



SOUTH AFRICAN HERITAGE RESOURCES AGENCY

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TERMS OF REFERENCE

SAHRA/HIPSD/05/2024

APPOINTMENT OF A SUITABLY QUALIFIED SERVICE PROVIDER TO
CONDUCT A DESKTOP STUDY TO IDENTIFY HERITAGE RESOURCES
ASSOCIATED WITH LIBERATION HERITAGE IN SELECTED AFRICAN
COUNTRIES



TERMS OF REFERENCE

1. PURPOSE

- 1.1. The South African Heritage Resources Agency (SAHRA) hereby invites suitably qualified service providers to submit proposals to conduct desktop-based research to identify South African heritage resources associated with the liberation struggle in Angola, Botswana, Comoros, Democratic Republic of Congo, Kingdom of Eswatini, Kingdom of Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Seychelles, United Republic Tanzania, Zambia, Zimbabwe, Kenya, Ethiopia, Uganda, Nigeria, and Senegal.

2. BACKGROUND

- 2.1. The heritage of South Africa, particularly as it relates to the struggle for liberation, does not solely exist within the political borders of South Africa. Due to the nature of the conflict and the support provided by neighbouring countries, heritage resources such as graves, places of banishment, homes of liberation struggle icons, training camps, and other resources with ties to South African heritage are spread throughout the region.
- 2.2. Without a clear understanding of the location and nature of these heritage resources, targeting interventions such as recognition, memorialisation, and repatriation becomes a difficult task.
- 2.3. Furthermore, in terms of Section 39 of the NHRA, SAHRA is required to compile and maintain an inventory of the national estate, defined as heritage resources of cultural and other significance. Despite being in a foreign country, heritage resources relating to South African heritage should form part of the inventory of the national estate as a permanent record.
- 2.4. Twenty (20) priority countries have been identified to begin developing inventories of heritage resources associated with the liberation struggle, these being Angola, Botswana, Comoros, Democratic Republic of Congo, Kingdom of Eswatini, Kingdom of Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Seychelles, United Republic Tanzania, Zambia, Zimbabwe, Kenya, Ethiopia, Uganda, Nigeria and Senegal.
- 2.5. SAHRA is, therefore, looking to appoint a suitably qualified service provider to undertake desktop-based research to identify heritage resources located within the afore mentioned twenty countries with ties to the struggle for liberation.



3. SCOPE AND SERVICES REQUIRED

3.1. The following is required from potential service provider:

- 3.1.1. Conduct research, including own literature review, to characterise each of the 20 identified countries based on likelihood of existence of South African associated heritage resources.
- 3.1.2. Develop a desktop-based inventory of heritage resources identified through the research conducted in 3.1.1.
- 3.1.3. Provide itemised survey methodology recommendations based on the inventory of heritage resources identified through desktop research.
- 3.1.4. Should any additional resources be identified that are not within the 20 priority countries, these are to be noted.

3.2. The following timelines will be required to be adhered to:

- 3.2.1. Presentation and Submission of 1st Draft Report – 30 September 2024
- 3.2.2. Presentation and Submission of Final Report – 31 December 2024

4. PROPOSAL REQUIREMENTS

4.1. The proposal should include the following:

- 4.1.1. Submission of a comprehensive research plan, including timelines and methodology to be employed.
- 4.1.2. List of research projects/outputs conducted by the principal researcher in the field of Heritage Documentation and/or Liberation Heritage.
- 4.1.3. Copy of the CV of the principal researcher on the project, inclusive of copies of academic qualifications.

5. TERMS AND CONDITIONS OF PROPOSALS

- 5.1. 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.
- 5.2. SAHRA reserves the right to request new or additional information regarding each bidder and any individual or other persons associated with its proposal.

- 5.3. SAHRA may require responsive bidders to present and discuss their proposals in person.
- 5.4. SAHRA reserves the right not to make any appointment from the proposals submitted.
- 5.5. 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.
- 5.6. 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.
- 5.7. 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.
- 5.8. Any and all project proposals shall become the property of SAHRA and shall not be returned.
- 5.9. 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.
- 5.10. Bidders are advised that submission of a proposal gives rise to no contractual obligations on the part of SAHRA.
- 5.11. SAHRA reserves the right not to award the bid to the bidder that scores the highest points.
- 5.12. 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.
- 5.13. 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.
- 5.14. All returnable bid documents must be completed in full and submitted together with the bidder's proposal.
- 5.15. 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.
- 5.16. 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.

5.17. 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.

6. RETURNABLE DOCUMENTS

- a) SBD 1 Invitation Bid
- b) SBD 2 Tax Compliance Pin
- c) SBD 3.3 Pricing Schedule
- d) SBD 4 Declaration of Interests form
- e) SBD 6.1 Preference points claim form (valid BBBEE certificate / Sworn Affidavit must be submitted together with this completed document.
- f) Contract Form SBD 7.2 – Rendering of Services

NB: Failure to submit original completed returnable forms as mentioned above will automatically disqualify your quotation.

SAHRA reserves the right to revise any aspect of these timeframes at any stage, and to amend the process at any stage.

7. EVALUATION CRITERIA

7.1. 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 proposal. Failure to meet any of the conditions of the proposal will automatically disqualify your proposal on this phase.
- **Phase two:** Functionality criteria (Obtaining the minimum threshold for functionality as set out below)

No	Quality Criteria	Weight	Score	Weighted score
1	Number of years of experience of research in fields of Heritage and/or Liberation Heritage <ul style="list-style-type: none"> • 9 and above years = 5 • 7 - 8 years = 4 • 5 - 6 years = 3 • 3 - 4 years = 2 	40		

	<ul style="list-style-type: none"> • 1 – 2 years = 1 • Less than 1 year = 0 <p>CV's or full profile of research conducted must be attached</p>			
2	<p>Qualifications of expert to be utilised in the project.</p> <ul style="list-style-type: none"> • Doctoral Degree or equivalent in cultural and social studies =5 • Master's Degree or equivalent in cultural and social studies =4 • Honours Degree cultural and social studies =3 • Bachelor's Degree or equivalent cultural and social studies =2 • Higher Certificate or equivalent in cultural and social studies =1 • No Qualification in cultural and social studies =0 <p>Copies of qualification of the editor must be attached.</p>	20		
3	<p>Quality project Plan to be followed in the Research, and presentation.</p> <ul style="list-style-type: none"> • Project plan contains detailed methodologies, dates and detailed deliverables =5 • Project plan contains vague methodologies, only deliverables and no detailed dates = 3 • Project plan exist but does not contain methodology, dates and deliverables=1 • No project plan submitted=0 <p>Detailed project plan must be attached and presented online.</p>	40		
Total		100		

A bidder must obtain a minimum of 60 points on the prequalification phase in order to progress to the next phase. Failure to obtain 60 points will render your proposal non-responsive.

- **Phase three:** 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

5.2 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.

6. SUBMISSION OF PROPOSALS

Project proposals must be submitted in a sealed envelope, marked as confidential and for the attention of **Supply Chain Management - Bid No: SAHRA/HISPD/05/2024**

Bids must be submitted in the Tender Box at the SAHRA Head Office, 111 Harrington Street, Cape Town.

Closing date for bid offers and proposals: on 04 June 2024 at 11:00 no late proposals will be accepted after the closing time.

For Technical information, please contact:

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For the Supply Chain related enquiries, please contact:

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