



an agency of the  
Department of Arts and Culture

DATE: 31 MAY 2022

## TERMS OF REFERENCE

**BID NUMBER: SAHRA/HCM/01/06/2022**

**THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY INVITES SUITABLY QUALIFIED SERVICE PROVIDERS TO PROVIDE GROUND PENETRATING RADAR (GPR), SOCIAL CONSULTATION AND EXHUMATION AND GRAVE RELOCATION SERVICES FOR THE BURIAL OF CHIEF STOKWE.**

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### **1 PURPOSE**

- 1.1.1 The South African Heritage Resources Agency invites suitably qualified service providers to provide archaeological services in the form of Ground Penetrating Radar (GPR) and mapping to locate the grave of Chief Stokwe who led the AmaQwathi Rebellion against colonial rule.
- 1.1.2 To undertake the exhumation and grave relocation process dependent on the results of the GPR and the successful locating of the burial.
- 1.1.3 Undertake a detailed social consultation process with interested and affected parties in preparation for the GPR study and exhumation and grave relocation.

### **2 BACKGROUND**

- 2.1.1 The South African Heritage Resources Agency (SAHRA) is an agency of the Department of Sport, Arts and Culture and is the national administrative body responsible for the management and protection of South Africa's cultural heritage resources.
- 2.1.2 SAHRA is a statutory entity established under the National Heritage Resources Act, No. 25 of 1999 and, together with the provincial heritage resources authorities, is one of the bodies that replaced the National Monuments Council. The primary objective of SAHRA is to coordinate the identification and management of the national estate which is defined as heritage resources of cultural and other significance.
- 2.1.3 The South African Heritage Resources Agency in collaboration with the Department of Sports, Arts and Culture is currently undertaking a restitution and reburial process to allow for the return of these human remains to a resting place agreed to by the family. A detailed Public Participation (PP) process will be undertaken as part of the restitution process.

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### **3. SCOPE OF SERVICES**

3.1.1. The successful service provider is expected to provide a detailed report that will aid the PP process focusing on the following components: the location and survey mapping of the current burial place through Ground Penetrating Radar.

All bidders must supply a breakdown of costs for fulfilling the following-

### **3.2. LOCATION OF THE BURIAL SITE USING GPR AND ARCHAEOLOGICAL SURVEY MAPPING, EXHUMATION AND RELOCATION PROCESS**

- The successful provider must produce a detailed map of the burial site, its boundaries, and a detailed site photographic record.
- The service provider must demonstrate appropriate experience and expertise in the use of GPR, archeological methods and grave relocation.
- The service provider must provide examples of previously successfully completed projects.
- The service provider must demonstrate a clear methodology to be followed for the exhumation and relocation to the burial identified by the family.
- The site should be identified including, among other things, site boundaries and photographs.
- All available information about the heritage site must be gathered, including oral histories and intangible heritage, past and present owners and management authorities, visitor management practices, as well as information regarding development, such as development plans and legal documents. A condition survey of the state of conservation of the site should be conducted.
- The service provider must undertake a detailed social consultation process with interested and affected parties as part of the GPR study and exhumation and relocation process.
- The service provider must also apply for all necessary permits from the Eastern Cape Provincial Heritage Resources Authority (ECPHRA) to undertake the GR study and the exhumation and relocation process, and any other permits that may be required in terms of other legislation



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#### **4. PROPOSAL REQUIREMENTS**

4.1 The proposal should include the following:

- Submission of a comprehensive work plan and methodology, including detailed timeframes for the various project components – social consultation, GPR, exhumation and relocation.
- The successful service provided will need to apply for a permit from the relevant heritage authority, the Eastern Cape Provincial Heritage Resources Authority (ECPHRA) for the GPR and exhumation and grave relocation
- The works programme must not exceed more than three (3) months.
- Company profile with contact details and addresses.
- Main business area.
- Detailed list of current and completed contracts of a similar nature.
- Attendance at a compulsory of site briefing.

#### **5. 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.
- 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 90 days from the date of submission.



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- 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.

## 6. RETURNABLE DOCUMENTS

- a. SBD 1 Invitation to BID
- b. SBD 2 Tax Clearance Requirements
- c. SBD 3 Pricing Schedule (Breakdown of pricing) – See Annexure A
- 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 6.2 Declaration certificate for Local Production and Content for Designated Sectors
- g. SBD 7.2 Contract Form (Rendering Services).
- h. General Conditions of Contract
- i. SBD 8 Declaration of Bidder's Past Supply Chain Management Practices.
- j. SBD 9 Certificate of Independent Bid Determination.
- k. Company profile

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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.**

## 7. ANTICIPATED TIME SCHEDULE AND PROCESS

<b>Request for Tenders Issued</b>	SAHRA Website	<b>10 June 2022</b>
<b>Non Compulsory Briefing Session</b>	MS Teams <b>Kindly send email to <a href="mailto:dkolwane@sahra.org.za">dkolwane@sahra.org.za</a> to request the meeting link</b>	<b>Date: 17 June 2022</b> <b>Time: 11:00</b>
<b>Closing date &amp; Opening of BIDs</b>	BIDs opened at SAHRA Head Office	<b>Date: 24 JUNE 2022</b> <b>Time: 11:00</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:** Prequalification criteria (Obtaining the minimum threshold for functionality as set out below)

CRITERIA	WEIGHT
<b>Qualifications: Years of relevant heritage experience; CVs of the principals and key personnel who will be involved in project ,</b> <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>	30



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CRITERIA	WEIGHT
<b>Experience: Proof of completed projects in a heritage related field. At least 4 projects of a similar nature are preferred. Include details of clients, contract dates, value, and duration of project.</b> 4 Projects & above = 5 rating 3 Projects = 4 rating 2 Projects only = 3 rating 1 Projects = 2 rating	30
<b>Methodology and Approach</b> Detailed description of how the work plan will be undertaken (as per proposal submitted). <b>The methodology must, amongst others, demonstrate a clear understanding of the project and note key aspects as noted in point 3 of the terms of reference.</b>	40
<b>TOTAL POINTS</b>	<b>100</b>

A bidder must obtain a minimum of 70 points on the prequalification phase in order to progress to the next phase. Failure to obtain 70 points will render your proposal 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 (90/10 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4

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<b>B-BBEE Status Level of Contributor</b>	<b>Number of points (90/10 system)</b>
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 **Supply Chain Management - Bid No: SAHRA/HCM/01/06/2022**  
**Project Name: Chief Stokwe GPR Project**

**BIDS must be placed in the Tender Box located at:**  
**SAHRA's Head Office**  
**111 Harrington Street,**  
**Cape Town**  
**Tel: 021 462 4502**

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.



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## 11. CLOSING DATE AND TIME

**CLOSING DATE: 24 JUNE 2021 AT 11H00 – NO LATE TENDERS WILL BE ACCEPTED.**

## 12.

**For enquiries, please contact in writing:**

Mr Disang Kolwane  
Supply Chain Management  
South African Heritage Resources Agency  
111 Harrington Street  
Cape Town  
8000  
Tel: 021 462 4502  
Email: [dkolwane@sahra.org.za](mailto:dkolwane@sahra.org.za)