



SOUTH AFRICAN HERITAGE RESOURCES AGENCY

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**TERMS OF REFERENCE FOR THE REPAIRS OF THE GRAVESITE OF STEVE  
BIKO IN KING WILLIAMS TOWN, GINSBURG CEMETERY, EASTERN CAPE,  
PROVINCE.**

**SAHRA/BGG/STB/10/2024**



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OCTOBER 2024

## TERMS OF REFERENCE

### SAHRA/BGG/STB/10/2024

**THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDERS FOR THE REPAIRS OF THE GRAVE OF STEVE BIKO IN KING WILLIAMS TOWN, GINSBURG CEMETERY, EASTERN CAPE PROVINCE.**

#### 1. PURPOSE

To invite suitably qualified and experienced service providers to submit proposals for consideration to undertake work of repairs on the grave of Steve Biko.

#### 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** In terms of the National Heritage Resources Act, 25, (1999) (NHRA), SAHRA is enjoined with the responsibility of identifying and conserving graves of victims of conflict including the South African War (Anglo-Boer War) and of the Liberation Struggle. This is done through the erection, refurbishment and rehabilitation of memorials associated with these graves as part of preserving the national estate. The construction, refurbishment or rehabilitation of such memorials is considered according to the provisions of Section 44 of the NHRA as sites of cultural significance and national memory.

**2.3** The grave of Steve Biko which is a declared National Heritage Site (NHS) which falls under the jurisdiction of SAHRA. Biko's grave is covered by the Section 36 of the NHRA as it is a grave of Victim of Conflict. Steve Biko died at the hands of apartheid security forces during the Liberation Struggle. To honour his indelible contribution, SAHRA refurbished and upgraded the grave. However, overtime, the three pillars (one horizontal and two vertical) on the western end of the gravesite are moving apart



due to weathering and the nature of the material used to keep them together. Furthermore, the bronze hands which were part of the grave were stolen thus damaging the grave. Both identified defects need attention. First is the replacement of pillars with solid polished Zimbabwean granite pillars, second is use of alternative material that is not of resale value will be procured and used to mitigate future theft. In this case marble.

**2.4** It is within this context that SAHRA wishes to appoint a service provider for repairs on the grave of Steve Biko.

### **3. SCOPE OF SERVICES**

1. The service provider must carefully remove the paving around the area where the pillars are installed and preserve the paving bricks for reinstallation after the procured pillars have been reinstalled.
2. The maximum area whose paving installation must be removed is 8 square metres.
3. The service provider must carefully dismantle, remove and dispose of the three pillars currently installed on the gravesite of Steve Biko. Great care must be exercised so as not to damage the rest of the grave.
4. The service provider must source three Zimbabwean granite polished pillars for installation. Two of the pillars must be vertically erected while the third must be horizontally mounted on top of the two pillars. (See Fig.1.)
5. The two vertical pillars must be a total of 2000mm. Pillars must be dug to a depth of 444mm and held by a footing of 500mm x 500mm high strength concrete mixture. The height of the pillars after being installed must be 1556mm, excluding the horizontal pillar.
6. The breadth and width of the pillars must be 270mm x 200mm.
7. Base trimmings at the foot of each of the two vertical pillars must be 340mm x 280mm x 100mm high. For the pattern refer to Fig.2
8. Both vertical pillars must be 110mm away from the grave on each side.
9. A horizontal pillar measuring 1430mm long, 320mm x 280mm must be sourced and mounted and fastened on top of the vertical pillars.
10. The Horizontal Pillar must be engraved with the name of Steve Biko in the same font size and type as is currently on the site. See Fig.3.

11. This horizontal pillar must be reinforced by two 12mm reinforcement steel rods on each end to hold it to the vertical pillars. A high strength stone adhesive must also be used.
12. The service provider must procure two hands carved in marble for installation at the back of the grave. The shape of the hands produced must be like the one shown on Fig. 2. No variation in the artwork design is allowed.
13. The hands must be a total of 200mm high.
14. The carved hands must be mounted on a 30mm thick base of polished Zimbabwean granite measuring 465mm x240mm.
15. The service provider is to consider all costs related to this setting up on site and setting up of works and should be included in the Final Offer.
16. A retention fee of 10% will be withheld on interim payment certificates. The retention is payable after six (6) months of project completion.
17. The service provider must include a 10% contingency amount on the pricing.
18. The service provider must make alternative arrangements for electrical connection as no electrical power is available at the cemetery.
19. The service provider must clean up the site and remove all rubble and all construction associated waste generated during construction.
20. 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).
21. The service provider is to consider all costs related to this setting up on site and setting up of works and should be included in the Final Offer.
22. The service provider is expected to provide a breakdown of the programme of works with the submission of the quotation.
23. The service provider must contract people from the local community. A record of contracted people must be kept and will be required for submission at the end of the project.
24. The project completion is estimated at 40 days from the date of site handover.
25. The service provider must provide an Engineer Certificate (Civil / Structural Engineer) certifying completion and compliance with the Terms of Reference.
26. A 5 Year Warranty Certificate of the works and the material supplied must be provided immediately upon completion.
27. Payment will be done when the Completion Report, Warranty Certificates of both the works and materials, and a Record of local people employed have been submitted.



28. To ensure proper pricing and measurements are submitted at the time of Tender, it is compulsory for the service provider to attend the site 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.

#### 4. 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.

## 5. RETURNABLE DOCUMENTS

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

**Service providers must be registered with the CIDB. Service providers with a 1GB may qualify to submit bids. A valid CIDB Certificate must be attached to the Offer submitted.**

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

## 7. ANTICIPATED TIME SCHEDULE AND PROCESS

<b>Request for Tenders Issued</b>	e-tender/ Tender Bulletin/ CIDB	14 October 2024
<b>Closing date &amp; Opening of BIDs</b>	SAHRA Head Office	31 October 2024

## 8. 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 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.	<p>The number of years of experience as a service provider in construction</p> <p>7 - 8 years..... 5</p> <p>5 – 6 years..... 4</p> <p>4 - 5 years..... 3</p> <p>2 years..... 2</p> <p>1 year..... 1</p> <p>No Experience..... 0</p> <p><b>The service provider must submit proof of experience with dates and details of projects.</b></p>		50
2.	<p>Number of construction projects that has a heritage related component:</p> <p>5 – 6 projects 5</p> <p>4 - projects 4</p> <p>3 – projects 3</p> <p>2 - projects 2</p> <p>1 – project 1</p> <p>No Project 0</p> <p><b>The service provider must list the number of fence projects successfully completed, with full details of name of each project, location, value of project and with client contact and reference details.</b></p>		50
3.	<b>Total</b>		<b>100</b>

**NB:** Submission of falsified references or reference letters will lead to the disqualification of the bidder.



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:** Preference points on specific goals as follows;

Preference Point System	Points
<b>Price</b>	<b>80</b>
<b>Special Goals</b>	<b>20</b>
Black owned company	8
Women	4
Youth	5
Disability	3
<b>TOTAL</b>	<b>100</b>

## 9. 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.

## 10. SUBMISSION OF TENDERS

Tenders must be submitted by email to [tenderinfo@sahra.org.za](mailto:tenderinfo@sahra.org.za), marked as confidential and for the attention: Supply Chain Management

### Supply Chain Management -

**Project Name: Steve Biko Gravesite Repairs**

**Project Number: SAHRA/BGG/STB/10/2024**

### Compulsory Site Briefing Session:

**Date: 24 October 2024**

**Time: 11:00**

**Location: Ginsburg Cemetery, King Williams Town, Eastern Cape.**

**BIDS may be placed in the Tender Box located at:**

**SAHRA's Head Office**

**111 Harrington Street**

**Cape Town**



SAHRA takes no responsibility for mailed tender documents. It is the onus of the service provider to ensure that the document reaches the mailbox before closing date and time.

**11. CLOSING DATE AND TIME: 31 October 2024 AT 11H00  
NO LATE TENDERS WILL BE ACCEPTED.**

**12. For technical information, please send your written enquiry to:**

Mr N. Madida  
BGG Manager  
South African Heritage Resources Agency  
Tel: (012) 941 4961

Email: [nmadida@sahra.org.za](mailto:nmadida@sahra.org.za)

**For Supply Chain information, please send your written enquiries to:**

Ms Y. Somtsewu  
Supply Chain Manager  
South African Heritage Resources Agency  
111 Harrington Street  
Cape Town  
8000  
Tel: (021) 202 8664 /5

Email: [ysomtsewu@sahra.org.za](mailto:ysomtsewu@sahra.org.za)



## ADDENDUM TO THE TERMS OF REFERENCE



*Fig.1 The three pillars that must be removed and replaced with solid polished Zimbabwean granite.*



*Fig.2 The bronze that were on the grave of Steve Biko. The same design of hands must be carved in marble and installed on the site.*



*Fig.3 The horizontal pillar that must be engraved with the name of Steve Biko.*