



SOUTH AFRICAN HERITAGE RESOURCES AGENCY

TERMS OF REFERENCE

**THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY INVITES SUITABLY
QUALIFIED SERVICE PROVIDERS TO SUBMIT QUOTATIONS FOR THE PROVISION
OF HR COMPLIANCE TRAINING.**

07 October 2024



SAHRA/HR/07/31/03/2024

APPOINTMENT OF A SUITABLE QUALIFIED SERVICE PROVIDER TO PROVIDE HR COMPLIANCE TRAINING

1 PURPOSE

1.1 The South African Heritage Resources Agency (SAHRA) hereby invites suitably qualified service providers to submit quotations for the provision of HR Compliance Training.

2 BACKGROUND

2.1 The South African Heritage Resources Agency (SAHRA) is an agency of the Department of Arts and Culture and is the national administrative body responsible for the management and protection of South Africa's cultural heritage resources.

3 SCOPE OF SERVICES

The potential service provider must be registered with SABPP professional body for conducting this training. The course will need to include the end-to-end of HR Compliance covering the below courses for each to have the certificates:

- The Compiling of Workplace Skills Plans and Annual Training Reports - Certificate to be issued - **QCTO Accredited**
- Employment Equity Reporting - Certificate to be issued - **QCTO Accredited**
- Skills Development Legislative Framework - Certificate to be issued - **QCTO Accredited**

HR Compliance (The Compiling of Workplace Skills Plans and Annual Training Reports) QCTO Accredited	
Target Audience	Skilled Employees
No. of participants	2 Employees
Duration	TBC by the service provider
Venue and Catering	None

HR Compliance (Employment Equity Reporting) - QCTO Accredited	
Target Audience	Skilled Employees
No. of participants	3 Employees
Duration	TBC by the service provider
Venue and Catering	None

HR Compliance (Skills Development Legislative Framework) - QCTO Accredited	
Target Audience	Skilled Employees
No. of participants	2 Employees
Duration	TBC by the service provider
Venue and Catering	None

4 REQUIREMENTS TO BE INCLUDED IN THE SUBMISSIONS

- 4.1 To guarantee an objective and fair evaluation process, all proposals submitted must be in accordance with format as described in the scope of work. Failure to provide all or any part of the requested information in the required format may result in a proposal being excluded from the evaluation process.
- 4.2 The full training Programme be outlined in the quote.

5. Compulsory Information to be included

- 5.1 The proposal must include a company/organisation profile, comprising a description of your organisation, its primary business activity, clients, experience, management, sub- contractor profiles, etc., including at list three reference companies whom they offer the same services to.
- 5.2 Proof of current accreditation as a training service provider.

6. TERMS AND CONDITIONS OF TENDERING

- a) 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.
- 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) Any and 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 120 days from the date of submission.
- j) Bidders are advised that submission of a proposal gives rise to no 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.

7. RETURNABLE DOCUMENTS

- a. SBD 1 Invitation to BID
- b. Proof of Tax Compliance Pin Status
- c. SBD 3 Pricing Schedule
- 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 Contract Form (Rendering Services)
- g. General Conditions of Contract

8. ANTICIPATED TIME SCHEDULE AND PROCESS

Request for Tenders Issued	Website	07 October 2024
Closing date & Opening of BIDs	SAHRA Head Office	18 October 2024



9. EVALUATION CRITERIA

a) 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 RFQ. Failure to meet any of the conditions of the tender will automatically disqualify your RFQ on this phase.
- **Phase two:** preference points for Broad-Based Black Economic Empowerment (BBBEE) Status Level of Contribution (80/20 preference points system), where 80 points are allocated to price, and 20 points are allocated to BBBEE status level 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

10. 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 08 points.

11. SUBMISSION OF TENDERS

Tenders must be submitted email for the attention of **Supply Chain Management - PROJECT NAME: HR COMPLIANCE TRAINING**

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.

12. CLOSING DATE AND TIME

CLOSING DATE: 18 October 2024 @ 11:00 – NO LATE TENDERS WILL BE ACCEPTED

13. For technical information, please contact:

Ms. Christine Kunene:

HR Manager

South African Heritage Resources
Agency 111 Harrington Street

Tel: 021 462 4502

Email: ckunene@sahra.org.za

For Supply Chain related enquiries, please contact:

Ms Yonela Somtsewu

SCM Manager

South African Heritage Resources Agency

111 Harrington Street

Tel: 021 462 4502

Email: ysomtsewu@sahra.org.za