



SOUTH AFRICAN HERITAGE RESOURCES AGENCY

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TERMS OF REFERENCE

SAHRA/BGG/02/08/2023

THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA)
INVITES SUITABLY QUALIFIED AND EXPERIENCED SERVICE
PROVIDERS FOR THE REHABILITATION OF THE MAKWENA
MATLALA MEMORIAL IN SETUMONG VILLAGE, LIMPOPO
PROVINCE.



/FACEBOOK



@YOUTUBE



@LINKEDIN

WWW.SAHRA.ORG.ZA



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 Makwena Matlala Memorial in Setumong Village, 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 royal graves and graves of traditional leaders and any other graves which it deems to be of cultural significance. SAHRA may erect memorials associated with such graves. The memorial for Makwena Matlala was erected by SAHRA and unveiled in 2015. This was in recognition of the role played by Makwena Matlala in the fight against betterment policies of the apartheid government in GaMatlala which resulted in her banishment to Zwelitsha in the Eastern Cape. In January 2023, two pillars of the memorial were vandalised and broken down.
- 2.4 It is within this context that SAHRA wishes to appoint a competent service provider who will undertake the work of rehabilitating the damaged Makwena Matlala Memorial in Setumong Village, Limpopo Province.



3. SCOPE AND SERVICES REQUIRED

- 3.1 The service provider must source two polished Onida Orange granite pillars measuring 100mm thick, 1450mm high.
- 3.2 The service provider must install the sourced granite pillars as per design that is reflected in the addendum (see fig. 1).
- 3.3 The logo of the Department of Sport, Arts and Culture must be engraved on a plate of Zimbabwean granite on the right hand side pillar (see fig. 1).
- 3.4 An inscription of 100 words that will be provided must be blasted onto the pillar.
- 3.5 On the left-hand side pillar, the South African flag must be etched using a baked porcelain tile measuring 150mm x 150mm.
- 3.6 A picture of Makwena Matlala which will be provided must be etched on a polished Zimbabwean granite plate measuring 200mm x 200mm, and 6mm in thickness. An inscription of 50 words must be blasted onto the granite pillar shown in fig. 1.
- 3.7 Before installation, each pillar must be reinforced by four 12mm steel rods underneath (see fig. 2).
- 3.8 The design and layout of the inscription must not be changed.
- 3.9 The service provider must remove and dispose of all two damaged pillars from the site.
- 3.10 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.
- 3.11 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).



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 1 GB 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. 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/02/08/2023**

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

South African Heritage Resources Agency

111 Harrington Street

Cape Town

8000

Bids can also be emailed to: tenderinfo@sahra.org.za

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.

9. CLOSING DATE AND TIME: 18 OCTOBER 2023 at 11:00

NO LATE TENDERS WILL BE ACCEPTED



10. 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
Email: mtantsi@sahra.org.za

For technical information, please contact:

Mr N. Madida
BGG Manager
South African Heritage Resources Agency
Suncardia Mall
Cnr Steve Biko & Stanza Bopape
Pretoria
0001
Tel: 012 320 8490
Email: nmadida@sahra.org.za

11. ADDENDUM TO THE TERMS OF REFERENCE

11.1 IMAGES



Fig.1 The two wings of the Makwena Matlala Memorial that must be sourced and installed. The design and layout of the pictures and inscriptions must not be changed.



Fig. 2 Reinforcement Steel rods under the pillars



11.2 MEASUREMENTS OF THE PILLARS MAKWENA MATLALA MEMORIAL

