



an agency of the
Department of Arts and Culture

28 November 2019

TERMS OF REFERENCE

PROJECT NUMBER: SAHRA/BEU/01/11/2019

THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES SUITABLY QUALIFIED SERVICE PROVIDERS TO SUBMIT QUOTATIONS FOR THE DESIGN AND INSTALLATION OF THE MEMORIAL SCULPTURE AT THE CLAREMONT POST OFFICE IN CAPE TOWN

1. PURPOSE

The South African Heritage Resources Agency (SAHRA) invites suitably qualified service providers to submit quotations for the design and installation of the sculpture at the Claremont Post-Office in Cape Town.

2. BACKGROUND

- 2.1 The South African Heritage Resources Agency (SAHRA) is an agency of the Department of Sports, Arts and Culture and is the national administrative body responsible for the management and protection of South Africa's cultural heritage resources. It is a statutory organisation established under the National Heritage Resources Act, Act No. 25 of 1999.
- 2.2 The 16 Days of Activism for No Violence against Women and Children Campaign (16 Days Campaign) is a United Nations campaign which takes place annually from 25 November (International Day of No Violence against Women) to 10 December (International Human Rights Day).
- 2.3 Other key commemorative days during this period include World Aids Day on the 1st December and the International Day for Persons with Disabilities, on 3 December of every year. The official opening of the 2019 16 Days took place in Limpopo on 25 November under the theme: Enough is Enough – 356 days to Gender-Based violence and Femicide.
- 2.4 The Department of Sports, Arts and Culture (DSAC) will be playing an active role during this campaign and will contribute through the unveiling of a memorial stone in support of the 16 Days Campaign.



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DSAC will unveil a stone at the Post Office in Claremont where Uyinene Mrwetyana was tragically killed this year. It is a highly symbolic space that will attract the necessary attention to the message which DSAC intends to send to the public.

- 2.5 Taking a stand against the scourge of gender-based violence and femicide our emancipatory claim is: these acts are neither our culture nor our heritage. As such a memorial sculpture will be installed at the Claremont Post-Office with a clear inscription stating that this is “NOT OUR CULTURE, NOT OUR HERITAGE” or “NEITHER OUR CULTURE NOR OUR HERITAGE”

3. SCOPE OF SERVICES

- 3.1 Design and installation of the sculpture at the Claremont Post-Office in Cape Town (as described in attached concept document). **Refer to Annexure A.**
- 3.2 The attached concept document should guide the design (Concept 3 in the document) and the service provider has freedom to propose to us what material, dimensions and design of the final product should be. The installation will be at the Claremont Post-Office in Cape Town (as described in concept document).
- 3.3 We are extremely limited with time kindly consider if Option 3 is possible by Wednesday, 11 December 2019



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4 TERMS AND CONDITIONS OF PROPOSALS

- 4.1 All costs and expenses incurred by potential service providers relating to their Tender Offer will be borne by the each respective service provider. SAHRA is not liable to pay such costs and expenses or to reimburse or compensate service providers in the process under any circumstances, including the rejection of any Tender Offer or the Cancellation of this project.
- 4.2 While SAHRA endeavors to ensure that all information provided to all potential service providers are accurate, it makes no warranty as to the accuracy or completeness of any information provided by it.
- 4.3 SAHRA reserves the right to waive deficiencies in project proposals. The decision as to whether a deficiency will be waived or will require the rejection of a project proposal will be solely within the discretion of SAHRA.
- 4.4 SAHRA reserves the right to request new or additional information regarding each service provider and any individual or other persons associated with its project proposal.
- 4.5 SAHRA reserves the right not to make any appointment from the proposals submitted.
- 4.6 Service providers shall not make available or disclose details pertaining to their project proposal with anyone not specifically involved, unless authorized to do so by SAHRA.
- 4.7 Service providers shall not issue any press release or other public announcement pertaining to details of their project proposal without the prior written approval of SAHRA.
- 4.8 Service providers are required to declare any conflict of interest they may have in for which the tender is submitted or any potential conflict of interest. SAHRA reserves the right not to consider further any proposal where such a conflict of interest exists or where such potential conflict of interest may arise.
- 4.9 A **valid TAX PIN**, issued by the South African Revenue Services, must be submitted, . (See attached application form for Tax Clearance Certificate)



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- 4.10 Any and all project proposals shall become the property of SAHRA and shall not be returned
- 4.11 The proposals should be valid and open for acceptance by SAHRA for a period of 60 days from the date of submission.
- 4.12 Service providers are advised that submission of a project proposal gives rise to no contractual obligations on the part of SAHRA.
- 4.13 SAHRA reserves the right not to accept any proposal which does not comply with the TERMS OF REFERENCE and conditions set out in the proposal documents.
- 4.14 SAHRA reserves the right not to award the proposal to the service provider that scores the highest points.
- 4.15 Disputes that may arise between SAHRA and a service provider must be settled by means of mutual consultation, mediation (with or without legal representation) or, when unsuccessful, in a South African court of law.
- 4.16 The Bid offers and proposals should be valid and open for acceptance by SAHRA for a period of 60 days from the date of submission.
- 4.17 All returnable Bid documents must be completed in full and be submitted together with the service provider's proposal.
- 4.18 The "Requirements for content of the project proposal" section above outlines the information that must be included in proposal offers. Failure to provide all or part of the information will result in your proposal being excluded from the evaluation process.
- 4.19 All goods/service or products to be supplied to SAHRA shall be in full compliance with South African approved standards and in compliance to the specifications provided.



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- 4.20 It is the conditions of this RFQ that, a quotation is submitted together with the following completed forms;
- SBD 1 Invitation to BID
 - SBD 2 Tax Clearance Requirements
 - SBD 3 Pricing Schedule
 - SBD 4 Declaration of Interests form.
 - SBD 6.1 Preference points claim form (valid BBBEE certificate must be submitted together with this completed document).
 - SBD 7.1 Contract Form (Purchase of Goods).
 - SBD 8 Declaration of Bidder's Past Supply Chain Management Practices.
 - SBD 9 Certificate of Independent Bid Determination
 - General Conditions of Contract (***Please initial each page, as proof that the bidder familiarised themselves with the content of the document***)

SAHRA reserves the right to revise any aspect of these timeframes at any stage, and to amend the process at any stage.

6 EVALUATION CRITERIA AND FUNCTIONALITY

All proposal offers received shall be evaluated based on the following phase out approach:

- **Phase one:** Compliance to the terms of reference and conditions of the proposal. Failure to meet any of the conditions of the proposal will automatically disqualify your proposal on this phase.

- **Phase two:** preference points for Broad-Based Black Economic Empowerment (BBBEE) Status Level of Contribution (80/20 preference points system), where 80 points are allocated to price, and 20 points are located to BBBEE status level as follows:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18



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B-BBEE Status Level of Contributor	Number of points (80/20 system)
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

9 Price (Vat included)

9.1 80 Points for price will be awarded with reference to the total fixed proposal amount inclusive of VAT. The service provider with the lowest price shall score the maximum 80 points.

10. Submission of Offer

Quotations must be submitted in a sealed envelope, marked with the tender number, tender name, and closing date and for the attention of the Supply Chain Management Unit.

Bids must be deposited in the Tender Box located in Cape Town:

South African Heritage Resources Agency (SAHRA)

111 Harrington Street

Cape Town

8000

Tel: 021 462 4502

Or by email : dkolwane@sahra.org.za



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It remains the onus of the service provider to ensure that their Tender Offer reaches the SAHRA office no later than the closing date and time. SAHRA will not be held liable and/or responsible for late deliveries and submissions.

11. Closing Date

The closing date for the submission of Bids: 06 December 2019 at 16h00

No late Bids shall be accepted.

12. Contact Details:

Queries must be directed in writing to:

Supply Chain Management

Mr Disang Kolwane

Acting SCM Manager

Tel: 021 462 4502

Email: dkolwane@sahra.org.za