



SOUTH AFRICAN HERITAGE RESOURCES AGENCY

TERMS OF REFERENCE

THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES ALL SUITABLY, QUALIFIED AND EXPERIENCED SERVICE PROVIDERS TO SUPPLY QUOTATIONS FOR THE SUPPLY AND DELIVERY OF BRANDED PROMOTIONAL MATERIAL FOR THE 30 YEAR CELEBRATION OF DEMOCRACY ROUND TABLE EVENT.

SAHRA/COMMS/01/05/2024



1. PURPOSE

The South African Heritage Resources Agency (SAHRA) invites all suitably, qualified and experienced service providers to submit quotations for the supply and delivery of branded promotional material for the 30 year celebration of democracy round table event.

2. BACKGROUND

- 2.1 The South African Heritage Resources Agency (SAHRA) is an agency of the Department of Sport, Arts and Culture (DSAC) and is the national administrative body responsible for the management and protection of South Africa's cultural heritage resources. It is a statutory entity established under the National Heritage Resources Act, Act No. 25 of 1999. SAHRA's role is to coordinate the identification and management of the national estate. The national estate encompasses heritage resources of cultural significance for the present community and future generations.
- 2.2 The purpose the event is to give an overview of South Africa's History along a timeline, going as far back as the Pre-Colonial period, through our journey to democracy. The objective is to paint a picture of South Africa's history, highlighting key events, learnings, and outcomes, as well as giving insight into the contributions made by key movements and figures.

3. BRANDED PROMOTIONAL ITEMS NEEDED ARE AS FOLLOWS:

- 25 Books on South African Heritage
- 90 A5 Notebooks and pens
- 90 5/6 Sided Highlighters
- 25 Backpack Laptop Bags
- 65 Sling Bags
- 25 Power banks 10 000mah
- 25 USB / Flash Drives 32GB
- 90 A4 SAHRA Overview Flyers
- 20 Plain 100% Cotton Black Golf -T Shirts (4*XXL,4*XL,6*L,3*M,3*S)





4. TERMS AND CONDITIONS OF PROPOSALS

- 4.1 All costs and expenses incurred by 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 While SAHRA endeavors to ensure that all information provided to all potential service providers is accurate, it makes no warranty as to the accuracy or completeness of any information provided by it.
- 4.3 SAHRA reserves the right to waive deficiencies in project proposals. The decision as to whether a deficiency will be waived or will require the rejection of a project proposal will be solely within the discretion of SAHRA.
- 4.4 SAHRA reserves the right to request new or additional information regarding each service provider and any individual or other persons associated with its project proposal.
- 4.5 SAHRA reserves the right not to make any appointment from the proposals submitted.
- 4.6 Service providers shall not make available or disclose details pertaining to their project proposal with anyone not specifically involved, unless authorized to do so by SAHRA.
- 4.7 Service providers shall not issue any press release or other public announcement pertaining to details of their project proposal without the prior written approval of SAHRA.
- 4.8 Service providers are required to declare any conflict of interest they may have in the transaction for which the tender is submitted or any potential conflict of interest. SAHRA reserves the right not to consider further any proposal where such a conflict of interest exists or where such potential conflict of interest may arise.
- 4.11 Any and all project proposals shall become the property of SAHRA and shall not be returned.
- 4.12 The proposals should be valid and open for acceptance by SAHRA for a period of 60 days from the date of submission.
- 4.13 Service providers are advised that submission of a project proposal gives rise to no contractual obligations on the part of SAHRA.
- 4.14 SAHRA reserves the right not to accept any proposal which does not comply with the TERMS OF REFERENCE and conditions set out in the proposal documents.



- 4.15 SAHRA reserves the right not to award, or not award the proposal to the service provider that scores the highest points.
- 4.16 Disputes that may arise between SAHRA and a service provider must be settled by means of mutual consultation, mediation (with or without legal representation) or, when unsuccessful, in a South African court of law.
- 4.17 All returnable proposal documents must be completed in full and submitted together with the service provider's quote and a sample annual report book.
- 4.18 The "Requirements for content of the project proposal" section above outlines the information that must be included in proposal offers. Failure to provide all or part of the information may result in your proposal being excluded from the evaluation process.
- 4.19 All goods/service or products to be supplied to SAHRA shall be in full compliance with South African approved standards and in compliance to the specifications provided.
- 4.20 It is the conditions of this RFQ that, a quotation is submitted together with the following completed forms; **kindly submit fully completed Bid 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/affidavit must be submitted together with this completed document.

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

5. EVALUATION CRITERIA

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: The applicable preference point system for this tender is the 80/20 preference point system. Preference points on specific goals as follows.

Preference Point System	Points
Price	80
Specific Goals	20



Black owned company	8
Women	4
Youth	5
Disability	3
Total points for Price and SPECIFIC GOALS	100

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

6.1 Quotations must be submitted to: TenderInfo@sahra.org.za

7. CLOSING DATE

Closing date for bid offers and proposals: 16 May 2024 at 11:00 no late proposals will be accepted after the closing time.

8. FOR INFORMATION, PLEASE CONTACT IN WRITING:

Technical Enquiries

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