



SOUTH AFRICAN HERITAGE RESOURCES AGENCY

**TERMS OF REFERENCE**

**RFQ SAHRA 32/2025**

**THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY INVITES  
SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDERS TO  
SUBMIT QUOTATIONS FOR BUSINESS REPORT WRITING AND  
MINUTES WRITING TRAINING.**



Enquiries: [mpilusa@sahra.org.za](mailto:mpilusa@sahra.org.za)

## TERMS OF REFERENCE REQUEST FOR BUSINESS REPORT WRITING AND MINUTES WRITING TRAINING

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### 1. INTRODUCTION

- This document outlines the Terms of Reference (ToR) for a Business Report and Minutes Writing training programme aimed at skilled employees within the organisation.
- This training is aligned with the National Qualifications Framework (NQF) to ensure compliance with South African standards and best practices.

### 2. PURPOSE

- To enhance the skills of employees in creating effective business reports and accurately documenting minutes, thereby improving communication and record-keeping within the organisation.

### 3. OBJECTIVES

- Report Writing Skills: Develop the ability to create clear, concise, and structured business reports.
- Minutes Documentation: Equip participants with skills to take accurate and effective minutes during meetings.
- Critical Thinking: Enhance analytical skills to present information and recommendations logically.
- Professional Communication: Improve overall communication skills within a business context.

### 4. TARGET AUDIENCE

- Skilled employees across various departments who are involved in report writing and meeting documentation.
- Number of employees is eight (8).



## 5. TRAINING CONTENT

- Components of a Business Report: Introduction, Body, Conclusion, and Recommendations
- Types of Business Reports: Analytical, Informational, and Persuasive
- Best Practices in Minutes Writing: Structure, Content, and Clarity
- Techniques for Effective Notetaking
- Using Templates and Tools for Reports and Minutes
- Proofreading and Editing Skills

## 6. DURATION

- 2 days, incorporating workshops, practical exercises, and group discussions.
- Virtual Training

## 7. COST

- This training is covered under Human Resources Training Budget.

## 8. DELIVERY METHOD

- Blended learning approach, combining in-person workshops and online resources.

## 9. SERVICE PROVIDER

- The service provider should have years of experience in facilitating the same training.
- The attendees should be awarded a National Qualifications Framework (NQF) aligned certificate.

## 10. ASSESSMENT AND EVALUATION

- Participants will be assessed through practical writing assignments, peer reviews, and feedback sessions.

## 11. CONCLUSION

- This training programme is designed to empower skilled employees with the essential skills for effective report writing and minutes documentation, contributing to improved organisational communication and efficiency.

## 12. TERMS AND CONDITIONS

- 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 will not be 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 people 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 with 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 any further bid where such a conflict of interest exists or where such potential conflict of interest may arise.
- h) 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. 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.



### 13. RETURNABLE DOCUMENTS

- a. SBD 1 Invitation to BID
- b. Tax Compliance Status Pin
- c. SBD 4 Declaration of Interests form.
- d. SBD 6.1 Preference points claim form (valid BBBEE certificate must be submitted together with this completed document).
- e. SBD 7.2 Contract Form (Rendering Services).
- f. General Conditions of Contract

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

### 14. 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 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
<b>TOTAL</b>	<b>100</b>

## 15. 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 a maximum of 80 points.

## 16. SUBMISSION OF QUOTATIONS

Quotations must be submitted by email to [tenderinfo@sahra.org.za](mailto:tenderinfo@sahra.org.za) for the attention of **Supply Chain Management - Quote No: RFQ SAHRA 32/2025**

### **PROJECT NAME: TERMS OF REFERENCE REQUEST FOR BUSINESS REPORT AND MINUTES WRITING TRAINING**

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.

## 17. COSING DATE AND TIME

**23 October 2025 at 11:00am – No late proposals will be accepted.**



**18. For technical information, please contact:**

Ms. Masiye Pilusa

HR Manager

South African Heritage Resources Agency

111 Harrington Street

Cape Town

8000

Tel: +27 21 4624502/ 8692

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

**19. For Supply Chain related enquiries, please contact:**

Ms. Mandisa Tantsi

Acting Senior SCM Compliance officer

South African Heritage Resources Agency

111 Harrington Street

Cape Town

8000

Tel: 021 462 4502/8664

E-mail: [mtantsi@sahra.org.za](mailto:mtantsi@sahra.org.za)

