



an agency of the
Department of Arts and Culture

07 December 2021

**TERMS OF REFERENCE:
SAHRA/HR/07/12/2021**

THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDERS FOR BACKGROUND CHECKS AND QUALIFICATIONS VERIFICATION SERVICES FOR A PERIOD OF 36 MONTHS

1 PURPOSE

To invite suitably qualified and experienced service providers to submit proposals for background checks and qualifications verification services for a period of 36 months.

2 BACKGROUND

- 2.1 The South African Heritage Resources Agency (SAHRA) is an agency of the Department of Sports, 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 Qualifications Framework Amendment Act 12 of 2019 section 32A (1) (a), "all organs of state, employers, education institutions, skills development providers and QCs must authenticate, prior to appointment or registration, if the qualification or part-qualification which is presented to them for the purposes of appointment, study or for any other related purpose, is registered on the national learners' records database".
- 2.3 It is within this context that SAHRA wishes to appoint a competent service provider that will undertake the services of background checks and qualifications verification services for a period of 36 months.



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3. SCOPE OF SERVICES

Background checks and qualifications verification

- a) A verifying system that will provide accurate reports is required to ensure sufficient recruitment process is carried out continuously.
- b) The service provider shall provide SAHRA with qualifications verification and background checks for the potential employees.

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.



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- 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/ organisation profile, comprising a description of the organisation 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.



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- 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
- 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

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

6. ANTICIPATED TIME SCHEDULE AND PROCESS

Request for quotations Issued	SAHRA website	08 December 2021
Closing date & Opening of BIDs	SAHRA Head Office / tanderinfo@sahra.org.za	15 December 2021



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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:** 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

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 - Ms. Ayanda Mkhize

Project Name: Background checks and qualifications verification services
BID No: SAHRA/HR/07/12/2021

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

SAHRA takes no responsibility for mailed tender documents to incorrect email address. It is the onus of the service provider to ensure that the document is placed in the Tender Box or emailed to the correct email address before closing date and time.

10. CLOSING DATE AND TIME: 15 December 2021 NO LATE TENDERS WILL BE ACCEPTED.

11. For technical information, please send your written enquiry to:

Ms. Nomfobe Kwatsha
HR Manager
South African Heritage Resources Agency
111 Harrington Street
Cape Town
8000
Tel: 021 202 8666
Email: nkwatsha@sahra.org.za

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

Ms. Ayanda Mkhize
Supply Chain Management
South African Heritage Resources Agency
111 Harrington Street
Cape Town
8000
Tel: 021 202 8685
Email: amkhize@sahra.co.za