



SOUTH AFRICAN HERITAGE RESOURCES AGENCY

TERMS OF REFERENCE

THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES ALL SUITABLY, QUALIFIED AND EXPERIENCED SERVICE PROVIDERS TO SUBMIT PROPOSALS FOR TRAINING ON EMPLOYMENT EQUITY (EE), TRAINING AND DEVELOPMENT, AND BURSARIES.





1. PURPOSE

- 1.1. This Terms of Reference outlines the objectives, scope, selection criteria, and expected deliverables for training services to be provided to the committee on EE, Training, Development, and Bursaries.

2. BACKGROUND

- 2.1. SAHRA recognizes the importance of ensuring compliance with relevant South African legislation, including the Employment Equity Act (EEA), Skills Development Act (SDA), Basic Conditions of Employment Act (BCEA), and Labour Relations Act (LRA). To equip our committee with the necessary knowledge and skills, we seek to engage an external service provider for training focused on these key areas.

3. OBJECTIVES

- 3.1. The key objectives of this training initiative include:
- Knowledge Enhancement: To increase the committee's understanding of Employment Equity principles and compliance requirements.
 - Skills Development: To equip members with effective strategies for implementing Training and Development programs.
 - Bursary Management: To ensure the committee understands the administration and selection processes for bursaries.
 - Legislative Alignment: To ensure that training content is in full alignment with BCEA, LRA, EEA, and SDA.

4. SCOPE OF WORK

- 4.1. The service provider will be required to deliver the following:

4.1.1. Training Modules

1: Employment Equity

- Overview of the Employment Equity Act.
- Understanding the importance of equity in the workplace.
- Strategies for creating and implementing an equitable workplace environment.
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2: Training and Development

- Insights into training and development obligations under the Skills Development Act.
- Developing effective training programs and measuring their impact.
- Best practices for employee development and retention.

3: Bursaries

- Guidelines for administering bursary programs.
- Criteria for selection and ensuring transparency.
- Monitoring and evaluating the impact of bursaries on organizational objectives.

4.1.2. Training Methodology



- Workshops, interactive sessions, case studies, and group discussions to facilitate practical learning experiences.
- Provision of training materials and resources for future reference.

5. Target Audience

- 5.1. Members of the committee responsible for overseeing Employment Equity, Training and Development, and Bursaries within SAHRA.

6. Expected Deliverables

- 6.1. The external service provider will deliver:
- Training Plan: A detailed plan outlining the training schedule, methodology, and materials.
 - Training Sessions: Conduct training sessions as per the agreed module structure.
 - Training Materials: Comprehensive documentation and resources to support the training.
 - Post-Training Report: A report summarizing the training outcomes, participant feedback, and recommendations for ongoing learning.

7. Selection Criteria

- 7.1. Proposals will be evaluated based on the following criteria:
- Expertise: Demonstrated experience in delivering training on Employment Equity, Training and Development, and Bursaries.
 - Knowledge of Legislation: Proven understanding of South African labor laws and the ability to incorporate them into training.
 - Training Approach: Innovative and effective training methodologies that promote engagement and learning retention.
 - Cost Structure: A comprehensive and transparent pricing proposal that outlines all costs associated with the training.

8. Budget and Resources

- The proposal must include a budget that outlines all costs associated with the delivery training, including any travel or materials expenses.
- The budget will be reviewed and approved by [Organization Name]'s finance department.

9. Proposal Submission Guidelines

9.1. Submission Requirements

Interested service providers should submit proposals that include:

- Company profile and relevant experience.
- Detailed training approach and methodology.
- Proposed timeline for training sessions.
- Evidence of prior successful training implementations, including case studies or



testimonials.

- Clear and itemized cost proposal.

10. Communication and Reporting

- 10.1. The service provider will maintain regular communication with SARHA throughout the training process. A final report detailing the training outcomes and participant feedback will be submitted to SAHRA after the completion of the training sessions.

11. Confidentiality and Compliance

- The service provider must adhere to confidentiality requirements concerning all employee and organization-specific information encountered during the training process.
- Compliance with relevant South African legislation, including the EEA, SDA, BCEA, and LRA during the training delivery is mandatory.

12. Evaluation of Training Effectiveness

- The effectiveness of the training provided will be assessed through participant feedback, knowledge assessments, and post-training evaluations.
- SAHRA will gauge the application of learned concepts within the committee's work following the training.

13. Review and Amendments

- 13.1. These Terms of Reference will be reviewed and amended as necessary to ensure they align with any changes in legislation or organizational objectives.

14. CONDITIONS OF BID

- 14.1 The "Requirement for content of the project proposal" section above outlines the information that must be included in bid offers. Failure to provide all or part of the information will result in your bid being excluded from the evaluation process.
- 14.1.1. SAHRA reserves the right to request new or additional information regarding each bidder and any individual or other persons associated with its proposal.
- 14.1.2. Bidders are requested to provide a proposal with a clear break down of construction and installation costs.
- 14.1.3. SAHRA may require responsive bidders to present and discuss their proposals.
- 14.1.4. SAHRA reserves the right not to make any appointment from the proposals submitted.
- 14.1.5. Bidders shall not issue any press release or other public announcement pertaining to the details of their project proposal without the prior written approval of SAHRA.
- 14.1.6. 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. 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.





- 14.1.7. A valid original Tax Clearance Certificate, issued by the South African Revenue Services, must be submitted, failing which the relevant bidder's bid shall not be considered. (See attached application form for Tax Clearance Certificate.)
- 14.2. The service provider must be registered with an approved and recognised professional body in South Africa. Registration and proof must be attached to the Offer
- 14.2.1. All project proposals and/or bid project documents shall become the property of SAHRA and shall not be returned.
- 14.3. All project proposals and/or bid project documents shall become the property of SAHRA and shall not be returned.
- 14.4. The bid offers and proposals should be valid and open to acceptance by SAHRA for a period of 90 days from the date of submission.
- 14.5. Bidders are advised that submission of a proposal gives rise to no contractual obligations on the part of SAHRA.
- 14.6. SAHRA reserves the right not to award the bid to the bidder that scores the highest points.
- 14.7. 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.
- 14.8. 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.**
- 14.9. **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.**
- 14.10. The successful bidder will be subject to the 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.
- 14.11. 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 contactable references from companies, whom the service provider offered the same service to.**
- 14.12. The service provider is required to complete and provide the following forms:
- SBD 1 Invitation to Bid.
 - SBD 2 Tax Compliance Pin
 - SBD 3 Pricing Schedule.
 - BD 4 Declaration of Interests form.
 - SBD 6.1 Preference points claim form (valid BBBEE certificate must be submitted together with this completed document)
 - SBD 7.1 Contract Form.
 - General Conditions of Contract.





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

15. EVALUATION CRITERIA

15.1. All bid offers received shall be evaluated based on a two-stage bidding process. The phrases are as follows:

- **Phase One:** Compliance to conditions of bid and Terms of Reference.
- **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
Special Goals	20
Black owned company	8
Women	4
Youth	5
Disability	3
TOTAL	100

16. PRICE (VAT INCLUDED)

16.1. Price (Total cost) must be quoted in South African currency and must be inclusive of VAT. Bidders are further requested to indicate their price in all elements listed on the pricing schedule including management and transactional fee of the requested service. Price will be evaluated based on 80 points and the applicable formula of calculating points scored by each bidder. Prices should be valid for 90 days.

Please Note:

SAHRA reserves its right not to make any award in respect of this RFQ. The prospective service provider shall bear all costs associated with submission of the RFQ. No late offers shall be considered.

17. SUBMISSION OF BID OFFER AND PROPOSALS

Quotations must be submitted via e-mail to: tenderinfo@sahra.org.za for the attention of the Supply Chain Management Unit- **Quote no: RFQ SAHRA 11/2025**

It remains the onus of the service provider to ensure that their quotation reaches the SAHRA mailbox no later than the closing date and time.





**18. CLOSING DATE AND TIME: 05 JUNE 2025 AT 11H00
NO LATE BIDS WILL BE ACCEPTED.**

For technical information, please contact:

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