



an agency of the
Department of Arts and Culture

TERMS OF REFERENCE

APPOINTMENT OF A SERVICE PROVIDER FOR THE DESIGN, PRODUCTION, AND INSTALLATION OF A BRONZE INFORMATION PLAQUE FOR “BLACKIE”, THE STEAM LOCOMOTIVE ON DISPLAY AT CAPE TOWN STATION, WESTERN CAPE, MARKING HER AS A SPECIFICALLY DECLARED OBJECT

1. PURPOSE

- 1.1. The South African Heritage Resources Agency (SAHRA) invites relevant service providers to submit quotations for the design and production of a bronze information plaque for the Specifically Declared Steam Locomotive, “Blackie” on display inside the Cape Town Station in the Western Cape.

2. BACKGROUND

- 2.1. SAHRA is a statutory organization established in terms of the National Heritage Resources Act, No 25 of 1999 (NHRA) The primary objective of SAHRA is to coordinate the identification and management of the heritage resources of cultural significance which forms part of the national estate.
- 2.2. “Blackie”, a steam locomotive, is a specifically declared heritage object in terms of the National Heritage Resources Act (NHRA), No 25 of 1999. She was the first steam locomotive in South Africa, arriving in Cape Town in September 1859.
- 2.3. She was the first locomotive to operate in South Africa, albeit on construction trains. She is one of two, (4’ 8½”) gauge steam locomotives, preserved in South Africa. As the first steam locomotive in South Africa, “Blackie” was proclaimed as a Monument on 6th April 1936 in terms of the Natural and Historical Monuments, Relics and Antiques Act, 1934 (Act No.4 of 1934) which was published in the Government Notice No. 529).
- 2.4. In terms of the NHRA s58 (11f), cultural treasures and movable national monuments of the previous Acts are heritage objects.
- 2.5. SAHRA, intends to install an information plaque next to the existing plaques. The information plaque next to the declaration plaques is aimed at providing information about “Blackie” and that “Blackie” in terms of s58(11 f) of NHRA is now referred to as a heritage object. Therefore, this implies that the provisions of s32 of NHRA are all applicable to her.

2.6. It is within this context that SAHRA wishes to request quotations to design, produce, deliver, and install the information plaque as follows:

- 1) A plaque with information as stipulated on the inscription attached "Blackie". SAHRA and the National Department of Sports, Arts and Culture logos must appear on the plaque
- 2) Attached is the wording that should appear on the plaque, along with the logos of the institutions.
- 3) Wording must be aligned to the text on the existing declaration plaque

3. SCOPE OF THE SERVICE REQUIRED for the Information plaque on "Blackie"

- Design, produce and deliver an information plaque to SAHRA based on SAHRA's specifications. Thereafter, on an agreed date an official from SAHRA will accompany the service provider to Cape Town Station where the plaque will be installed.
- The plaque will be installed next to the 4 old bronze plaque and must compliment them in design and colour.
- The wording on the plaque should be in English, bearing the logos of the South African Heritage Resources Agency (SAHRA) and the National Department of Sports, Arts and Culture (DSAC)
- The plaque should be done in bronze.
- The size of the plaque should be 810mm (length) x 340mm (width).

3.1 REQUIREMENTS FOR FORMATS

- The appointed service provider must produce a plaque and will be required to submit a draft design of the plaque before commencement of work.
- On approval by SAHRA, work can commence.

3.2 PRODUCTION DELIVERY OF THE SPEC INCLUDES THE FOLLOWING:

- Design, produce and delivery of new plaque to SAHRA head office, Cape Town and thereafter, installation at Cape Town Station.

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 may be waived or may require the rejection of a project proposal may 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 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 A **valid original Tax Clearance Certificate**, issued by the South African Revenue Services, must be submitted, failing which the relevant service provider's proposal shall not be considered. (See attached application form for Tax Clearance Certificate)
- 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 30 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 All returnable proposal documents must be completed in full and submitted together with the service provider's proposal.
- 4.17 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.
- 4.18 All goods/service or products to be supplied to SAHRA shall be in full compliance with South African approved standards and in compliance with the specifications provided.
- 4.19 It is the conditions of this RFQ that, a quotation is submitted together with the following completed forms;
 - 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;
- i) General Conditions of Contract (**PLEASE INITIAL EACH PAGE, AS PROOF THAT THE BIDDER FAMILIARIZED THEMSELVES WITH THE CONTENT OF THE DOCUMENT**).

NB: Failure to submit completed returnable forms as mentioned above may automatically disqualify your quotation. Please ensure that you submit an original valid tax clearance certificate.

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

5. EVALUATION CRITERIA

5.1 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 / tender. Failure to meet any of the conditions of the proposal / tender will automatically disqualify your proposal / 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

6. 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.

7. SUBMISSION OF QUOTATIONS

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

Supply Chain Management

Project Number: SAHRA/ HOU/01/10/2020

Project Name: DESIGN, PRODUCTION, AND INSTALLATION OF A BRONZE INFORMATION PLAQUE

Quotations must be placed in the Tender Box located at:

SAHRA's Head Office

111 Harrington Street,

Cape Town

Tel: 021 462 4502

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.

8.CLOSING DATE AND TIME

Closing Date: 28 October 2020 at 11h00 AM. No late submissions will be accepted.

9.FOR FURTHER INFORMATION PLEASE SEND A WRITTEN QUERY TO:

Contact Person regarding Supply Chain Process:

Ms. Ayanda Mkhize
SAHRA
111 Harrington Street, Cape Town, 8001
Tel: 021- 462 4502
E-mail: amkhize@sahra.org.za

Contact People regarding the Project

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