



SOUTH AFRICA

SOUTH AFRICAN HERITAGE RESOURCES AGENCY

TERMS OF REFERENCE

RFQ SAHRA 59/2026

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE SITE
RECORDING EQUIPMENT TO IMPROVE DOCUMENTATION OF
HERITAGE RESOURCES UNDER INVESTIGATION

TERMS OF REFERENCE

1. PURPOSE

1.1. The South African Heritage Resources Agency (SAHRA) invites suitably qualified service providers to submit quotations to provide site recording equipment for the accurate documentation of heritage sites under investigation.

2. BACKGROUND

2.1. SAHRA is a statutory organisation established in terms of the National Heritage Resources Act, no 25 of 1999 (NHRA) mandated to ensure the protection, conservation and sustainable management of heritage resources. In fulfilling this mandate, the HPU investigates complaints and alleged contraventions of resources potentially under threat.

2.2. In order to carry out effective investigations, accurate documentation of the heritage resources and the potential threats is required. Effective documentation requires accurate spatial data, photographic evidence and reliable measurements, for which the relevant and adequate equipment is required.

2.3. The correct tools to properly record sites ensures efficient, accurate and credible investigations and defensible reports aligned with the provisions of the NHRA.

3. SCOPE AND SERVICES REQUIRED

3.1. The potential service provider is required to provide the following:

Equipment	Specifications	Quantity
Handheld GPS Unit	<ul style="list-style-type: none"> • High accuracy GPS (\pm 3m or better) • Rechargeable battery & cable charging • Ability to export coordinates in standard GIS formats (CSV, KML, GPX) • Rugged and field ready casing • Colour display • Manufacturer warranty 	X1
Digital Camera	<ul style="list-style-type: none"> • Minimum 24MP resolution • A compatible interchangeable lens with Optical zoom (\geq 20x preferred) must be included. • Image stabilization • 128GB SD Card – the SD card MUST be compatible with the digital camera • Rechargeable battery and charger • Suitable for outdoor fieldwork (dust/splash resistant preferred) • 2-year warranty 	X1
Photographic Scales	<ul style="list-style-type: none"> • Flat durable forensic/ archaeological photographic scales – 1 meter in length • Standard colour calibration • Metric measurement indicators 	x 2

Measuring Wheel	<ul style="list-style-type: none"> • Minimum measurement distance 5km • Foldable/ compact for transporting 	X1
Portable projector	<ul style="list-style-type: none"> • 4000–5000 lumens • Full HD (1920×1080) • 16:9 aspect ratio • HDMI (2 inputs) and USB connectivity • Built in speaker • Portable (carry case included) • 2 year warranty 	X1
Portable Screen	<ul style="list-style-type: none"> • Portable floor-standing roll-down screen • Carry case included • 2000-2500mm diagonal screen size • Matte white surface • 1 year warranty 	X1

4. THE FOLLOWING IS REQUIRED FROM THE POTENTIAL SERVICE PROVIDER:

- 4.1. Must be able to provide the abovementioned equipment within stipulated timelines.
- 4.2. Must submit technical specifications of all required equipment.
- 4.3. All equipment warranties must be supported and serviceable by authorised service providers within South Africa.
- 4.4. Deadlines:

- **Equipment must be delivered to the SAHRA Offices with 30 days of appointment.**

5. QUOTATION REQUIREMENTS

- 5.1. The quotation should include the following:
 - 5.1.1. Technical specifications of each item
 - 5.1.2. Cost of each item
 - 5.1.3. Delivery of the GPS Unit, Camera, Photographic Scales and Measuring Wheel to SAHRA's office in Pretoria
 - 5.1.4. Delivery of the portable projector and screen to SAHRA offices in Cape Town.

6. TERMS AND CONDITIONS OF PROPOSALS

- 6.1. 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.
- 6.2. SAHRA reserves the right to request new or additional information regarding each bidder and any individual or other persons associated with its proposal.
- 6.3. SAHRA may require responsive bidders to present and discuss their proposals in person.
- 6.4. SAHRA reserves the right not to make any appointment from the proposals submitted.



- 6.5. 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.
- 6.6. 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.
- 6.7. 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.
- 6.8. Any and all project proposals shall become the property of SAHRA and shall not be returned.
- 6.9. 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.
- 6.10. Bidders are advised that submission of a proposal gives rise to no contractual obligations on the part of SAHRA.
- 6.11. SAHRA reserves the right not to award the bid to the bidder that scores the highest points.
- 6.12. 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.
- 6.13. 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.
- 6.14. All returnable bid documents must be completed in full and submitted together with the bidder's proposal.
- 6.15. 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.
- 6.16. 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 entities, to whom the service provider has supplied the same service.
- 6.17. 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 Bid
- b) Tax Compliance status pin
- c) SBD 3.3 Pricing Schedule
- d) SBD 4 Bidders disclosure
- e) SBD 6.1 Preference points claim form PPR2022(valid BBBEE certificate/ Affidavit must be submitted together with this completed document.
- f) Contract Form – Rendering of Services
- g) Proof of valid registration with the Central Supplier Database (CSD Report)

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

SAHRA reserves the right to revise any aspect of these timeframes at any stage, and to amend the process at any stage.

8. EVALUATION CRITERIA

8.1. 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 proposal. Failure to meet any of the conditions of the proposal will automatically disqualify your proposal on this phase.
- **Phase two:** Prequalification criteria (Obtaining the minimum threshold for functionality as set out below)

No	Quality Criteria	Yes	No
1	<p>Adherence to specifications</p> <ul style="list-style-type: none"> • All equipment adheres to or exceeds technical requirements <p>The technical specifications of all equipment must be provided. Failure to do so will result in non-compliance.</p>		
2	<p>Adherence to Warranty & Local Servicing requirements.</p> <ul style="list-style-type: none"> • The GPS unit, digital camera, portable projector, and projection screen must each carry valid manufacturer warranties, and all warranty claims must be fully 		

	serviceable within South Africa through authorized local service providers		
	Warranty documents and Local service centre details must be provided. Failure to do so will result in non-compliance.		
Total			

A bidder must be fully compliant with the prequalification phase in order to progress to the next phase. Failure to comply with the requirements will render your proposal non-responsive.

- **Phase three:** Preference points on specific goals as follows:

Preference Point System	Points
Price	80
Special Goals	20
Black owned company	8
Women	4
Youth	5
Disability	3
TOTAL	100

5.2 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 PROPOSALS

Project proposals must be submitted in a sealed envelope, marked as confidential and for the attention of **Supply Chain Management - Bid No: RFQ SAHRA 59/2026**

It must be posted to the following address: South African Heritage Resources

Agency, P.O. Box 4673, Cape Town, 8000, or placed in the tender box at the SAHRA Head Office, 111 Harrington Street, Cape Town.

Closing date for bid offers and proposals: 23 MARCH 2026 at 11:00AM no late proposals will be accepted after the closing time.



For Technical information, please contact:

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South African Heritage Resources Agency

Pierneef Museum

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Tshwane

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For the Supply Chain related enquiries, please contact:

Ms NO. Dlamini

Supply Chain Management

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