



an agency of the
Department of Arts and Culture

13 October 2021

TERMS OF REFERENCE

APPOINTMENT OF A SUITABLY QUALIFIED SERVICE PROVIDER TO PROVIDE TRAINING ON THE MINIMUM STANDARDS FOR THE PRESERVATION AND CONSERVATION OF HERITAGE OBJECTS IN MUSEUMS AND OTHER INSTITUTIONS

1 PURPOSE

The South African Heritage Resources Agency (SAHRA) hereby invites suitably qualified service providers to submit quotations for an estimated five (5) day training programme for the **Conservation of diverse Objects**.

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, protection of South Africa's cultural heritage resources that includes regulating the movement of heritage objects.

3. SCOPE OF SERVICES

Training on Conservation Measures for Heritage Objects	
Target Audience	Heritage Officers
No. of participants	Estimated 10
Duration	Estimated 5 days
Topics to be covered	<ul style="list-style-type: none">• Provide the learner with a clear understanding of preventative conservation measures and Code of Ethics. This would enable him/her to apply minimum standards in order to advise on basic intervention and preventative measures.• Provide the learner with the required knowledge and understanding that will enable the learner to correctly identify materials and diverse objects of heritage significance.• Provide the learner with the required knowledge, skill and ability to: conduct a condition assessment, of both organic and inorganic materials for example: ceramic, metal, stone, mortars, beadwork, textiles, wood, etc, (henceforth referred to as diverse heritage objects) to understand



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	<p>deterioration and agents of deterioration and advise accordingly</p> <ul style="list-style-type: none"> • Provide the learner with the required knowledge, skill and ability to identify and understand the results of deterioration due to poor handling, unfavourable climatic conditions and the ageing process in general. • Equip the learners with the required knowledge & understanding to enable the learner to correctly prescribe treatment in accordance with ethical norms for diverse heritage objects. • Equip the learner with the knowledge to identify possible treatment, solutions and or requirements and methods to conserve diverse heritage objects without causing physical or aesthetic damage, or obscuring/removing historically significant information, on material substrate of suitable complexity. • Provide the learner with required skills to draft a comprehensive report including photographs that records all findings and proposed treatment in order to produce a condition assessment and treatment specification. • Provide the learner with the knowledge and skills to be compliant with health & safety requirements regarding use of tools and materials • To enable the learner to assess curatorial standards and the storage building to determine whether it is conducive for the preservation of the objects • On completion of this training programme the learner must be able to <ul style="list-style-type: none"> ○ Conduct a condition assessment of diverse objects and provide recommendations on their, conservation and preservation ○ Provide guidance on security measures, building inspection and cleaning methods inspection. ○ Adequately advise and conduct handling, storage, display methods and monitoring of Heritage Objects ○ Perform basic measures for the conservation of objects, in compliance with standard best practice. ○ Be able to advise on conditions that would promote public education ○ Take good quality images ○ Being able to identify the current and potential risks facing the objects as part of monitoring their condition ○ Be able to fully appreciate the limitations as well as the scope of the actions of a conservator in line
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	with SAHRA's mandate as per the National Heritage Resources Act no 25 of 1999
Venue, catering and other necessities	The venue must ideally have collections for training purposes. The suitably appointed service provider should separate training, venue and catering on their quotation

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 **Conservation of Objects** training must be compliant with all legislative and ethical standard prescripts within the conservation industry.
- 5.3 The full training programme be outlined in the quote.

6. Company/Organisation Profile

- 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.

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 the 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.



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- 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.
- 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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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	Website	13 October 2021
Closing date & Opening of BIDs	SAHRA Head Office	29 October 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:** Meeting the minimum threshold of the prequalification criteria (functionality), which is 60 points. **Prequalification criteria (functionality)**



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Criteria	Points Allocated
<p>1. Experience of the company in providing Conservation of Objects Training and or conservation assessments of identified or specifically declared heritage objects:</p> <p>9 and above years = 5</p> <p>7 - 8 years = 4</p> <p>5 - 6 years = 3</p> <p>3 - 4 years = 2</p> <p>1 – 2 years = 1</p> <p>Less than 1 year = 0</p>	20
<p>2. Number of training and or conservation assessments of objects conducted on identified and or specifically declared objects</p> <p>More than 8 trainings/conservation assessments = 5</p> <p>7 to 8 trainings = 4</p> <p>5 to 6 trainings = 3</p> <p>3 to 4 trainings = 2</p> <p>1 to 2 trainings = 1</p> <p>No training = 0</p> <p>Written reference letters from each of the clients must be submitted.</p>	40
<p>3. Facilitator’s Experience in Conservation of Objects or similar field and include CV’s:</p> <p>9 and above years = 5</p> <p>7 - 8 years = 4</p> <p>5 - 6 years = 3</p> <p>3 - 4 years = 2</p> <p>1 – 2 years = 1</p> <p>Less than 1 year = 0</p>	40



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Criteria	Points Allocated
TOTAL	100

Bidders are required to obtain a minimum of **60** points out of 100 points to progress to the next phase of evaluation. Bidders who have obtained less than **60** 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

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.



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12. SUBMISSION OF TENDERS

Tenders must be submitted in a sealed envelope, marked as confidential and for the attention of
Supply Chain Management - Bid No:
Project Name: Conservation Of Objects Training

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.

13. CLOSING DATE AND TIME

CLOSING DATE: – NO LATE TENDERS WILL BE ACCEPTED.

14. For technical information, please contact:

Ms R Isaacs
Manager: Heritage Objects
South African Heritage Resources Agency
111 Harrington Street
Cape Town
8000
Tel: 021 462 4502
Email: RIsaacs@sahra.org.za

For Supply Chain related enquiries, please contact:

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

Email: amkhize@sahra.org.za