVAL 2017

TERMS OF REFERENCE

FOR

DESIGN AND CONSTRUCTION

FOR

KAMPALA CAPITAL CITY AUTHORITY

FLOAT

OUR CITY . OUR CELEBRATION

AUGUST 2017

DESIGN AND CONSTRUCTION OF THE KCCA FESTIVAL FLOAT, 2017

The Terms of Reference

A. PROJECT DESCRIPTION

KCCA intends to have a float as part of the procession for Kampala City Festival 2017 scheduled for October 8th 2017. A team from KCCA has generated guidelines for concepts and eventually designs for the KCF 2017 costumes, centered on the **Theme for this year's festival**. These terms of reference have been drafted to form the basis of engagement for the team to design and construction of the Authority's Float.

KCF 2017 THE FESTIVAL THEME

The overriding theme for KCF 2017 is '**Celebrating Cultural Diversity**', to celebrate our diversity as tribes and nations living in one City: to be translated into street décor, floats, costumes and food displays, among the other activities.

These terms of reference have been drafted to form the basis of engagement for the team to construct the Authority's Festival float.

B. THE DESIGN

The Front or truck head scheme: This is based on the standard truck head and should be proportionate to the rest of the body as shown in the image.

- This represents the warmth and smiles of Kampala's people and features we identify with about the Festival.

The elevation or side view: This is based on the standard low bed trailer to be provided by KCCA.

This represents:

- Cultural diversity, the over riding theme for the Festival
- Kampala's people
- The city's landmarks



C. BID SUBMISSION REQUIREMENTS

The following should be submitted along the other documentation.

- Demonstration of work experience in fabrication and design of at least two years, not limited to float design and construction
- Submit a company profile with a minimum of the following professionals; fine artists, welders and carpenters
- Submit a Construction feasibility report detailing how you think the float will be constructed.
- All the required tools such as hammers, generators, welding rods etc. Will be provided by the suppliers.
- Submit a list of materials your team would like to use in the construction and finishing of the float.
- Submit your design modification to the concept presented here in below.
- Submit a procurement plan and work plan for the construction of the float

D. SCOPE OF WORK

The selected party should demonstrate the following:

- Present a mode of construction for the design.
- Suggest materials that can suit the scheme for best impact
- Come with bills of quantities showing items to be used in the construction.
- Present a procurement plan
- Develop a work plan for the construction of the float
- Submit all accountability to Float Coordinator.

E. DEADLINES

- Announcement of successful submission- **18th August 2017**
- Completion date for construction- **29th September 2017**
- Inspection date and test run- **30th September 2017**
- Handover of float- **6th October 2017**

F. KCCA WILL PROVIDE A TRUCK HEAD AND LOW BED TRAILER FOR THE SCHEME.

G. IMPORTANT TO NOTE. (FLOAT CONSTRUCTION)

- A. *Chassis* –No chassis, or framework, or any part thereof, may be less than 10– inches from the ground.
- B. *Controls* – Brakes, clutch pedals and foot throttle are required. Starter switch or starter button must be firmly fastened and readily accessible. An ignition or toggle switch is required. Ammeters, temperature gauges and oil gauges must be in plain view of the driver.
- C. *Driver Space* – The float driver must be provided with a safe and comfortable seat facing forward. The compartment must be well ventilated to protect against engine fumes and heat.
- D. *Driver Visibility* – The driver must have a clear view of the area in front of him/her so he/she does not have to rely on external guidance.
- E. *Driver Entry/Escape* – Provision must be made for the rapid entrance and exit of driver so the driver can easily reach his/her seat and so the entrance/exit is free of obstacles.
- F. *Fire Extinguishers* – One 4–pound dry chemical extinguisher must be placed within easy reach of the driver. Other types of extinguishers are prohibited. All extinguishers will be checked and approved by Float and/or Procession Committee persons before the float leaves the construction site.
- G. *Wiring* – Wiring should be properly located and securely insulated to avoid damage by crushing, abrasion or inadvertent kicking or snapping by the driver.

ASSESEMENT CRITERIA FORM

Company Name:

Assessor:

	Unsatisfactory (Actual Mark if Below 45%)		Satisfactory								(Actual Mark if Above 85%)
	-40	45	5%	50	55	60	65	70	75	80	
Creativity or artistry	<input type="checkbox"/>	<input type="checkbox"/>	5%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Originality of design and relevance to Theme	<input type="checkbox"/>	<input type="checkbox"/>	15%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Construction demonstration or theory	<input type="checkbox"/>	<input type="checkbox"/>	40%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Material selection and combinations	<input type="checkbox"/>	<input type="checkbox"/>	20%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Connection of elements	<input type="checkbox"/>	<input type="checkbox"/>	20%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments

- Assessment Criteria (as applicable)**
- Relevance to competition theme
 - Concept
 - Uniqueness
 - Craftsmanship
 - Attractiveness
 - Vibrancy of Colors
 - Harmony of colors
 - Discreet use of KCCA logo and the brand colours





KAMPALA CITY FESTIVAL 2017

TERMS OF REFERENCE

FOR

DESIGN AND MAKE

FOR

KAMPALA CAPITAL CITY AUTHORITY

COSTUMES

OUR CITY . OUR CELEBRATION

AUGUST 2017

TERMS OF REFERENCE FOR DESIGN AND MAKE OF THE KCF 2017 COSTUMES

A. PROJECT DESCRIPTION

KCCA intends to have an entourage as part of the procession for Kampala City Festival 2017 scheduled for October 8th 2017. A team from KCCA has generated guidelines for concepts and eventually designs for the KCF 2017 costumes, centered on the **Theme for this year's festival**. These terms of reference have been drafted to form the basis of engagement for the team to design and make the Authority's Festival costumes.

KCF 2017 THE FESTIVAL THEME

The overriding theme for KCF 2017 is '**Celebrating Cultural Diversity**', to celebrate our diversity as tribes and nations living in one City: to be translated into street décor, floats, costumes and food displays, among the other activities.

B. DESIGN PARAMETERS



- The Costume Design team will come up with, but not limited to, the following costumes:
 - *2 Festival Queens*
 - *30 Dancers' Costumes*
- The Costumes must demonstrate:
 - Creativity
 - Authenticity
 - Attractive Colour and material palettes
 - Be a fashion statement
 - Comfortable and Decent costumes fit to be worn all day long
 - The general colour theme of the costumes **SHALL** reflect the City Authority's core values, mission and vision.
 - The design and make should not exceed **UGX 8,800,000/=**, with labour and all relevant taxes inclusive.

C. BID SUBMISSION REQUIREMENTS

The following should be submitted along other standard documentation in line with PPDA guidelines.

- Demonstration of work experience in design and make of at least two years' work, not limited to costume design.
- Submit a company profile with a minimum of the following professionals; seamstresses, bead artists, mask artists, welders and project managers.
- Submit a Design collage with material boards detailing how you think the costumes will put together.
- Submit bills of quantities showing items to be used in design and make of the costumes.
- All the required tools such as tape measures, pencils, tailor's chalk, thread etc will be provided by the designer.
- Submit a list of extra materials your team would like to use in the design and make of the float for example glitter, glue, sequins etc.
- Submit a procurement plan and work plan for the construction of the float; this should include a detailed breakdown of how you expect to receive payment.
- You will work with the designated Coordinator to the Festival Committee (Ms. Pamella Akora, +256794660948), by appointment with the Coordinator to the Festival Committee.

D. SCOPE OF WORK

Additionally, the selected party should demonstrate the following:

- Present modes of make for the designs for example welding, bead work, face painting.
- Suggest materials that can suit the costumes for the best visual impact and comfort for those dressed in them.
- Present a procurement plan.

- Present a detailed project work plan for the making and hand over of the costumes with a weekly target.
- Submit all accountability to the Costume Coordinator.

E. DEADLINES

- Procurement process – **18th August 2017**
- Dress rehearsal and fittings – **29th September 2017**
- Handover of Costumes – **6th October 2017**

* Progress will be monitored and costumes will be inspected on a fortnightly basis during the make.

F. KCCA WILL PROVIDE THE MODELS AND DANCERS FOR THE COSTUMES.

G. IMPORTANT TO NOTE (COSTUMES)

1. *Comfort* – All costumes must be comfortable for the users bearing in mind activities they will be involved in like dancing and walking over long distances.
2. *Tidiness* – All costumes must not appear tacky, loose or untidy.
3. *Details* – Details must be paid attention to for example but not limited to firm stitching, beadwork, water proof face paint etc.
4. *Ethical stand* - No costumes that are insulting to a particular ethnicity, religion or gender.
5. *Decency* - Clothing must conform to reasonable standards of decency.

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