



SOUTH AFRICAN HERITAGE RESOURCES AGENCY

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TERMS OF REFERENCE

SAHRA/BGG/01/08/2023

THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA)
INVITES SUITABLY QUALIFIED AND EXPERIENCED SERVICE
PROVIDERS FOR THE REHABILITATION OF THE POLOKWANE
CONCENTRATION CAMP GRAVES IN POLOKWANE, LIMPOPO
PROVINCE.



/FACEBOOK



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08 AUGUST 2023

TERMS OF REFERENCE

1. PURPOSE

- 1.1 The South African Heritage Resources Agency (SAHRA) hereby invites qualified and experienced service providers to submit quality proposals for consideration to undertake work on the rehabilitation of the Polokwane Concentration Camp Graves in Polokwane, Limpopo Province.

2. BACKGROUND

- 2.1 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.
- 2.2 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.
- 2.3 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 South African War (formerly known as the Anglo-Boer War) and of the Liberation Struggle. This is done through the erection, refurbishment and rehabilitation of memorials associated with these graves as part of preserving the national estate. The construction, refurbishment or rehabilitation of such memorials is considered according to the provisions of Section 44 of the NHRA as sites of cultural significance and national memory.
- 2.4 It is within this context that SAHRA wishes to appoint a competent service provider who will undertake the work of rehabilitating the concentration camp graves in Polokwane, Limpopo Province.





3. SCOPE AND SERVICES REQUIRED

3.1 The service provider must rehabilitate a total of 247 graves within the concentration camp. The bulk of the work involves building new kerbs that are of similar size, shape, texture and finish to existing graves, overlying the graves with a thin layer of concrete and white aggregate pebbles.

3.2 The foundation excavation for all kerbing must be 180mm deep for all graves.

3.3 Measurements:

Twelve big graves

3.3.1 There are twelve large graves whose perimeter has disintegrated. The length of the kerb of each grave must be 1180mm and the width thereof must be 1166mm.

3.3.2 The height of the kerbs must be 120mm high and 100mm thick.

Largest grave

3.4.1 The largest grave's measurement must be 3220mm in length and 2212mm in width.

3.4.2 Kerbs around the grave must be 150mm thick and 120mm high.

3.4.3 The space in between must be overlaid with a layer of concrete at a depth of 60mm, on top of the concrete there must be a layer of white aggregate pebbles covering the last 60mm.

Adult graves

3.5.1 The adult graves are of different measurements. Kerbs for the adult graves must all measure 1820mm in length and 760mm in width.



- 3.5.2 Kerbs around the adult graves must measure 120mm in height and 100mm in thickness.
- 3.5.3 Kerbing on the head must be 300mm thick.
- 3.5.4 The space in between must be overlaid with layer of concrete at a depth of 60mm, on top of the concrete there must a layer of white aggregate pebbles covering the last 60mm.

Children's graves

- 3.6.1 The children or smaller graves must be of the following measurements: The length must be 1138mm and the width must be 650mm.
- 3.6.2 All kerbs around adult graves must measure 120mm in height and 100mm in thickness.
- 3.6.3 The space in between must be overlaid with a layer of concrete at a depth of 60mm, on top of the concrete there must be a layer of white aggregate pebbles covering the last 60mm.
- 3.6.4 The space in between must be overlaid with a layer of concrete at a depth of 60mm, on top of the concrete there must a layer of white aggregate pebbles covering the last 60mm.
- 3.6.5 The texture and finish of the kerbs must be similar to the existing graves whose kerbs have not been damaged. No variation is allowed.
- 3.6.6 All flora growing on graves must be removed and disposed of. Kerbing of the affected graves rehabilitated in line with the general measurements provided.
- 3.6.7 The service provider must excavate and remove soil around the sinking graves leaving the kerbs (not the foundations) clearly exposed and visible.
- 3.6.8 All rubble must be removed from the site and disposed of at a rubble disposal designated area.





- 3.6.9 The service must submit a Progress Report every fortnight supported by photographic evidence.
- 3.6.10 The service provider must contract people from the local community and keep a record of those employed. That list must include copies of SA ID documents and contact numbers.
- 3.6.11 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).
- 3.6.12 Site briefing for bidders is compulsory.

4. TERMS AND CONDITIONS OF BIDS

- 4.1 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.
- 4.2 SAHRA reserves the right to request new or additional information regarding each bidder and any individual or other persons associated with its proposal.
- 4.3 SAHRA may require responsive bidders to present and discuss their proposals in person.
- 4.4 SAHRA reserves the right not to make any appointment from the proposals submitted.
- 4.5 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.
- 4.6 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.
- 4.7 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.
- 4.8 Any and all project proposals shall become the property of SAHRA and shall not be returned.



- 4.9 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.
- 4.10 Bidders are advised that submission of a proposal gives rise to no contractual obligations on the part of SAHRA.
- 4.11 SAHRA reserves the right not to award the bid to the bidder that scores the highest points.
- 4.12 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.
- 4.13 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.
- 4.14 All returnable bid documents must be completed in full and submitted together with the bidder's proposal.
- 4.15 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.
- 4.16 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 entities, to whom the service provider has supplied the same service.
- 4.17 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 Bid
- b) SBD 3.1 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. Only service providers with a minimum of 2GB qualify to submit bids. A valid CIDB Certificate must be attached to the Offer submitted.

6. EVALUATION CRITERIA

6.1 All bid offers received shall be evaluated based on the following phase out approach:

- **Phase one:** Compliance to the terms of reference and conditions of the bid. Failure to meet any of the conditions of the bid will automatically disqualify your bid on this phase.
- **Phase two:** Preference points on specific goals as follows;

Preference Point System	Points
Price	80
Special Goals	20
Black owned company	8
Women	4
Youth	5
Disability	3
TOTAL	100

7. PRICE (VAT INCLUDED)

80 Points for price will be awarded with reference to the total fixed bid amount inclusive of VAT. The service provider with the lowest price shall score a maximum of 80 points.

8. COMPULSORY SITE BRIEFING DATE:

Date and Time: 29 August 2023 at 11:00

Location: Polokwane Concentration Camp Cemetery (Cnr Agaat St & Kobalt St)

9. SUBMISSION OF BIDS

Project bids must be submitted in a sealed envelope, marked as confidential and for the attention of **Supply Chain Management - Bid No: SAHRA/BGG/01/08/2023**

Bids must be deposited in the Tender Box located in Cape Town:

South African Heritage Resources Agency

111 Harrington Street

Cape Town

8000





It remains the onus of the service provider to ensure that their Tender Offer reaches the SAHRA office no later than the closing date and time.

**10. CLOSING DATE AND TIME: 08 SEPTEMBER 2023 at 11:00
NO LATE TENDERS WILL BE ACCEPTED**

11. FOR SUPPLY CHAIN MANAGEMENT INFORMATION, PLEASE CONTACT:

Ms. Mandisa Tantsi
Acting Senior SCM and Compliance Officer
The South African Heritage Resources Agency
111 Harrington Street
Cape Town
8000
Tel: 021 462 4502 / 021 202 8665
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For technical information, please contact:

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