



an agency of the
Department of Arts and Culture

28 OCTOBER 2022

TERMS OF REFERENCE

SAHRA/HR/01/10/2022

THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES ALL SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDERS TO SUBMIT QUOTATIONS FOR THE ONLINE ADVERTISING AND RESPONSE HANDLING OF SAHRA VACANCIES FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

1 PURPOSE

The South African Heritage Resources Agency (SAHRA) invites all suitably qualified and experienced service providers to submit quotations for the online advertising and response handling of vacancies on behalf of SAHRA.

2 BACKGROUND

2.1 SAHRA is a statutory organization established under the National Heritage Resources Act, No 25 of 1999. The primary objective of SAHRA is to co-ordinate the identification and management of the national estate which is defined as heritage resources of cultural, historical and other significance.

3 SCOPE OF SERVICES

3.1 Branded Listings

SAHRA would like to be credited with **69 Branded Listings**, to actively market its vacancies through automatic alerts sent directly to candidates. SAHRA would like candidates to be alerted in the right industry and sector for positions at no extra cost, ensuring SAHRA brand receives the maximum attention



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3.2 Response Handling

- a) SAHRA requests the service provider to conduct dedicated Response Handling for the short listing of 69 listings. This service provider when furnished with a detailed Job Specification and closing date must create a Weighted Scoring Questionnaire and Job Listing. The service provider and SAHRA will agree on a qualifying Shortlist Score.
- b) On the closing date all successful candidates will be moved to a shortlist folder and unsuccessful candidates will be regretted.
- c) Service provider will be notified of the Shortlisted candidates available in the folder for further processing by SAHRA's Recruitment Team.

3.3 Careers Widget or similar

Service provider to ensure a wider audience by duplicating adverts to website; candidates that click on 'apply' on your website vacancies will be re-directed to SAHRA positions

Summary of services is depicted in the table below:

Details	Year 1	Year 2	Year 3
Adverts	23	23	23
Search	50	50	50
Recruit Assist	23	23	23
Data Reports	2	2	2

4 THE FOLLOWING IS REQUIRED FROM THE POTENTIAL SERVICE PROVIDER

- The Final Offer inclusive of VAT
- Company profile
- Track record of similar projects undertaken (provide full details including references with names and contact numbers)



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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 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 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.



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- 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 quotation, 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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6 RETURNABLE DOCUMENTS

- a. SBD 1 Invitation to BID
- b. SBD 3 Pricing Schedule
- c. SBD 4 Declaration of Interests form.
- d. SBD 6.1 Preference points claim form (valid BBBEE certificate must be submitted together with this completed document).
- e. SBD 8 Declaration of Bidder's Past Supply Chain Management Practices.
- f. SBD 9 Certificate of Independent Bid Determination

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

Request for Tenders Issued	Website/ i-Tender	28 October 2022
Closing date & Opening of BIDs	SAHRA Head Office	11 November 2022 @ 11:00am



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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-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



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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

Tenders must be submitted in a sealed envelope, marked as confidential and for the attention of

Supply Chain Management - Bid No: SAHRA/HR/01/10/2022

Project Name: Online Advertising & Response Handling

BIDS must be placed in the Tender Box located at:

SAHRA's Head Office

111 Harrington Street,

Cape Town

BIDS can also be emailed to: 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.



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11 CLOSING DATE AND TIME

CLOSING DATE: FRIDAY, 11 NOVEMBER 2022 AT 11:00AM – NO LATE BIDS WILL BE ACCEPTED.

For technical information, please contact:

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8000
Tel: 021 462 4502
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For Supply Chain related enquiries, please contact:

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