



an agency of the
Department of Arts and Culture

10 JULY 2022

TERMS OF REFERENCE
SAHRA/MUCH/05/08/2022
APPOINTMENT OF PROVIDER FOR THE DESIGN AND PRINTING OF THE FINAL REPORT FOR THE
DUTCH ORAL HISTORY PROJECT

1. PURPOSE

- 1.1 Prospective Service Providers are invited to submit a quotation for the design and printing of the Final Report for the Dutch Oral History Project.

2. BACKGROUND

- 2.1 SAHRA is a statutory organisation established under the National Heritage Resources Act, No 25 of 1999. 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.
- 2.2 In late 2015 the South African Heritage Resources Agency (SAHRA) and the Rijksdienst voor het Cultureel Erfgoed of the Netherlands (RCE) embarked on a joint project entitled “Modern Oral History: Dutch Wrecks in South Africa”. The aim of the project was to gather information about the history of modern salvage on Dutch historical shipwrecks in South African waters.
- 2.3 Many of the shipwrecks were salvaged after the development of scuba technology which increased the accessibility to the sites. The ships cargoes, particularly bullion and porcelain, provided the incentive for numerous salvage operations between the 1960s and 1990s. Much of the work took place before there was any legislative protection of historical shipwrecks in South Africa and, as a result, there is very little known about these salvage activities and the sites they targeted. Many of those involved in early work on these wrecks have already passed away, and the first hand detail of their activities has passed on with them.
- 2.4 The project is now complete and the report is in the process of being finalised. The report was initially going to be in a digital format, however, after some discussion the RCE felt that it was enough importance to warrant a colour printed report and they have subsequently provided the funds to SAHRA to undertake the printing.



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3. SCOPE OF WORK AND EXPECTED DELIVERABLES

The following is required from service provider:

- 3.1 Digital design of the report including layout, colour scheme, chapter formatting, photograph selection and placement, layout, and cover
- 3.2 Digital printing of report to the below specifications:
 - **220mm X 220m in size**
 - **Hardcover in colour, gloss 350g/m²**
 - **~150 pages**
 - **Colour printing**
 - **2-sided printing**
 - **Gloss paper 128g/m²**
 - **400 copies**

The service provider must be based within a 30-kilometre radius of the Cape Town City Centre

4. TERMS AND CONDITIONS

- 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.



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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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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 may disqualify your quotation.

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6. ANTICIPATED TIME SCHEDULE AND PROCESS

Request for Quotations Issued	05 August 2022
Closing Date	26 August 2022

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;



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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.

9. SUBMISSION OF TENDERS

Proposals must be emailed to: tenderinfo@sahra.org.za, marked as confidential and for the attention of Mr. Disang Kolwane

Bid No: SAHRA/MUCH/05/08/2022

Project Name: Dutch Oral History Project

It is the onus of the service provider to ensure that the document is emailed before closing date and time.



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10. CLOSING DATE AND TIME

CLOSING DATE: 26 AUGUST 2022 AT 11H00 – NO LATE QUOTATION WILL BE ACCEPTED.

11. For technical information, please contact:

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