



SOUTH AFRICAN HERITAGE RESOURCES AGENCY

TERMS OF REFERENCE

RFQ SAHRA 31/2025

**THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY INVITES
SUITABLY QUALIFIED SERVICE PROVIDERS TO SUBMIT QUOTATIONS
TO PROVIDE RISK AND COMPLIANCE MANAGEMENT TRAINING FOR
RISK CHAMPIONS AND RISK OWNERS**



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THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY INVITES SUITABLY QUALIFIED SERVICE PROVIDERS TO SUBMIT QUOTATIONS TO PROVIDE RISK AND COMPLIANCE MANAGEMENT TRAINING FOR RISK CHAMPIONS AND RISK OWNERS.

1. PURPOSE

The South African Heritage Resources Agency (SAHRA) hereby invites suitably qualified service providers to submit quotations for the provision of Risk and Compliance Management Training for risk champions and risk owners.

2. BACKGROUND

- 2.1 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

Risk Management Training	
Target Audience	Skilled Employees
No. of participants	22 Employees
Duration	TBC with the service provider
Venue and Catering	None
Course content	<ul style="list-style-type: none"> Introduction to ERM - Overview of risk management compliance frameworks and standards in the public



	<p>sector including COSO framework and the public sector risk management guidelines.</p> <ul style="list-style-type: none"> • Governance, Roles and Responsibilities - Define the distinct duties of Risk Champions, Risk Owners • ERM Maturity Level - methods to practically and effectively assess the Entity’s risk maturity through self assessment. • Risk Identification & Assessment - Techniques for spotting and evaluating risks using tools like risk registers and heat maps, including exploration of opportunities in risk management • Risk Response Strategies - Explore mitigation, transfer, acceptance, share and avoidance strategies • Monitoring & Reporting - Learn how to track risk indicators and report effectively to stakeholders • Embedding Risk Culture - Strategies for fostering a proactive risk culture across the organization
Qualification level	Certificate of attendance

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 services. 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.

5. COMPULSORY INFORMATION TO BE INCLUDED

- 5.1 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 least three (3) references from companies whom they offered risk management training to.
- 5.2 Proof of current accreditation as a training service provider.



6. 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) 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.

7. RETURNABLE DOCUMENTS

- a. SBD 1 Invitation to BID
- b. Tax Compliance Status Pin
- c. SBD 3 Pricing Schedule
- d. SBD 4 Declaration of Interests form.

5 Terms of Reference – Risk Management

- 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

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:** 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

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

6 Terms of Reference – Risk Management



10. SUBMISSION OF QUOTATIONS

Quotations must be submitted by email to tenderinfo@sahra.org.za for the attention of Supply Chain Management – **Quote NO: RFQ SAHRA 31/2025**

PROJECT NAME: RISK AND COMPLIANCE MANAGEMENT TRAINING FOR RISK CHAMPIONS AND RISK OWNERS

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.

The closing date is 22 October 2025 at 11:00 am. No late quotes will be accepted.

11. CONTACT DETAILS

For technical information, please contact:

Ms. Lee-Ann Henry

Internal Audit Manager

South African Heritage Resources Agency 111 Harrington Street

Tel: 021 462 4502/ 8675

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For Supply Chain related enquiries, please contact:

Ms. Mandisa Tantsi

Acting Senior SCM Compliance Officer

South African Heritage Resources Agency

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