



SOUTH AFRICAN HERITAGE RESOURCES AGENCY

DATE: 05 Nov 2025

TERMS OF REFERENCE

PROJECT NO.: RFB SAHRA 04/2025

THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES SUITABLY QUALIFIED AND EXPERIENCED FUNERAL UNDERTAKERS FOR THE COORDINATION OF THE TRANSPORTATION AND REINTERMENT OF 63 SKELETONIZED HUMAN REMAINS

1. PURPOSE

The South African Heritage Resources Agency (SAHRA) hereby invites suitably qualified and experienced funeral undertakers to submit bids for coordination and provision of services for transportation, from Cape Town to Steinkopf Northern Cape and reinterment in Steinkopf Northern Cape for 63 skeletonized human remains.

The project aims to ensure a dignified reburial process in alignment with the National Policy on the Repatriation and Restitution of Human Remains and Heritage Objects.

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) and is established under the National Heritage Resources Act No 25 of 1999 (the NHRA). SAHRA 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.

2.2 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.

2.3 SAHRA in collaboration with the national Department of Sport, Arts and Culture, Iziko Museums of South Africa and Hunterian Museum at the University of Glasgow in Scotland, is currently in the process of implementing the repatriation and reburial of Khoi and San ancestral remains in the Northern Cape.

2.4 During the colonial and apartheid eras, ancestral remains primarily from the Khoi and San communities were unethically acquired and retained in museum collections, including Iziko Museums in Cape Town and the Hunterian Museum in Glasgow.

2.5 The reburial is scheduled for 16 December 2025 at Kinderlé near Steinkopf, Northern Cape. The exact date will be confirmed after appointment.

3. SCOPE OF SERVICES

3.1 Transportation and Reinterment (Registered Funeral Undertakers only)

- 3.1.1** The service provider must provide standard hearses for the transportation of 63 skeletonized human remains, which will already be packed into medium sized coffins (1.6,m length and 375mm width flat lid) from Iziko Museums of South Africa in Cape Town to Steinkopf for 621 kilometres for the first leg (Day 1).
- 3.1.2** Upon arrival in Steinkopf on Day 1, the coffins shall be offloaded from the hearses and positioned within the pre-erected tent structure designated for the ceremonial proceedings. On Day 2, the coffins are to be reloaded onto the hearses. The service provider shall make the necessary arrangements to accommodate its personnel for an overnight stay.
- 3.1.3** Transport the pre-packed human remains, contained within the same medium-sized coffins, comprising of 63 skeletonized individuals, from Steinkopf to the Kinderle Monument located approximately 10 (ten) kilometres outside Steinkopf for final reinterment on Day 2.
- 3.1.4** Hearses must be able to drive on gravel road for a distance of 10 kilometres from Steinkopf to Kinderle.
- 3.1.5** Each hearse must accommodate a maximum of four medium-sized adult coffins.
- 3.1.6** The total distance for the transportation must be included in the costs and be calculated per kilometer.
- 3.1.7** The service provider must stop for one (1) hour on the provincial border between the Northern Cape and the Western Cape. This is to facilitate a handover between the Premiers of the respective provinces. No offloading of human remains is required at this point.
- 3.1.8** The service provider must ensure ethical and dignified handling of human remains during transportation and reinterment.
- 3.1.9** Coordinate dignified handling of the human remains during the reburial ceremony at Steinkopf, Northern Cape and,
- 3.1.10** Ensure ethical and dignified reinterment activities of the 63 skeletonized human remains at Kinderle Monument, including reburial ceremonies, in collaboration with the Northern Cape Reburial Task Team. The service provider must provide all necessary logistical support, including vehicles, personnel (for construction),

equipment for excavating (for digging three trenches that accommodate 21 coffins per trench). The draft layout is attached. Refer to **Annexure B**.

- 3.1.11** Provide a (Tractor Loader Backhoe) TLB to perform excavation must be sourced and the rate must be included. The TLB will not be required for backfilling the trenches as this will be done by the community. Service provider must take into account costs related to the transportation of the TLB onto the reburial site at Kinderle Monument.
- 3.1.12** Trenches must be 1800mm deep.
- 3.1.13** Provide all materials required for the reinterment/reburial process such as bricks and cement for constructing 63 subdivision walls (not higher than 1000mm) in each trench for the 63 individual coffins in line with the burial requirements to be communicated by the community. Walls must be separated by 800mm.
- 3.1.14** Provide hired shovels for community members to backfill the graves. It is the onus of the service provider to collect the shovels from the community members after use.
- 3.1.15** Service provider must provide and install 63 grave markers (white timber crosses) immediately after reinterment.
- 3.1.16** Conduct a pre-event site inspection post tender award/appointment, upon request, with the Northern Cape Reburial Task Team and the SAHRA officials before the date of the final reburial ceremony and reinterment. Travelling costs for the service provider must be included in the Offer.
- 3.1.17** The service provider must comply with all applicable legislation, including the National Health Act No. 61 of 2003.

3. Additional Requirements

- 3.2.1.** Rates must be submitted on the Pricing Schedule. Failure to submit rates on the Pricing Schedule will disqualify the bid.
- 3.2.2.** A 10% retention will be applicable for a period of 3 (three) months after the successful completion of the project.
- 3.2.3.** Ensure compliance with all relevant South African laws and regulations, into the National Health Act No 61 of 2003.
- 3.2.4.** **The service is scheduled to commence on 15 December 2025; however, this date is contingent upon several external factors and will be confirmed following the formal appointment. Accordingly, the service provider shall ensure operational readiness to mobilize on short notice.**

Once confirmed, the commencement dates will be considered final and not subject to amendment.

- 3.2.5.** Service Provider must be registered with relevant industry regulatory associations.
- 3.2.6.** Ensure assessment of sub-contractors and must provide proof of registration, when requested to do so by SAHRA.
- 3.2.7.** The Successful bidder will be required to travel to Steinkopf and Kinderle, Northern Cape. Costs associated with this must be included in the final offer.
- 3.2.8.** Ensure that the quotation is valid for 120 days.

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 120 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, and individuals to whom the service provider has supplied the same service.

- q) After the successful service provider has received the Purchase Order (PO), 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 status pin
- c) SBD 3 Pricing Schedule (Breakdown of pricing) – **See Annexure A**
- 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.

ANTICIPATED TIME SCHEDULE AND PROCESS

Request for Tenders Issued	e-tender/ SAHRA Website	07 November 2025
Closing date & Opening of BIDs	SAHRA Head Office	28 November 2025

6. EVALUATION CRITERIA

a. Evaluation of Tenders

All proposal offers received shall be evaluated based on the following phase out approaches:

Stage 1: Administrative Compliance.

Stage 2: Technical Compliance

Stage 3: Financial Offer and Specific Goals

b. Stage 1: Administrative Compliance

Bidders must comply with the set of **administrative compliance requirements** listed below. Failure to comply with any of the below requirements will lead to immediate rejection of the bid.

a) Compulsory Briefing:

Bidders must attend the compulsory briefing meeting to be held online.

b) Regulatory Body Registration:

Bidders must be registered with the relevant regulatory body. It is the responsibility of the service provider to ensure that their status of registration and Certificate of Compliance is up to date for the duration of the bidding process and the awarding of the tender. Should the status of the bidder be inactive or suspended during the evaluation process the bidder will be disqualified. A valid certificate of registration and Certificate of Compliance must be attached to the Offer submitted.

Bidders who comply with all the above requirements will proceed to Stage 2 for evaluation on Technical Compliance. Bidders who fail to comply with any of the above requirements will be disqualified from the bidding process and will not be considered for Technical Compliance.

c. Stage 2 Technical Compliance

a) Company Experience: Bidders shall provide the following:

- A list of **at least two (2) repatriation projects** completed within the past five (5) years.
- Each project must include the following details:
 - Country or provinces of origin and destination.
 - The year of commencement and completion
 - Nature of services provided (e.g. handling human remains, transportation via road/airline)
 - Printed images of the repatriation services (including ceremonial and burial events).
 - Name and contact details of the client to whom the service was rendered.

- Signed Letter of reference from each client, including full contact details of the client.

Bidders who comply with all the above requirements will proceed to Stage 3 for evaluation on Price and Specific Goals. Bidders who fail to comply with any of the above requirements will be disqualified from the bidding process.

d. Stage 3: Price and Specific Goals

Price and specific goals points will be calculated as described in the Preferential Procurement Regulations of 2022. SBD 6.1 form must be used to claim points for specific goals for the company.

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

7. 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.

8. SUBMISSION OF TENDERS

Tenders must be submitted in a sealed envelope, marked as confidential and for the attention of **Supply Chain Management – BID No: RFB SAHRA 04/2025**
Project Name: PROVISION OF TRANSPORTATION AND REINTERMENT OF 63 HUMAN REMAINS



9. COMPULSORY BRIEFING SESSION

Date: 17 November 2025

Time: 11:00

Location: MS Teams Online Link – interested bidders must submit their full name, company name and approved company email address by the latest 14 November 2025 at 10h00 to tenderinfo@sahra.org.za

BIDS can be placed in the Tender Box located at:

SAHRA's Head Office

111 Harrington Street

Cape Town

Tenders must be submitted in a sealed envelope, marked as confidential and for the attention of Supply Chain Management - or

BIDS can be emailed to: tenderinfo@sahra.org.za

SAHRA takes no responsibility for emailing or mailing 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

Closing Date: 28 November 2025 @ 11:00

No late Tenders will be accepted.

For further information please contact in writing:

Ms. M Tantsi

SCM Officer

South African Heritage Resources Agency

111 Harrington Street

Cape Town

8000

Tel: 021 462 4502

Email: mtantsi@sahra.org.za

