



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 QUOTATIONS
FOR THE SUPPLY AND DELIVERY OF REFRESHMENTS AND
CLEANING CONSUMABLES AT SAHRA SATELITTE OFFICE IN
PRETORIA

RFQ SAHRA 20/2025



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 refreshments and cleaning consumables at SAHRA satellite office in Pretoria.

2 BACKGROUND

- 2.1 The South African Heritage Resources Agency (SAHRA) is an agency of the Department of Sports, Arts and Culture and is the national administrative body responsible for the management and protection of South Africa's cultural heritage resources.
- 2.2 The South African Heritage Resources Agency with its satellite office in Pretoria requires the service for the supply and delivery of various office consumables such as coffee, sugar and cleaning material for a period of nine (9) months. See **Annexure A** for items required.

3. SCOPE OF SERVICES

- 3.1 It will be expected of the service provider to receive and translate Government orders and deliver in terms of the stipulated timeframe and agreed Service Level Agreement.
- 3.2. The service provider will be expected to provide general advisory services and reports with regards to consumables consumptions for the duration of the contract.
- 3.3. The service provider will be required to deliver SAHRA orders to the satellite office in Pretoria at no additional costs.
- 3.4 The quotations must be based on pricing as per attached list of required items.

4. PROJECT OUTPUTS/OUTCOMES

- 4.1. Deliver consumables to the South African Heritage Resources Agency within agreed time frames.
- 4.2. Ensure availability to respond to any queries that may arise during the contract period pertaining to consumables.

5. REPORTING REQUIREMENT

- 5.1 The service provider will report to the Manager: Properties and Facilities on a monthly basis. A detailed report on the service rendered will be discussed and submitted to the Corporate Services Executive.



6. COMMITMENT TO FIRM DELIVERY PERIOD ADHERANCE

- 6.1 The successful bidder must be able to supply goods ordered within five (5) working days from the date of order.
- 6.2 Firm delivery periods must be quoted for the duration of the contract period.
- 6.3 Delivery of consumables must be made in accordance with the instructions appearing on the official order forms.
- 6.4 All deliveries or dispatches must be accompanied by a delivery note stating the official order number against which the delivery has been affected.
- 6.5 In respect of items awarded, the service provider must adhere strictly to the delivery periods. Stock ordered should be available and refrain from partial delivery.
- 6.6 **The supplier must be mindful of the expiry dates on the items delivered.**

7. SITE INSPECTION

- 7.1. Site inspection will be conducted with the three (3) shortlisted service providers. It is expected of the service provider to provide basic facilities such as office, storage, vehicles and telephone and proof of capacity to deliver.

8. SAMPLES

- 8.1 Service providers will be expected to provide samples which will be kept for quality and monitoring purpose.

9. 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.



10. RETURNABLE DOCUMENTS

- a. SBD 1 Invitation to BID
- b. SBD 2 Tax Compliance Pin
- c. SBD 3 Pricing Schedule
- d. SBD 4 Declaration of Interests form.
- e. SBD 6.1 Preference points claim form (valid BBBEE certificate/sworn affidavit must be submitted together with this completed document).
- f. SBD 7.1 Contract Form (Rendering Services).
- g. General Conditions of Contract

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

11. ANTICIPATED TIME SCHEDULE AND PROCESS

Request for Tenders Issued	Website	14 July 2025
Compulsory Briefing Session	None	N/A
Closing date & Opening of BIDs	SAHRA Head Office	22 July 2025

12. 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:** preference points on specific goals as follows:

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



13. 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.

14. SUBMISSION OF TENDERS

Tenders must be submitted in a sealed envelope, marked as confidential and for the attention of **Supply Chain Management – Quote No: RQF SAHRA 20/2025**

Quotations must be submitted to tenderinfo@sahra.org.za

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

15. CLOSING DATE AND TIME

CLOSING DATE: 22 July 2025 AT 11H00
NO LATE TENDERS WILL BE ACCEPTED.

16. For technical information, please contact:

Ms Z. Allie
SAHRA Properties & Facilities
Manager Tel: 021 462 4502

Email: zallie@sahra.org.za

For Supply Chain related enquiries, please contact:

Mr. S Mthembu
Acting SCM
Manager
Tel: 021 202 8670

Email: smthembu@sahra.org.za

