



an agency of the
Department of Arts and Culture

17 FEBRUARY 2021

TERMS OF REFERENCE
BID NO: SAHRA/BGG/01/16/03/2021

THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDERS FOR THE DEMOLITION AND RECONSTRUCTION OF THE EASTERN WALL, REHABILITATION OF THE STEPS AND REMOVAL OF FLORA OF THE VREDEFROT ROAD CONCENTRATION CAMP IN KOPPIES, FREE STATE

1 PURPOSE

To invite suitably qualified and experienced service providers to submit proposals for consideration to undertake work on the rehabilitation of the Vredefort Road Concentration Camp Cemetery and Memorial by demolishing and rebuilding the eastern wall, rehabilitating the steps, and removing flora from around the camp.

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, rehabilitation and refurbishment 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. Due to vandalism, the chain around the site has been stolen/removed leading to vehicles driving over a portion of the cemetery.
- 2.3 It is within this context that SAHRA wishes to appoint a competent service provider who will undertake the work of rehabilitating the Vredefort Concentration Cemetery and Memorial.



an agency of the
Department of Arts and Culture

3. SCOPE OF SERVICES

Vredefort Concentration Camp Cemetery and Memorial

- a) Demolish the eastern memorial wall and remove all rubble from site.
- b) The wall must be reconstructed from foundation level to the top, and it must retain the current design. No variations permitted. The service provider must pay attention to detail.
- c) The service provider must use the same type of bricks as those currently used on site. No variation in colour, texture or finish is allowed.
- d) The service provider must use brickwork every second course.
- e) The height of the wall must be 2,900mm and the length thereof will be 4,400mm.
- f) The service provider must carefully extract and preserve the current inscriptions and re-install them in the order they are currently presented.
- g) The semi-circular steps and the aprons thereof on both sides of the memorial must be rehabilitated.
- h) A gate must be sourced and installed at the entrance of the concentration camp.
- i) The pillar near the wall must be rehabilitated 350mm x 350mm. The current design of the pillar must be retained.
- j) Grass inside the concentration camp must be trimmed.
- k) Tree branches that have fallen on graves must be removed.
- l) To ensure proper pricing and measurements are submitted at the time of Tender, it is imperative for the service provider to attend the site briefing session. This will afford each interested service provider the opportunity to be fully aware of and to understand what is required of them in the procurement processes and in the execution of the proposed contract.
- m) All necessary certificates from the structural engineer and related professionals, must be included in your Offer.
- n) The service provider is responsible for the safe keeping of his goods and appoint at his/her own costs suitable and qualified security to the site/s during the period of contract (from date of Site Handover until Practical Completion).



an agency of the
Department of Arts and Culture

- o) The service provider must contract people from the local community.

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.



an agency of the
Department of Arts and Culture

- 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.

5. RETURNABLE DOCUMENTS

- a. SBD 1 Invitation to BID



an agency of the
Department of Arts and Culture

- 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	SAHRA Website	16 March 2021
Closing date & Opening of BIDs	SAHRA Head Office	06 April 2021

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:** Meeting the minimum threshold of the prequalification criteria (functionality), which is 70 points.



an agency of the
Department of Arts and Culture

Prequalification criteria (functionality)

Bids will be evaluated on a scale of 1-5 in accordance with the functionality criteria below. The rating will be as follows: 1 = Very poor, 2 = Poor, 3 = Good, 4 = Very good, 5 = Excellent

CRITERIA	VALUE RATING	WEIGHT
Qualification Competence, qualifications and specialized experience and technical competence in construction	1 year =2 rating 1-2 years =3 rating 2-3 years = 4 rating 4 years + = 5 rating	40
Experience Number of similar projects completed / heritage rehabilitation work with written and contactable references	1 Project = 2 rating 2 Projects = 3 rating 3 Projects = 4 rating 4 Projects + = 5 rating	40
Methodology Clarity and practicality of the implementation of the project/work plan = 2 Clear and realistic cost breakdowns = 2 Realistic project schedule for milestones = 1		20
TOTAL		100



an agency of the
Department of Arts and Culture

Bidders are required to obtain a minimum of 70 points out of 100 points to progress to the next phase of evaluation. Bidders who have obtained less than 70 points as prescribed above will be deemed as non-responsive.

- **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

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.

10. SUBMISSION OF TENDERS

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



an agency of the
Department of Arts and Culture

Attention of Supply Chain Management – Ms. Ayanda Mkhize
Project Name: Concentration Camp Rehabilitation
Bid Number: SAHRA/BGG/01/16/03/2021.

Compulsory Site Briefing Session

Date: 01 April 2021

Time: 11:30 Am

Location: Vredefort Road Concentration Camp, Koppies
Free State Province.

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: 06 APRIL 2021 AT 11:00 AM
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
Madiba Street, Sancardia Mall
Pretoria
0001
Tel: 012 320 8490
Email: mseetelo@sahra.org.za

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

Ms A. Mkhize
Supply Chain Management
South African Heritage Resources Agency
111 Harrington Street
Cape Town
8000
Tel: 021 462 4502

Email: amkhize@sahra.co.za