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**12 NOVEMBER 2021**

## **TERMS OF REFERENCE**

### **APPOINTMENT OF A SUITABLY QUALIFIED SERVICE PROVIDER TO UNDERTAKE CONSERVATION WORK AT MATJES RIVER ROCK SHELTER, KEURBOOMSTRAND, WESTERN CAPE PROVINCE.**

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#### **1. PURPOSE**

- 1.1. The South African Heritage Resources Agency (SAHRA) hereby invites suitably qualified service providers to undertake conservation work at Matjies River Rock Shelter, located in Keurboomstrand, Western Cape Province.

#### **2. BACKGROUND**

- 2.1. SAHRA is a statutory organisation established in terms of the National Heritage Resources Act, no 25 Of 1999 (NHRA). Part of this mandate is to identify places of national significance and to investigate the desirability to declare it a national heritage site (Section 27 (1) of the NHRA).
- 2.2. During the mid-to-late-1990s, the National Monuments Council (NMC) undertook conservation work at Matjies River Rock Shelter under the direction of Dr Janette Deacon (archaeologist at the NMC from 1989-1999) and Professor Hilary Deacon, who raised funds from the Leakey Foundation for the excavation by Willemien Döckel and the installation of a boardwalk and information boards. Advice from a consulting engineering firm, Melis and Du Plessis, guided the method used to protect the standing sections of the shell midden with sandbags, treated wooden poles or loffelstein blocks, but the work could not be completed in 1995/6 because of the absence of a source of sand in the vicinity to fill the bags.
- 2.3. The objective of the current project is to complete Phase 2 of the conservation work and to rehabilitate archaeological sections that deteriorated since the initial work was completed by the National Monuments Council.



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2.4. The rehabilitation work will be essential to conserve this important Provincial Heritage Site. As outlined in detail above, sections have collapsed and fences have been damaged, which resulted in concerns to the academic integrity of the remaining archaeological deposit and visitor safety.

### 3. SCOPE AND SERVICES REQUIRED

#### 3.1. Stabilisation of collapsed sections.

- 3.1.1 The single most important aspect of this project is the stabilisation of the collapsed shell midden section that could not be stabilised during the initial conservation work in the 1990s.
- 3.1.2 The prospective service provider will be required to remove any loose deposit for sieving. Considering that this portion of the archaeological deposit is no longer *in situ* it is not required to keep any loose archaeological material apart from unique and significant finds.
- 3.1.3 A total number of 1080 loffelstein retaining blocks will be required for the stabilisation of the collapsed section. The use of a loffelstein retaining wall is based on the engineering report and considered to be the most effective solution for long term conservation of the site.
- 3.1.4 The cleaned section will have to be covered with similar geotextile (biddum) used during the previous conservation work before installation of the retaining wall.

#### 3.2. Replacing of damaged nursery bags and geotextile

- 3.2.1 The conservation work undertaken by the National Monuments Council made use of 4.5 litre nursery plant bags filled with sieved deposit to stabilise the previously collapsed sections, and then covered these with geotextile (biddum) to prevent further erosion.
- 3.2.2 Over the years some of the nursery bags deteriorated and require replacing where necessary. Nursery bags will have to be filled with sieved deposit as it will not be possible to use sand from the Keurboomstrand estuary.

#### 3.3. Fencing

- 3.3.1 To ensure the integrity of the archaeological deposit and to ensure visitor safety, access to the back of the site and the archaeological deposit must be



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restricted. The current diamond mesh fence will have to be replaced and extended to ensure that visitors are restricted from accessing the deposit.

### 3.4. Boardwalk

3.4.1 The current wooden boardwalk will eventually have to be replaced with a composite fire-resistant walkway when budget allows. In the interim, the walkway will require sanding down and varnishing to ensure the longevity of the current boardwalk.

### 3.5. Materials:

3.5.1 The following materials will be required to complete the work successfully

| Materials                    | Type                      | Weight in kg. | Quantity          |
|------------------------------|---------------------------|---------------|-------------------|
| Loffelstein Retaining Blocks | VR18                      | 13.75         | 1080              |
| Nursery Plant Bags           | 150x 125 x 300 @4,5litres | 90 Microns    | 40x25@1000 bags   |
| Diamond Mesh                 | CG Diamond Mesh PC        | N/A           | 1.8x50x2/2.8 @30m |
| Geotextile                   | Biddum                    | NA            | 2x10mx1.5m        |

## 4. PROSPECTIVE SERVICE PROVIDER REQUIREMENT:

- 4.1. The quotation must include the Curriculum Vitae of the key personnel who will be directly involved in the project. Due to the site sensitivity and the nature of the work required it is expected that the service provider will have the necessary experience in archaeological excavation and conservation.
- 4.2. It is expected that the rehabilitation work will take less than 4 weeks.
- 4.2. In noting expertise, the proposal must demonstrate how they would approach the work and must demonstrate an understanding of the scope of works as outlined in the engineering report of Melis & Du Plesis. The proposal must therefore provide an activity programme which includes detailed costing. Costing should therefore include cost of materials, details such transport costs for material and labour, accommodation costs, and any other costs related to the project. Costing must be as detailed as possible.



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## 5. TERMS AND CONDITIONS OF PROPOSALS

- 5.1. 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.
- 5.2. While SAHRA endeavours 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.
- 5.3. 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.
- 5.4. 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.
- 5.5. SAHRA reserves the right not to make any appointment from the proposals submitted.
- 5.6. Service providers shall not make available or disclose details pertaining to their project proposal with anyone not specifically involved unless authorised to do so by SAHRA.
- 5.7. 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.
- 5.8. 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.
- 5.9. A **valid Tax Compliance PIN**, 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)
- 5.10. Any and all project proposals shall become the property of SAHRA and shall not be returned.



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- 5.11. The proposals should be valid and open for acceptance by SAHRA for a period of 30 days from the date of submission.
- 5.12. Service providers are advised that submission of a project proposal gives rise to no contractual obligations on the part of SAHRA.
- 5.13. 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.
- 5.14. SAHRA reserves the right not to award, or not award the proposal to the service provider that scores the highest points.
- 5.15. 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.
- 5.16. All returnable proposal documents must be completed in full and submitted together with the service provider's quote.
- 5.17. The "Requirements for the 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.
- 5.18. 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.
- 5.19. It is the conditions of this RFQ that, a quotation is submitted together with the following completed forms; kindly submit fully completed Bid 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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**NB: Failure to submit original completed returnable forms as mentioned above will automatically disqualify your quotation. Please ensure that you submit an original valid tax clearance certificate.**

## 6. ANTICIPATED TIME SCHEDULE AND PROCESS

|   |                   |                         |
|---|-------------------|-------------------------|
| <b>Request for Tenders Issued</b>         | e-tender/ website | 12 November 2021        |
| <b>Closing date &amp; Opening of BIDs</b> | SAHRA Head Office | <b>26 November 2021</b> |

## 7. 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)**

Bids will be evaluated on a scale of 1-5 in accordance with the functionality criteria below. The rating will be as follows:

| No. | Quality Criteria   | Points    |
|-----|--|-----------|
| 1   | <p><b>Qualifications: Years of relevant heritage experience, in particular archaeological excavation with an emphasis on Stone Age and coastal archaeology. CV's of the principals and key personnel who will be involved in the project must be submitted</b></p> <ul style="list-style-type: none"> <li>• 10 years' experience &amp; above = 5 rating</li> <li>• 6 to 10 years = 4 rating</li> <li>• 5 to 6 years = 3 rating</li> <li>• 3 Years to 4 years = 2 rating</li> <li>• Less than 3 years = 1 rating</li> </ul> | <b>40</b> |



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|   |   |            |
|---|---|------------|
|   | <b>CV's of the principals and key personnel who will be involved in the project must be submitted</b>   |            |
| 2 | <p><b>Number of similar projects successfully completed.</b></p> <ul style="list-style-type: none"> <li>• 4 Projects &amp; above = 5 rating</li> <li>• 3 Projects = 4 rating</li> <li>• 2 Projects only = 3 rating</li> <li>• 1 Project = 2 rating</li> </ul> <p><b>Submit proof of completed projects At least 4 projects of a similar nature are preferred. Include details of clients, contract dates, value, and duration of project</b></p>  | <b>10</b>  |
| 3 | <p><b>Quality project Plan to be followed in the Research, assessment, and presentation</b></p> <ul style="list-style-type: none"> <li>• 1. Project plan contains detailed methodologies, dates and detailed deliverables =5</li> <li>• 2. Project plan contains vague methodologies, only deliverables and no detailed dates = 3</li> <li>• 3. Project plan exist but does not contain methodology, dates and deliverables=1</li> <li>• 4. No project plan submitted=0</li> </ul> <p><b>Detailed project plan must be attached and presented online.</b></p> | <b>50</b>  |
|   | <b>TOTAL</b>  | <b>100</b> |

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>B-BBEE Status Level of Contributor</b> | <b>Number of points (80/20 system)</b> |
|---|--|
| 1   | 20                                     |
| 2   | 18                                     |
| 3   | 14                                     |



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| <b>B-BBEE Status Level of Contributor</b> | <b>Number of points (80/20 system)</b> |
|---|--|
| 4   | 12                                     |
| 5   | 8                                      |
| 6   | 6                                      |
| 7   | 4                                      |
| 8   | 2                                      |
| Non-compliant contributor                 | 0                                      |

#### **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.



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## **9. SUBMISSION OF TENDERS**

Bids must be submitted in a sealed envelope, marked as confidential and for the attention of Supply Chain Manager

**Project Name: Conservation work at Matjies River Rock Shelter**

**Project Number: SAHRA/APM/01/11/2021**

**BIDS must be placed in the Tender Box located at:**

**SAHRA's Head Office**

**111 Harrington Street,**

**Cape Town**

**Bids may also be emailed to: [tenderinfo@sahra.org.za](mailto:tenderinfo@sahra.org.za)**

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.

## **10. CLOSING DATE AND TIME: 26 November 2021 @ 11:00.**

**NO LATE BIDS WILL BE ACCEPTED.**



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**11. FOR ANY FURTHER INFORMATION PLEASE SEND YOUR WRITTEN ENQUIRIES TO:**

**For technical information, please contact**

Mr. Phillip Hine  
Manager: Archaeology, Palaeontology and Meteorites Unit  
South African Heritage Resources Agency  
111 Harrington Street  
Cape Town  
8001  
Email: [phine@sahra.org.za](mailto:phine@sahra.org.za)

**For SCM related inquiries, please contact**

Ms Ayanda Mkhize  
Supply Chain Management  
South African Heritage Resources Agency  
111 Harrington Street  
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8000  
Email: [amkhize@sahra.org.za](mailto:amkhize@sahra.org.za)