



SOUTH AFRICAN HERITAGE RESOURCES AGENCY

**TERMS OF REFERENCE**

**RFQ SAHRA 24/2025**

**THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY INVITES SUITABLY  
QUALIFIED SERVICE PROVIDERS TO SUBMIT QUOTATIONS FOR THE PROVISION OF  
POLICY DEVELOPMENT TRAINING**



/FACEBOOK



@YOUTUBE



@LINKEDIN

WWW.SAHRA.ORG.ZA



## TERMS OF REFERENCE

### THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY INVITES SUITABLY QUALIFIED SERVICE PROVIDERS TO SUBMIT QUOTATIONS FOR THE PROVISION OF POLICY DEVELOPMENT TRAINING.

#### 1 PURPOSE

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

#### 2 BACKGROUND

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

Public Sector Policy Development Training	
Target Audience	Skilled Employees
No. of participants	16
Duration	TBD
Venue and Catering	Virtual
Course content	<p>The course must cover</p> <ul style="list-style-type: none"><li>• <b>Definitions and distinctions:</b> Define what a policy is, and distinguish between policies, guidelines, regulations, and standard operating procedures, emphasising how they are interconnected but also how they differ, and which is appropriate for each need.</li></ul>

	<ul style="list-style-type: none"> <li>• <b>Relevant frameworks and legislation:</b> Overview of the relevant frameworks and legislation relevant to public policy development in South Africa.</li> <li>• <b>Policy development process:</b> The steps involved in policy development, from identifying policy gaps to evaluating and reviewing policies.</li> <li>• <b>Policy alignment:</b> How to ensure policies are aligned and responsive to new and existing legislation, and other relevant policies, international conventions, and norms and standards.</li> <li>• <b>Policy implementation:</b> How to implement policies, and how to diagnose the strengths and weaknesses of policy frameworks.</li> <li>• <b>Risk analysis:</b> How to identify and manage risks associated with implementing and reviewing policies</li> <li>• <b>Costing:</b> How to develop pre-emptive cost models for effective policy implementation.</li> </ul>
Qualification level	The course must be a Higher Certificate short course accredited with the HEQF on NQF level 7 counting for 9 credits.

#### 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. Compulsory Information to be included.
- 4.3 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.
- 4.4 Proof of current accreditation as a training service provider.

## 5. 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 **90 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.
- 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.

## 6. RETURNABLE DOCUMENTS

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

**NB: Failure to submit completed returnable forms as mentioned above will disqualify your quotation.**

## 7. ANTICIPATED TIME SCHEDULE AND PROCESS

<b>Request for Tenders Issued</b>	Request of Quotations from accredited service providers registered with SAHRA SCM	02 September 2025
<b>Submission of Proposals and closing of bid</b>	Proposals submitted to SAHRA	09 September 2025
<b>Opening of bids</b>	Bids opened at SAHRA Head Office	09 September 2025

## 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:** The applicable preference point system for this tender is the 80/20 preference point system. Preference points on specific goals are 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)

The 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 OFFER

Tenders must be submitted in a sealed envelope, marked as confidential and for the attention of: **Supply Chain Management-Quote No: RFQ SAHRA 24/2025**

**Bids must be emailed to:** [tenderinfo@sahra.org.za](mailto: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 reach the email on or before closing date and time.

## 12. CLOSING DATE AND TIME: 09 September 2025 @11:00 am

**NO LATE TENDERS WILL BE ACCEPTED**

## 13. **For technical information, please contact:**

Ms. Lesa la Grange  
Policy and Skills Development  
South African Heritage Resources Agency  
111 Harrington Street  
Tel: 021 202 8658  
Email: [llagrange@sahra.org.za](mailto:llagrange@sahra.org.za)

## **For Supply Chain related enquiries, please contact:**

Ms. Mandisa Tantsi  
Acting SCM Senior Compliance Officer  
South African Heritage Resources Agency  
111 Harrington Street  
Tel: 021 462 8665  
Email: [mtantsi@sahra.org.za](mailto:mtantsi@sahra.org.za)