an agency of the
Department of Arts and Culture

19 January 2021

TERMS OF REFERENCE

SAHRA/HR/05/28/01/2021

APPOINTMENT OF A SUITABLE QUALIFIED SERVICE PROVIDER TO PROVIDE RECORDS MANAGEMENT TRAINING

1 PURPOSE

The South African Heritage Resources Agency (SAHRA) hereby invites suitably qualified service providers to submit quotations for the provision of Records Management Training.

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.

3. SCOPE OF SERVICES

Records Management Training	
Target Audience	Skilled Employees
No. of participants	3 Employees
Duration	1 day
Venue and Catering	To provide separate quote for venue and catering costs per intervention

5. REQUIREMENTS TO BE INCLUDED IN THE SUBMISSIONS

5.1 To guarantee an objective and fair evaluation process, all proposals submitted must be in accordance with format as described in the scope of work. Failure to provide all or any part of the requested information in the required format may result in a proposal being excluded from the evaluation process.

5.2 The full training Programme be outlined in the quote.

6. COMPULSORY INFORMATION TO BE INCLUDED

6.1 The proposal must include a company/organisation profile, comprising a description of your organisation, its primary business activity, clients, experience, management, sub- contractor profiles, etc., including at list three reference companies whom they offer the same services to.

6.2 Proof of current accreditation as a training service provider.

7. 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 Proposal 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.

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.

8. 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
j. General Conditions of Contract

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

9. ANTICIPATED TIME SCHEDULE AND PROCESS

Request for Tenders Issued	**SAHRA Website**	**02 FEBRUARY 2021**
Closing date & Opening of BIDs	**Bid to be submitted to SAHRA TENDER BOX**	**15 February 2021**

10. 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

11. 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.

12. SUBMISSION OF TENDERS

Tenders must be submitted in a sealed envelope, marked as confidential and for the attention of
Supply Chain Management: Ms. A Mkhize
Project Name: RECORDS MANAGEMENT TRAINING
SAHRA/HR/05/28/01/2021

BIDS must be submitted to SAHRA Tender box at the following address.

111 Harrington street
Cape Town
8000

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.

13. CLOSING DATE AND TIME

CLOSING DATE: 15 FEBRUARY 2021 @ 11:00 – NO LATE TENDERS WILL BE ACCEPTED.

For Supply Chain related enquiries, please contact:
Ms Ayanda Mkhize
Supply Chain Manager
South African Heritage Resources Agency 111 Harrington Street
Cape Town
8000
Tel: 021 462 4502

Email: amkhize@sahra.org.za