



an agency of the
Department of Arts and Culture

JANUARY 2023

TERMS OF REFERENCE

SAHRA/BGG/01/01/2023

THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDERS FOR THE ERECTION OF MEMORIAL TOMBSTONES FOR THE GRAVES OF PATRICK MVUNDLA, THANKI KEABETSWE SEOKAMO AND BONOLO MADISA IN EXTENSION 14 CEMETERY, GABORONE, BOTSWANA.

1 PURPOSE

To invite suitably qualified and experienced service providers to submit proposals for consideration to undertake work on the erection of a memorial tombstone according to specifications.

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 who died in any war including the Liberation Struggle. Furthermore, the Act empowers SAHRA to perform functions of a Provincial Heritage Resources Authority with respect to graves of Victims of Conflict who died outside the Republic. This is done through the erection, rehabilitation and refurbishment of memorials associated with these graves as part of preserving the national estate. The construction of such memorials is considered according to the provisions of Section 44 of the NHRA as sites of cultural significance and national memory.
- 2.3 It is within this context that SAHRA wishes to appoint a competent service provider who will undertake the work of erecting a memorial tombstone on the graves of Patrick Mvundla, Bonolo Madisa and Thanki Keabetswe Seokamo, and blend in by means of paving the existing grave of Masego Ikgopoleng. All four were Victims of Conflict killed in the Gaborone cross border raids and buried in Extension 14 Cemetery, Gaborone, Botswana.



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3. SCOPE OF SERVICES

- 1) The service provider must construct and erect the memorial tombstones (kerbs, ledgers, and headstones) on 3 graves in Extension 14 Cemetery, Gaborone, Botswana.
- 2) The headstones of Patrick Mvundla, Thanki Keabetswe Seokamo, and Bonolo Madisa must be an oval shape resembling a shield. The headstone must be of polished Black Rustenburg granite measuring 1200mm high, 600mm at its widest point, and 100mm thick.
- 3) The total width of the grave must be 900mm wide.
- 4) The ledger must be a three-tier ledger of polished black Rustenburg granite. The layer of the first ledger must measure 900mm wide and 2000mm long.
- 5) Over the ledger, there is a second tier of memorial tombstones resembling a casket like structure that must be erected. It must measure 800mm wide. (see fig.1&2)
- 6) The layer of second ledger must measure 1700mm long, 800mm wide and 200mm high.
- 7) At the top of the second ledger, there must be polished rectangular bars measuring 1700mm long, 120mm wide and 70mm thick. (see fig.3)
- 8) The ledger must rest on 4 polished kerbs of black Rustenburg granite: the length of side kerbs must be 2000mm long, 100mm thick, 250mm high. The second set of kerbs must be 900mm long each.
- 9) Spacing between the graves must be 900mm.
- 10) The service provider must pave around and between all four graves with 60mm charcoal coloured concrete interlock pavers.
- 11) The area to be paved around the graves is 22 square meters.
- 12) An inscription with a maximum of 120 words must be inscribed on the headstone and on top of the third layer of ledgers on each of the three graves.
- 13) Coat of Arms for both Botswana and South Africa must be etched on the stone in black and white.
- 14) Based on the measurements, and pictures in the addendum the service provider must draw a sketch of the memorial tombstones. These are required as part of compliance by the Gaborone City Council for approvals before any work can be done.
- 15) The service provider is to take into account all costs related to this setting up on site (in Botswana which is outside the country) and setting up of works and should be included in the Final Offer.
- 16) There is no electricity at the graveyard, therefore a generator may have to be hired.
- 17) The service provider must clean up the site and remove all rubble and all construction associated waste generated during construction.



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- 18) 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).
- 19) The service provider is to take into account all costs related to this setting up on site and setting up of works and should be included in the Final Offer.
- 20) All costs of necessary certificates from the structural engineer and related professionals must be included in your Offer.
- 21) The service provider is expected to provide a breakdown of the programme of works with the submission of the quotation.
- 22) The project completion is estimated at 30days from date of site handover.
- 23) The service provider must submit a Completion Report to SAHRA.
- 24) A Warranty Certificate of the works must be provided immediately upon completion.
- 25) Payment will be done when the Completion Report and Warranty Certificate have been submitted.

Note: The service provider must provide at least 3 written and contactable references or completion certificates from clients on similar work completed.

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.



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- 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 60 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.



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- 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 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.

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.

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

Request for Tenders Issued	e-tender/ Tender Bulletin/ CIDB	30 January 2023
Closing date & Opening of BIDs	SAHRA Head Office	15 February 2023

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

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

Bid No: SAHRA/BGG/01/01/2023

Project Name: Botswana Graves

BIDS must 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 emailed before closing date and time.

11. CLOSING DATE AND TIME: Wednesday, 15 February 2023 @ 11:00am

NO LATE BIDS 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
Email: nmadida@sahra.org.za

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

Mr Disang Kolwane
Supply Chain Manager
South African Heritage Resources Agency
111 Harrington Street
Cape Town
8000
Tel: 021 462 4502

Email: dkolwane@sahra.co.za