



SOUTH AFRICAN HERITAGE RESOURCES AGENCY

DATE: 02 OCTOBER 2025

TERMS OF REFERENCE

RFQ SAHRA 29/2025

THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES A SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDERS TO HIRE-OUT FOR A DAY 6 COFFINS FOR SKELETONISED HUMAN REMAINS, AND 3 HEARSSES.



1. PURPOSE

- 1.1. The South African Heritage Resources Agency (SAHRA) hereby invites suitably qualified and experienced service provider to submit quotations for the hiring of six (6) medium-sized coffins and the provision of 3 hearses for dignified transportation services of the six (6) ancestral human remains from Cape Town International Airport to Iziko Museums, Cape Town. This service is required for the Arrival Ceremony as part of the national repatriation process.

2. BACKGROUND

- 2.1 The South African Heritage Resources Agency (SAHRA) is a Schedule 3A Public Entity in terms of the Public Finance Management Act No 1 of 1999 as amended (the PFMA).
- 2.2 SAHRA is a statutory entity established under the National Heritage Resources Act No 25 of 1999 (the NHRA) and is an agency of the Department of Sport, Arts and Culture which is the national administrative body responsible for the management and protection of South Africa's cultural heritage resources.
- 2.3 The Repatriation and Restitution Office (RRO) was established within SAHRA in 2022, to implement the National Policy on Repatriation and Restitution of Human Remains and Heritage Objects.
- 2.4 During the colonial and apartheid eras, ancestral remains—primarily from the Khoi and San communities—were unethically taken and retained in museum collections, including Iziko Museums in Cape Town and the Hunterian Museum in Glasgow.
- 2.5 As part of this mandate, six (6) ancestral human remains are scheduled to arrive at Cape Town International Airport for a ceremonial handover. These remains were unethically taken during the colonial and apartheid eras and are being returned in line with national policy.
- 2.6 The arrival ceremony is a significant spiritual and cultural event, and the remains will be temporarily housed at Iziko Museums until the final reburial in Steinkopf, Northern Cape, in December 2025.
- 2.7 This RFQ is limited to the arrival ceremony only during the second week of October 2025, the date shall be confirmed in due course.
- 2.8 The hiring option is pursued to minimise costs associated with long-term storage of coffins prior to the final reburial ceremony.



3. SCOPE OF SERVICES

3.1 Rental/Hire out of Coffins for 1 DAY

3.1.1 Hire/rental of six (6) medium-sized coffins with standard inner lining for use during the arrival ceremony and transportation.

3.2. Provision of 3 hearses

3.2.1 Provide 3 hearses for dignified transportation for the six (6) ancestral human remains from Cape Town International Airport to Iziko Museums, Cape Town. Accommodating 2 coffins per vehicle.

3.2.2 Ensure ethical, ceremonial, and culturally respectful handling of the remains throughout the process.

3.2.3 Coordinate with SAHRA and relevant stakeholders for the timely execution of the arrival ceremony.

3.2.4 Deliver coffins to a designated location in Cape Town International Airport and collect coffins from Iziko Museums after ceremony by a specified date to be provided.

3.3. Additional Requirements

3.3.1. Submit a detailed breakdown of costs, including contingency plans for unforeseen circumstances.

3.3.2. Ensure compliance with all relevant South African laws and regulations.

3.3.3. Provide proof of registration as a coffin manufacturer or undertaker, as applicable.

3.3.4. Ensure that the quotation is valid for 90 days.

3.3.5. Service providers must have more than 5 years' experience in the service of providing coffins and transportation of human remains.

4. TERMS AND CONDITIONS OF THE TENDER

a) All costs and expenses incurred by the potential service providers relating to their project proposal will be borne by the 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 does not give rise to 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.

5. RETURNABLE DOCUMENTS

- a) SBD 1 Invitation to BID
- b) Tax Compliance Pin Status
- c) SBD 3 Pricing Schedule (Breakdown of pricing)
- 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 may automatically disqualify your quotation. Please ensure that you submit CSD Registration Report.

6. ANTICIPATED TIME SCHEDULE AND PROCESS

Request for Quotations Issued	SAHRA Website / Emails	02 October 2025
Briefing Session	MS Teams @ 11:00 am Meeting ID: 364 890 764 453 Passcode: b8dB2Su9	06 October 2025
Closing date	SAHRA HEARD OFFICE	09 October 2025

7. EVALUATION CRITERIA

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:

Meeting the minimum threshold of the prequalification criteria (functionality), which is 60 points.

NO	CRITERIA	SCORING	WEIGHT
1.	The number of years of experience a service provider has practicing as a funeral parlor/undertaker. 5 or more years.....	5	50
	3 - 4 years..... 1 – 2 years..... No Experience..... The service provider must submit Proof of Experience and Registration.	3 1 0	
2.	Number of successfully completed projects: 5 – or more 3 - 4 projects 1 – 2 projects No Project The service provider must list the number of successfully completed relating to provision of coffins and transportation of mortal remains.	5 3 1 0	50
	Total		100



Bidders are required to obtain a minimum of 60 points out of 100 points to progress to the next phase of evaluation. Bidders who have obtained less than 60 points as prescribed above will be deemed as non-responsive.

Phase Three:

The applicable preference point system for this tender is the 80/20 preference point system. Preference points on specific goals as follows

Preference Point System	Points
Price	80
Specific Goals	20
Black owned company	8
Women	4
Youth	5
Disability	3
Total points for Price and SPECIFIC GOALS	100

8. 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.

9. SUBMISSION OF QUOTATIONS

Supply Chain Management

Project Name: RENTAL /HIRING OF SIX (6) COFFINS AND PROVISION OF 3 HEARSE FOR THE TRANSFER OF 6 SKELETAL ANCESTRAL REMIANS FROM CAPE TOWN INTERNAL AIRPORT TO IZIKO MUSEUMS OF SOUTH AFRICA

Quote Number: RFQ SAHRA 29/2025

RFQs must be emailed to: tenderinfo@sahra.org.za

Compulsory Briefing Session:

Date: 06 October 2025

Location: Teams

Time: 11:00 am

Meeting ID: 364 890 764 453

Passcode: b8dB2Su9



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.

**10. CLOSING DATE AND TIME: 09 October 2025 at 11:00 am
NO LATE RFQ WILL BE ACCEPTED.**

For Supply Chain related enquiries, please contact:

Ms. M Tantsi
Supply Chain Management
South African Heritage Resources
Agency 111 Harrington Street
Cape Town
8000
Tel: 021 462 4502
Email: mtantsi@sahra.org.za

For technical information, written inquiries can be addressed to:

Mr T. Phili
Manager: Repatriation and Restitution Office
South African Heritage Resources Agency
Pierneef Building
220 Madiba Street
Pretoria
0001
Tel: 012 941 4965
Email: tphili@sahra.org.za