



SOUTH AFRICAN HERITAGE RESOURCES AGENCY

# **SOUTH AFRICAN HERITAGE RESOURCES AGENCY**

## **TERMS OF REFERENCE**

### **RFQ SAHRA 48/2026**

THE SOUTH AFRICAN HERITAGE RESOURCES  
AGENCY INVITES SUITABLY QUALIFIED SERVICE  
PROVIDER TO PRODUCE A DETAILED SURVEY FOR  
KADITSHWENE NATIONAL HERITAGE SITE, SITUATED  
IN THE NORTH WEST PROVINCE OF SOUTH AFRICA



/FACEBOOK



@YOUTUBE



@LINKEDIN



## TERMS OF REFERENCE

### 1. PURPOSE

- 1.1. The South African Heritage Resources Agency (SAHRA) hereby invites suitably qualified service providers to produce a detailed survey for Kaditshwene National Heritage Site, situated in the North-West Province of South Africa.

### 2. BACKGROUND

- 2.1. SAHRA is a statutory organisation established in terms of the National Heritage Resources Act, no 25 Of 1999 (NHRA). Part of this mandate is to identify places of national significance and to investigate the desirability to declare it a national heritage site (Section 27 (1) of the NHRA).
- 2.2. Kaditshwene settlement was one of the largest urban clusters in South Africa in the 18<sup>th</sup> and early 19<sup>th</sup> centuries. It signifies the rise of Tswana towns and their vibrant dynamic political and economic cultures. The vastness of these Tswana towns is represented across landscapes by archaeological deposits ranging from middens, pottery, massive stone enclosures and terracing, and evidence of iron smelting industries. The remains of Kaditshwene settlement are located across four farms of Olifantspruit 62JP, Bloemfontein 63JP and Rietfontein 89JP. The site was declared a national heritage site on 2 September 2011. Together with Vlakfontein and Marathodi, these three sites form part of the Tswana Towns of South Africa.
- 2.3. The objective of this exercise is to survey and map all the archaeological, historical and cultural resources comprising the Kaditshwene cultural landscape, and develop selected resources such as stone walls and remains of iron smelting the establishment of a Management Authority for the management of the national heritage site.

### 3. SCOPE AND SERVICES REQUIRED

#### 3.1. Status Quo:

- 3.1.1. The project should assess and describe the *status quo* of the heritage resources in the Kaditshwene Cultural Landscape. This may, but not necessarily limited to, address the following:
  - types of heritage resources found in the area,
  - recommendations regarding heritage conservation and management made in previous studies,
  - recommendations to address identified gaps and how these may be incorporated in the Integrated Management Plan.



### 3.2. Survey and Mapping

- 3.2.1. One of the main objectives of this project is to survey and map the entire Kaditshwene Cultural Landscape for the known heritage resources and other unknown resources that may be of heritage significance. This should be done through.
- 3.2.2. A comprehensive inventory of archaeological, historical and cultural resources that characterise the Kaditshwene cultural landscape must be developed. Considering that the heritage resources are extended over 3 farms, it is necessary that the documentation includes;
  - the period and type of heritage resource
  - location (GPS coordinates) of the heritage resources,
  - access route to heritage resources,
  - issues of accessibility – owners' view regarding access to resources by researchers, heritage authorities and the general public for tourism purposes
  - the names, numbers and owners (including contact details) of farms where the resources are located.
  - Producing a GIS map of all heritage resources comprising the Kaditshwene cultural landscape. All the activities above are to be performed by an archaeologist and a person(s) with GIS training. Please note that a detailed LiDAR survey will be done for the site.

### 3.3. ARCHAEOLOGY, HISTORY AND CULTURE OF THE LANDSCAPE

#### 3.1.1. Archaeological:

- **General archaeology:** This will comprise a detailed description of all existing and new information on archaeological resources in the Kaditshwene Cultural Landscape. This must be linked to the survey results. Areas of sensitivity must be identified and recommendations made for any special protection. Any mitigatory measures in terms of rescue of highly exposed deposits may be made, as well as recommendations for further archaeological research. This activity is to be performed by an Iron Age specialist.
- **Stone walls/enclosures:** Proper survey and documentation of all stone walls across the site is required. The walls must be recorded and described – their architecture/style, and the conservation and management needs noted. The documentation should make use of any existing documentation, aerial photos and the current survey outlined above for condition reporting. The activity is to be performed by an archaeologist/s with experience on working with stone-walled sites documentation and conservation.
- **Iron and metal working industry:** This will comprise inventory, documentation and description of all iron and metal working sites as may be found across the Kaditshwene Cultural Landscape. Possible source/provenance of this material may be established where possible. The sensitivities of these sites and potential threats to them must be noted and mitigatory measures/management program recommended. This activity will require an archaeologist with metal working experience.



#### 4. TERMS AND CONDITIONS OF PROPOSALS

- 4.1 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.
- 4.2 SAHRA reserves the right to request new or additional information regarding each bidder and any individual or other persons associated with its proposal.
- 4.3 SAHRA may require responsive bidders to present and discuss their proposals in person.
- 4.4 SAHRA reserves the right not to make any appointment from the proposals submitted.
- 4.5 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.
- 4.6 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.
- 4.7 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.
- 4.8 Any and all project proposals shall become the property of SAHRA and shall not be returned.
- 4.9 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.
- 4.10 Bidders are advised that submission of a proposal gives rise to no contractual obligations on the part of SAHRA.
- 4.11 SAHRA reserves the right not to award the bid to the bidder that scores the highest points.
- 4.12 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.
- 4.13 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.
- 4.14 All returnable bid documents must be completed in full and submitted together with the bidder's proposal.
- 4.15 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.
- 4.16 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.



4.17 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.

## 5. RETURNABLE DOCUMENTS

- a) SBD 1 Invitation Bid
- b) Compliance tax status pin
- c) SBD 3.3 Pricing Schedule
- 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 shall automatically disqualify your quotation. Please ensure that you submit CSD Registration Report.**

## 6. EVALUATION CRITERIA

- 6.1 All bid offers received shall be evaluated based on the following phase out approach:
- **Phase one:** Compliance to the terms of reference and conditions of the bid. Failure to meet any of the conditions of the bid will automatically disqualify your bid on this phase.
  - **Phase two:** Preference points on specific goals.

No	Quality Criteria	Weight	Score	Weighted score
1	<p><b>Qualifications: Years of relevant heritage experience. CV's of the principals and key personnel who will be involved in the project must be submitted</b></p> <ul style="list-style-type: none"> <li>• 10 years' experience &amp; above = 5 rating</li> <li>• 6 to 10 years = 4 rating</li> <li>• 5 to 6 years = 3 rating</li> <li>• 3 Years to 4 years = 2 rating</li> <li>• Less than 3 years = 1 rating</li> </ul>	40		
2	<p><b>Experience: Proof of completed projects At least 4 projects of a similar nature are preferred. Include details of clients, contract dates, value, and duration of project.</b></p> <p>4 Projects &amp; above = 5 rating 3 Projects = 4 rating 2 Projects only = 3 rating</p>	10		



	1 Projects = 2 rating			
3	<p><b>Quality project Plan to be followed in the Research, assessment and presentation.</b></p> <p>1. Project plan contains detailed methodologies, dates and detailed deliverables =5</p> <p>2. Project plan contains vague methodologies, only deliverables and <b>no</b> detailed dates = 3</p> <p>3. Project plans exist but does not contain methodology, dates and deliverables=1</p> <p>4. No project plan submitted=0</p> <p><b>Detailed project plan must be attached and presented online.</b></p>	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 two:** Preference points on specific goals as follows.

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

**7. PRICE (VAT INCLUDED)**

80 Points for price will be awarded with reference to the total fixed bid amount inclusive of VAT. The service provider with the lowest price shall score a maximum of 80 points.

**8. SUBMISSION OF BIDS**

Project bids must be submitted in a sealed envelope, marked as confidential and for the attention of **Supply Chain Management – Quote no: RFQ SAHRA 48/2026**

Bids must be emailed to: [tenderinfo@sahra.org.za](mailto:tenderinfo@sahra.org.za)





**It remains the onus of the service provider to ensure that their Tender Offer reaches the SAHRA office no later than the closing date and time.**

**9. CLOSING DATE AND TIME: 10 March 2026 at 11:00  
NO LATE SUBMISSIONS WILL BE ACCEPTED**

**10. FOR SUPPLY CHAIN MANAGEMENT INFORMATION, PLEASE CONTACT:**

Ms. Manida Tantsi

SCM Officer

The South African Heritage Resources Agency

111 Harrington Street

Cape Town

8000

Tel: 021 462 4502/8665

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

