



SOUTH AFRICAN HERITAGE RESOURCES AGENCY

DATE: 14 AUGUST 2024

TERMS OF REFERENCE

THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES A SUITABLY QUALIFIED AND EXPERIENCED FUNERAL UNDERTAKER FOR FACILITATION OF EXHUMATION, REPATRIATION AND IMPORT FEES, STORAGE AND TRANSPORTATION OF SKELETONISED HUMAN REMAINS IN ZIMBABWE AND SOUTH AFRICA.



1. PURPOSE

The South African Heritage Resources Agency (SAHRA) hereby invites suitably qualified and experienced undertakers to submit quotations for provision of undertaker services for exhumation, storage and transportation of twenty-two mortal remains of South African exiles that died between 1967 and 1991 and buried in Zimbabwe. In Zimbabwe, nineteen (16) graves are in Warren's Hill Cemetery in Harare and three (3) are in Bulawayo (two (2) are in Hyde Park Cemetery and one (1) is in Athlone Cemetery).

2. BACKGROUND

2.1 The South African Heritage Resources Agency (SAHRA) is a Schedule 3A Public Entity in terms of the Public Finance Management Act No 1 of 1999 as amended (the PFMA).

2.2 SAHRA is a statutory entity established under the National Heritage Resources Act No 25 of 1999 (the NHRA) and is an agency of the Department of Sport, Arts and Culture which is the national administrative body responsible for the management and protection of South Africa's cultural heritage resources.

2.3 The Repatriation and Restitution Office (RRO) was established within SAHRA in 2022, to implement the National Policy on Repatriation and Restitution of Human Remains and Heritage Objects.

2.4 SAHRA in collaboration with the national Department of Sport, Arts and Culture, is currently in the process of implementing the repatriation of mortal remains of liberation struggle stalwarts that died in exile in Zimbabwe between 1967 and 1991.

2.5 The objective of the above is to launch the inter-governmental Exile Repatriation Project, through a home-coming ceremony at a designated reception point in South Africa.

2.6 The project implementation follows a country-to country approach, through bilateral engagements with the host countries for observation of applicable legislative laws governing exhumations, relocation of graves and repatriation of skeletonized human remains.



3. SCOPE OF SERVICES

- 3.1. It is within this context that SAHRA requires a Service Provider accredited by a regulatory body and experienced in cross border repatriation of human remains to undertake the coordination and securing of all required services, permits, storage and transportation of human remains in Zimbabwe and in South Africa.
- 3.2. The service provider is required to facilitate the following
 - 3.2.1 issuance and payment for exhumation, transportation and import permits for nineteen (19) graves identified for exhumation.
 - 3.2.2 Obtain services of an accredited undertaker for storage and transportation of skeletonized human remains in Zimbabwe and in South Africa.
- 3.3. The exhumed skeletonized human remains to South Africa will be repatriated by the Government commissioned military airlift and not by the service provider.
- 3.4. In the event of non-availability of a commissioned Government airlift, the service provider must provide transportation for repatriation of human remains to South Africa.
- 3.5. Exhumations will be done for nineteen (19) graves at the following places,
 - 3.5.1. In Harare at Warren's Hill Cemetery in Harare sixteen (16) graves.
 - 3.5.2. In Bulawayo, one (1) grave in Athlone Cemetery, and two (2) graves in Hyde Park Cemetery
- 3.6. The physical removal of the remains from the graves will be done by a specialist team provided by SAHRA, and not by the undertakers.
- 3.7. The service provider must transport the three exhumed remains from Bulawayo to Harare. Therefore, costs of transportation of the three skeletonized human remains from Bulawayo to Harare must be included in the costs.

- 3.8. The service provider must procure the following items for use in Zimbabwe.
- 3.9. Fifty (50) strong two-ply cardboard boxes measuring approximately 62 cm x 32 cm x 34 cm for storage of exhumed mortal remains.
- 3.9.1. Brown paper bags as follows:
- | | | |
|-------------------|---|---------------|
| Small x 200 bags | : | 14 cm x 24 cm |
| Medium x 200 bags | : | 17 cm x 30 cm |
| Large x 300 bags | : | 32 cm x 43 cm |
- 3.9.2. Thirty (30) standard South African flags measuring 180 cm x 120 cm.
- 3.10. The service provider must comply with provisions of the National Health Act 61, 2003 and regulations relating to the management of human remains and pay any associated fees.
- 3.11. The service provider must be a registered funeral parlour and must submit as part of the bid a valid certificate of registration.
- 3.12. The service provider is required to obtain services of specified government accredited undertakers in Zimbabwe for storage and transportation of skeletonized human remains.
- 3.13. The Service provider must ensure assessment of sub-contractors and must provide proof of registration, when requested to do so by SAHRA.
- 3.14. The service provider must ensure compliance with the laws of Zimbabwean Government authorities as required on the handling of human remains.
- 3.15. The undertaker must employ labourers and pay grave diggers at a standard rate in local currency daily, with signed proof of payments. Five graves will be opened per day. Each grave will require 3 gravediggers.

- 3.16. The grave diggers, working under the direction of the SAHRA-appointed forensic team will,
- open the grave down to the level of the coffin
 - assist the SAHRA forensic team conducting the removal of remains.
 - close the grave afterwards.
- 3.17. Each grave will require a set of chisels, hammers, picks, shovels and spades and two plastic buckets with handles per grave. Therefore, five sets of these tools will be required per day.
4. **The service provider must provide a breakdown of the programme of works with the submission of the quotation.**
5. The service provider must ensure adequate equipment for use on sites such as chairs, gazebos and any other tools (as specified in (10) above) necessary for work at five different grave sites per day.
6. The expected project completion time of exhumations and repatriation in Zimbabwe is 10 days from date of the site handover. (17 September to 26 September 2024)
7. The service provider is responsible for the safe keeping of its goods and appoint at his/her expense during the course of the project and must at its own costs ensure security for their goods.
8. The service provider must ensure that pricing for the import permits of human remains by the Department of Health and any other documentation required for compliance is included.
9. The service provider must procure storage for skeletonized human remains after their arrival in South Africa and transport to the handover venue.
10. A Project Completion Report must be submitted at the end of the Project.
11. The service provider must submit proof as addendum to the Final Report that accounts with the Zimbabwean Government specified contractor have been fully settled.

12. Payment will be done when the Project Completion Report and Proof that accounts with local Zimbabwean people have been fully settled.
13. To ensure proper pricing is submitted at the time of Tender, it is **compulsory** for the service provider to attend the briefing session. This will afford each interested service provider the opportunity to be fully aware of and to understand what is expected of them in the procurement processes and in the execution of the proposed contract. The breakdown of services to be delivered on by the appointed service provider is as follows:
- a) Payment of exhumation permit fees and other required additional payments to the City Council.
 - b) Employ local labour (gravediggers) for opening and closing of the grave following removal of skeletonized human remains.
 - c) Purchase and provide the required number of paper-bags and cardboard boxes for storage of exhumed human remains and South African flags in specified sizes, dimensions and quantities
 - d) Provide the required tools and equipment in specified daily quantities for 5 days in Harare and 3 days in Bulawayo, for carrying out work on site.
 - e) Obtain services of a registered undertaker to provide transport and storage of exhumed skeletonized human remains in their premises for safekeeping for the specified number of days, coordinate issuing of necessary permits and documentation for transportation to the airport and repatriation to South Africa.
 - f) Coordinate securing and payments for permits to import human remains into South Africa.
 - g) Provide storage for skeletonized human remains in South Africa and transport to the handover venue.
 - h) The Service Provider must include a (twenty percent) 20% contingency sum that will only be allowed to be used in the event of an emergency, and as deemed and approved by SAHRA.

4 TERMS AND CONDITIONS OF THE TENDER

- a) All costs and expenses incurred by the potential service providers relating to their project proposal will be borne by the 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.
 - 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) 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 90 days from the date of submission.
 - j) Bidders are advised that submission of a proposal does not give rise to 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.
- 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 2 Tax Clearance Requirements
- c) SBD 3 Pricing Schedule (Breakdown of pricing) – See Annexure A
- d) SBD 4 Declaration of Interests form
- e) SBD 6.1 Preference points claim form (valid BBBEE certificate must be submitted together with this completed document).
- f) SBD 7.2 Contract Form (Rendering Services).
- g) General Conditions of Contract

- h) Company profile including proof of registration certificate with relevant regulatory body.

NB: Failure to submit completed returnable forms as mentioned above may automatically disqualify your quotation. Please ensure that you submit CSD Registration Report.

6 ANTICIPATED TIME SCHEDULE AND PROCESS

Request for Tenders Issued	e-tender/ SAHRA Website	22 August 2024
Closing date & Opening of BIDs	SAHRA Head Office	29 August 2024

7 EVALUATION CRITERIA

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:

Meeting the minimum threshold of the prequalification criteria (functionality), which is 60 points.

NO	CRITERIA	SCORING	WEIGHT
1.	The number of years of experience a service provider is practicing as a registered undertaker/funeral services 10 or more years..... 7 - 9 years..... 5 – 6 years..... 3 - 4 years..... 1 – 2 years..... No Experience..... The service provider must submit Proof of Experience and Registration.	 0	50
2.	Number of successfully completed projects: 10 or more projects	 5	50

7 - 9 projects	4	
5 – 6 projects	3	
3 - 4 projects	2	
1 – 2 projects	1	
No Project	0	
The service provider must list the number of successfully completed international repatriation projects with full details of name of each project, location, value of project and with client contact and reference details.		
Total		100

Bidders are required to obtain a minimum of 60 points out of 100 points to progress to the next phase of evaluation. Bidders who have obtained less than 60 points as prescribed above will be deemed as non-responsive.

Phase Three:

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

8 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.

9 SUBMISSION OF TENDERS

Tenders must be submitted in a sealed envelope, marked as confidential and for the attention of



Supply Chain Management

Project Name: COORDINATION OF SERVICES FOR EXHUMATION, STORAGE AND TRANSPORTATION OF SKELETONIZED HUMAN REMAINS IN ZIMBABWE AND SOUTH AFRICA

Project Number: SAHRA/RRO/01/08/2024

Compulsory Briefing Session:

Date: 27 August 2024

Time: 11:00

Location: MS Teams Online Link – interested bidders must submit their full name, company name and approved company email address by the latest on 26 August 2024 at 11h00 to tenderinfo@sahra.org.za

[Join the meeting now](#)

Meeting ID: 366 854 229 369

Passcode: 2EW9Et

BIDS must be placed in the Tender Box located at:

SAHRA's Head Office

111 Harrington Street

Cape Town

Tenders must be submitted in a sealed envelope, marked as confidential and for the attention of Supply Chain Management -

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 placed in the Tender Box before closing date and time.

10 CLOSING DATE AND TIME

Closing Date: 30 August 2024 at 11h00 – No late Tenders will be accepted.

Please contact the SAHRA Supply Chain Management unit, in writing, for any enquiries:

Ms Y. Somtsewu

Supply Chain Management

South African Heritage Resources Agency

111 Harrington Street

Cape Town

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Tel: 021 462 4502

Email: ysomtsewu@sahra.org.za

