



an agency of the
Department of Arts and Culture

25 SEPTEMBER 2020

TERMS OF REFERENCE - SAHRA/BEU/22/09/2020

APPOINTMENT OF A SUITABLY QUALIFIED SERVICE PROVIDER FOR THE PRODUCTION AND INSTALLATION OF COMMEMORATIVE PLAQUES, BADGE AND BOARD AT THE SOUTH AFRICAN ASTRONOMICAL OBSERVATORY

1. PURPOSE

- a) The South African Heritage Resources Agency (SAHRA) hereby invites suitably qualified and experienced service providers to submit bid quotations for the production and installation of commemorative plaques, badge, and information board at the South African Astronomical Observatory (SAAO).

2. BACKGROUND

- a) SAHRA is a statutory organization established under the National Heritage Resources Act, No 25 of 1999. The primary objective of SAHRA is to coordinate the identification and management of the national estate which is defined as heritage resources of cultural and other significance. The terms of reference for the design, production and installation commemorative plaques, badge, and an information board at the SAAO are informed by the official unveiling of the SAAO as a National Heritage Site on 20 October 2020.
- b) The primary objective of the assignment is to design, produce and install commemorative plaques, a badge, and a board at the SAAO to officially unveil the site as a National Heritage Site.



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3. SCOPE AND SERVICES REQUIRED

The commemorative bronze plaques should provide basic information about significance of the site while commemorating its bicentenary (see Annexures A and B). The vinyl board will provide detailed information about the significance of the site (See Annexure C). The badge is a reproduction of the SAHRA logo. This specific assignment will entail the following:

1. Two bronze plaques: 775mm (h) x 749mm (w)
2. One vinyl information board: Size A0
3. One SAHRA badge: Size 15 cm x 15 cm

3.1 The following is required from potential service provider:

1. A quote of the services to be provided.
2. All items to be installed on **16 October 2020**

4. TERMS AND CONDITIONS OF PROPOSALS

4.1 All costs and expenses incurred by 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.

4.2 While SAHRA endeavors to ensure that all information provided to all potential service providers is 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.



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4.8 Service providers are required to declare any conflict of interest they may have in the transaction 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 Any and all project proposals shall become the property of SAHRA and shall not be returned.

4.10 The proposals should be valid and open for acceptance by SAHRA for a period of 30 days from the date of submission.

4.11 Service providers are advised that submission of a project proposal gives rise to no contractual obligations on the part of SAHRA.

4.12 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.

4.13 SAHRA reserves the right not to award, or not award the proposal to the service provider that scores the highest points.

4.14 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.

4.15 All returnable proposal documents must be completed in full and submitted together with the service provider's quote and a sample annual report book.

4.16 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 may result in your proposal being excluded from the evaluation process.

4.17 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.

5. RETURNABLE DOCUMENTS

- a) SBD 1 Invitation Bid
- b) SBD 2 Tax Clearance certificate application form
- c) SBD 3.3 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) Contract Form – Rendering of Services
- g) SBD 8 Declaration of Bidders SCM practices
- h) SBD 9 Declaration of independent bid determination



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- i) **Proposal.** The proposal should include company profile, frameworks, tools and methodologies used. A list of Clients and the nature of projects conducted with contact details. Please also provide at least 3 reference letters from contactable existing/ recent clients (within the past 3 years) of projects successfully completed. Reference letters must include company name, contact name, address, phone number, and duration of contract, value of the contract

NB: Failure to submit original completed returnable forms as mentioned above will automatically disqualify your quotation.

6. ANTICIPATED TIME SCHEDULE AND PROCESS

Request for Quotation Issued	SAHRA Website	25 September 2020
Closing date & Opening of BIDs	BIDs opened at SAHRA Head Office	07 October 2020

7. EVALUATION CRITERIA

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:** Prequalification criteria (Obtaining the minimum threshold for functionality as set out below).

A bidder must obtain a minimum of 60 points on the prequalification phase to progress to the next phase. Failure to obtain 60 points will render your proposal non-responsive.

No	Quality Criteria	Weight	Score	Weighted score
1	<p>Proposal or plan outlining approach, methodology and budget for the design, production and installation of tourism interpretive signage.</p> <p>Proposal contains company profile, approach and methodology =5 Proposal contains company profile only=3 proposal does not contain company profile, approach and methodology provided =0</p>	50		



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2	<p>Number of projects completed in the design and installation of signage</p> <p>5 Projects and above = 5 4 Projects = 4 3 projects = 3 Less than 3 projects = 0</p> <p>NB: A written reference letter on the letterhead of the client must be attached for each project completed. failure to do so will result in no points being awarded.</p>	50		
	Total	100		

- **Phase three:** 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



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8. 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.

9. SUBMISSION OF PROPOSALS

Project proposals must be submitted in a sealed envelope, marked as confidential and for the attention of **Supply Chain Management -Bid No: SAHRA/BEU/02/09/2020**

Project Name: Tourism Interpretive Signage

Bids must be placed in the Tender Box located at:

SAHRA's Head Office
111 Harrington Street,
CAPE TOWN, 8001
Tel: 021 462 4502

Closing date for bid offers and proposals: at 11H00 NO late proposals will be accepted after the closing time.

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.

For Technical information, please contact:

Mr. Ben Mwasinga
South African Heritage Resources Agency
P.O. Box 4673
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8000
Tel: 021 462 4502
Fax: 021 462 4502
Email: bmwasinga@sahra.or.za

For the Supply Chain related enquiries, please contact:

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Manager: Supply Chain Management
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