



SOUTH AFRICAN HERITAGE RESOURCES AGENCY

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TERMS OF REFERENCE

RFQ SAHRA 58/2026

THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA)
INVITES SUITABLY QUALIFIED AND EXPERIENCED SERVICE
PROVIDERS TO SUBMIT QUOTATIONS FOR THE DRAFTING AND
COMPILATION OF THE 2025/2026 VALUATION REPORT FOR
HERITAGE COLLECTION OWNED BY SAHRA



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THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES QUALIFIED AND EXPERIENCED SERVICE PROVIDERS TO SUBMIT QUOTATIONS FOR THE DRAFTING AND COMPILATION OF THE 2025/2026 VALUATION REPORT FOR HERITAGE COLLECTION OWNED BY SAHRA.

1. PURPOSE

The South African Heritage Resources Agency (SAHRA) hereby invites suitably qualified and experienced service providers to submit bids for the drafting and compilation of the 2025/2026 heritage assets valuation report for the heritage collection owned by SAHRA.

2. BACKGROUND

- 2.1 The South African Heritage Resources Agency (SAHRA) is an agency of the Department of Sports, Arts and Culture and is the national administrative body responsible for the management and protection of South Africa's cultural heritage resources.
- 2.2 SAHRA is a statutory organization established under the National Heritage Resources Act, No 25 of 1999. The primary objective of SAHRA is to coordinate the identification and management of the national estate which is defined as heritage resources of cultural and other significance.
- 2.3 SAHRA owns and manages fifty-one (51) art and artefact items, and 6,399 heritage library books located throughout South Africa. An attached list of heritage assets provides details of their names, locations, nature, and grading. **See Annexure A.**



3. SCOPE AND SERVICES REQUIRED

- 3.1 The Valuer will present the Valuation report to SAHRA before finalization at a time as agreed upon between the parties.
- 3.2 The purpose of this valuation report is to determine the fair market value of the subject heritage assets for financial statement purposes as at 31 March 2026.

4. MANDATORY REQUIREMENTS FROM THE POTENTIAL SERVICE PROVIDER

- 4.1 A quotation in respect of all your fees and charges/ disbursements (costs) must be submitted. The service provider must reflect a detailed account of the fees.
- 4.2 Proof of qualification and registration as a Valuer.
- 4.3 Proof of current registration with the SACPVP.
- 4.4 Company profile.
- 4.5 Methodology and Time Schedule for the Valuation of the subject heritage assets with understanding of GRAP 103 – Heritage Assets
- 4.6 ***Failure to submit any of the above mandatory documents will render your proposal non-responsive.***

5. TERMS AND CONDITIONS OF BIDS

- 5.1 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.
- 5.2 SAHRA reserves the right to request new or additional information regarding each bidder and any individual or other persons associated with its proposal.
- 5.3 SAHRA may require responsive bidders to present and discuss their proposals in person.
- 5.4 SAHRA reserves the right not to make any appointment from the proposals submitted.
- 5.5 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.



- 5.6 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.
- 5.7 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.
- 5.8 Any and all project proposals shall become the property of SAHRA and shall not be returned.
- 5.9 The proposals should be valid and open for acceptance by SAHRA for a period of 30 days from the date of submission.
- 5.10 Bidders are advised that submission of a proposal gives rise to no contractual obligations on the part of SAHRA.
- 5.11 SAHRA reserves the right not to award the bid to the bidder that scores the highest points.
- 5.12 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.
- 5.13 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.
- 5.14 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.
- 5.15 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.
- 5.16 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 companies, to whom the service provider has supplied the same service.





- 5.17 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.

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

6. 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 BBEE certificate / Sworn Affidavit must be submitted together with this completed document.
- f) SBD 7.2 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 bid.

7. EVALUATION CRITERIA

7.1 All bid offers received shall be evaluated based on the following phase out approach:

- **Phase one:** Compliance with the terms of reference and conditions of the bid. Failure to meet any of the conditions of the bid will automatically disqualify your bid in 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; **A bidder must obtain a minimum of 60 points on the prequalification phase in order to progress to the next phase. Failure to obtain 60 points will render your proposal non-responsive.**

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 bid amount inclusive of VAT. The service provider with the lowest price shall score the maximum 80 points.



9. SUBMISSION OF PROPOSAL

Project proposals must be sent via e-mail to tenderinfo@sahra.org.za for the attention of **Supply Chain Management - RFQ SAHRA 58/2026**

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.

10. CLOSING DATE AND TIME: 01 April 2026 at 11:00 NO LATE PROPOSALS WILL BE ACCEPTED

11. For Supply Chain Management and Technical information, please contact:

Nondumiso Octavia Dlamini

Supply Chain Management

South African Heritage Resources Agency

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Cape Town

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