



an agency of the
Department of Arts and Culture

03 JULY 2019

TERMS OF REFERENCE

THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDERS FOR THE REHABILITATION OF THE PIETERMARITZBURG CONCENTRATION CAMP MEMORIAL

1 PURPOSE

To invite suitably qualified and experienced service providers to submit proposals for consideration to undertake work on the rehabilitation of the Pietermaritzburg Concentration Camp Memorial in Pietermaritzburg, KwaZulu Natal Province.

2 BACKGROUND

- 2.1 The South African Heritage Resources Agency (SAHRA) is an agency of the Department of Arts and Culture and is the national administrative body responsible for the management and protection of South Africa's cultural heritage resources.
- 2.2 In terms of the National Heritage Resources Act, 25, (1999) (NHRA), SAHRA is enjoined with the responsibility of identifying and conserving graves of victims of conflict including the South African War (formerly known as the Anglo-Boer War) and of the Liberation Struggle. This is done through the erection, refurbishment and rehabilitation of memorials associated with these graves as part of preserving the national estate. The construction of such memorials is considered according to the provisions of Section 44 of the NHRA as sites of cultural significance and national memory.
- 2.3 It is within this context that SAHRA wishes to appoint a competent service provider who will undertake the work of rehabilitating the concentration camp memorial garden in Pietermaritzburg, KwaZulu Natal.



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3. SCOPE OF SERVICES

Pietermaritzburg Concentration Camp Cemetery rehabilitation

1. Pave the front pathway of the memorial, which is 17,5m x 1,45m.
2. Paving between the pathways must retain the current measurements.
3. The entire back part must be paved 1 500mm base of the memorial.
4. The two sides of the memorial must also be paved 1 500mm from the base of the memorial.
5. All paving must be done using grey interlock paving bricks.
6. Border edge paving concrete kerbs must be sourced and used as a finishing on the paving.
7. All inscriptions on top of the memorial must be repainted with the appropriate material to render legible the current wording.
8. A plastic or similar material must be laid under the paving to prevent grass from growing over the paving.
9. Erect an interpretative plaque on site (*SAHRA will provide the wording for the inscription*).
10. The plaque must be a square shaped reinforced concrete cast plinth 900mm high.
11. The thickness of the plinth must be 300mm x 300mm.
12. On top of the plinth there must a polished Zimbabwean granite interpretative plaque that is 40mm thick, measuring 600mm x 600mm.
13. The finish of the plinth must be of 2mm brown aggregate stone finish.
14. The plaque must be installed at a sloping angle of 25 degrees and must overlap each side of the plinth by 150mm.
15. Remove flora from the overgrown graves or anywhere in the vicinity of the Concentration Camp Memorial site.
16. Clean up and remove any rubble from the site upon completion.



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4. TERMS AND CONDITIONS OF TENDERING

- a) All costs and expenses incurred by the potential service providers relating to their project proposal will be borne by 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 proposal or the cancellation of this project.
- b) SAHRA reserves the right to request new or additional information regarding each bidder and any individual or other persons associated with its proposal.
- c) SAHRA may require responsive bidders to present and discuss their proposals in person.
- d) SAHRA reserves the right not to make any appointment from the proposals submitted.
- e) Bidders shall not issue any press release or other public announcement pertaining to details of their project proposal without the prior written approval of SAHRA.
- f) Bidders are required to declare any conflict of interest they may have in the transaction for which the bid is submitted or any potential conflict of interest. It is important that bidders declare their conflict of interest through completion of relevant attached forms.
- g) SAHRA reserves the right not to consider further any bid where such a conflict of interest exists or where such potential conflict of interest may arise.
- h) Any and all project proposals shall become the property of SAHRA and shall not be returned.
- i) The bid offers and proposals should be valid and open for acceptance by SAHRA for a period of 120 days from the date of submission.
- j) Bidders are advised that submission of a proposal gives rise to no contractual obligations on the part of SAHRA.
- k) SAHRA reserves the right not to award the bid to the bidder that scores the highest points.



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- l) Disputes that may arise between SAHRA and a bidder must be settled by means of mutual consultation, mediation (with or without legal representation) or, when unsuccessful, in a South African court of law.
- m) In addition to adherence to the specific terms and conditions of proposals, provided in this document, the bidder shall be bound by the provisions of the General Conditions of Contract attached hereto, an original signed copy of which must be submitted together with all other bid documentation.
- n) All returnable bid documents must be completed in full and submitted together with the bidder's proposal. Should the returnable documents not be completed, the bid will not be considered any further.
- o) The successful bidder will be subject to supplier clearance process as prescribed by the National Treasury. This process includes, verification of supplier and its shareholders/directors/members' status on the list of defaulters and restricted suppliers.
- p) The proposal must include a company profile/ organization profile, comprising a description of the organization of the bidder, its primary business activity, clients experience, management etc, including at least three references for companies, to whom the service provider has supplied the same service.
- q) After the successful service provider has received the purchase order, they must be able to deliver in full compliance with South African approved standards and in compliance to the specifications provided.



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5. RETURNABLE DOCUMENTS

- a. SBD 1 Invitation to BID
- b. SBD 2 Tax Clearance Requirements
- c. SBD 3 Pricing Schedule
- d. SBD 4 Declaration of Interests form.
- e. SBD 6.1 Preference points claim form (valid BBBEE certificate must be submitted together with this completed document).
- f. SBD 7.2 Contract Form (Rendering Services).
- g. General Conditions of Contract
- h. SBD 8 Declaration of Bidder's Past Supply Chain Management Practices.
- i. SBD 9 Certificate of Independent Bid Determination.

Service providers must be registered with the CIDB. Service providers with a 1 GB may qualify to submit bids. A valid CIDB Certificate must be attached to the Offer submitted

NB: Failure to submit completed returnable forms as mentioned above may automatically disqualify your quotation. Please ensure that you submit CSD Registration Report.

7. ANTICIPATED TIME SCHEDULE AND PROCESS

Request for Tenders Issued	e-tender/ Tender Bulletin/ CIDB	11 November 2019
Compulsory Clarification Meeting	Pietermaritzburg Cemetery, Pietermaritzburg, KwaZulu Natal	Monday, 18 November 2019 @ 11:00
Closing date & Opening of BIDs	SAHRA Head Office	22 November 2019



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8. EVALUATION CRITERIA

a) 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 tender. Failure to meet any of the conditions of the tender will automatically disqualify your tender 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 allocated to BBBEE status level as follows:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

9. Price (Vat included)

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.



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10. SUBMISSION OF TENDERS

Tenders must be submitted in a sealed envelope, marked as confidential and for the attention of

Supply Chain Management

Project Name: Pietermaritzburg Concentration Camp

Project Number: SAHRA/BGG/01/11/2019

Compulsory Site Briefing Session:

Date: Monday, 18 November 2019

Time: 11:00

Location: Pietermaritzburg Cemetery, Pietermaritzburg, KwaZulu Natal

BIDS must be placed in the Tender Box located at:

SAHRA's Head Office

111 Harrington Street,

Cape Town

SAHRA takes no responsibility for mailed tender documents. It is the onus of the service provider to ensure that the document is placed in the Tender Box before closing date and time.

11. CLOSING DATE AND TIME: 22 November 2019 AT 11H00 NO LATE TENDERS WILL BE ACCEPTED.

12. For technical information, please send your written enquiry to:

Ms. M. Seetelo

BGG Manager

South African Heritage Resources Agency

Pretoria

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Tel: 012 320 8490

Email: mseetelo@sahra.org.za

For Supply Chain information, please send your written enquiries to:

Mr Disang Kolwane

Supply Chain Management

South African Heritage Resources Agency

111 Harrington Street

Cape Town

8000

Tel: 021 462 4502

Email: dkolwane@sahra.co.za