



an agency of the  
Department of Arts and Culture

03 FEBRUARY 2022

## TERMS OF REFERENCE

### **THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDERS FOR THE REFURBISHMENT OF THE GRAVES OF THE MATOLA RAID IN LHANGUENE CEMETERY, MATOLA, MOZAMBIQUE.**

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#### **1 PURPOSE**

To invite suitably qualified and experienced service providers to submit proposals for consideration to undertake work on the refurbishment of the graves according to specifications and paving the specified areas.

#### **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 Heritage Resources Act, 25, (1999) (NHRA), SAHRA is enjoined with the responsibility of identifying and conserving graves of victims of conflict including the Liberation Struggle and the South African War (formerly known as the Anglo-Boer War). This is done through the erection, rehabilitation and refurbishment of memorials associated with these graves as part of preserving the national estate. The construction or refurbishment of such memorials is considered according to the provisions of Section 44 of the NHRA as sites of cultural significance and national memory. As part of the commemorating the lives of those who died in Mozambique in the struggle for democracy, refurbishment work needs to be undertaken
- 2.3 It is within this context that SAHRA wishes to appoint a competent service provider who will undertake the work of refurbishment of graves of Victims of Conflict in Lhanguene cemetery, Matola, Mozambique.



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### 3. SCOPE OF SERVICES

1. Paint all the 21 graves of the Matola graves in white – which the same colour that has been used on all graves at the site.
2. Produce name tags on white plastic rectangular shaped inscription panels for graves where the name tags are missing.
3. Replace faded inscriptions in similar plastic inscription panels that have been used on site. No variation is permitted.
4. All names must be written in black as illustrated in Fig.1&2
5. Fasten all name tags (6 in total) that have fallen off to the headstones. See Fig. 2
6. The service provider must fasten the names all 21 people to the headstones with concrete flat head phillips screws on all four corners of each name inscription panel. (NB: There is no electricity at the graveyard, therefore a generator would have to be hired to do this work).
7. In terms of the regulations in Mozambique, the Lhanguene cemetery closes at 12:00midday for about an hour and no one is allowed on the precinct. The service provider must consider the impact of these closures on timelines.
8. Re-colour both the South African and Mozambican flags on the memorial in their appropriate colours.
9. 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).
10. The service provider is to take into account all costs related to this setting up on site (in Mozambique which is outside the country) and setting up of works and should be included in the Final Offer.
11. The service provider is expected to provide a programme of works in with the submission of the quotation.
12. The project completion is estimated at three (3) days from date of site handover.

### 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.



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- 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.
- 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



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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
- 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 2 GB may qualify to submit bids. A valid CIDB Certificate must be attached to the Offer submitted**



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



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## 7. ANTICIPATED TIME SCHEDULE AND PROCESS

<b>Request for Tenders Issued</b>	e-tender/ Tender Bulletin/ CIDB	03 February 2022
<b>Closing date &amp; Opening of BIDs</b>	SAHRA Head Office	<b>07 February 2022</b>

## 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:** 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
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0



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## 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

Bids must be submitted by e-mail, marked as confidential and for the attention of SCM Manager

**Bid No: SAHRA/BGG/01/02/2022**

**Project Name: Matola Graves**

**BIDS must 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 emailed before closing date and time.

## 11. CLOSING DATE AND TIME: 07 February 2022 @ 11:00am

**NO LATE TENDERS WILL BE ACCEPTED.**

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

Mr N. Madida  
Acting BGG Manager  
South African Heritage Resources Agency  
Suncardia Mall  
Cnr Steve Biko & Madiba Street  
Arcadia  
Pretoria  
0001  
Tel: 012 320 8490  
Email: [nmadida@sahra.org.za](mailto:nmadida@sahra.org.za)

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

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

Email: [amkhize@sahra.org.za](mailto:amkhize@sahra.org.za)