



SOUTH AFRICAN HERITAGE RESOURCES AGENCY

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**TERMS OF REFERENCE FOR THE DESIGN, COMMISSIONING AND ERECTION
OF A NEW STATUE, FENCING, REPAIRS AND UPGRADE OF THE DUNCAN
VILLAGE MEMORIAL IN DUNCAN VILLAGE TOWNSHIP, EASTERN CAPE
PROVINCE.**

RFQ SAHRA 07/2026



TERMS OF REFERENCE – RFQ SAHRA 07 2026

THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES SUITABLY QUALIFIED, EXPERIENCED AND REGISTERED STRUCTURAL ENGINEER SERVICE PROVIDERS IN THE BUILT ENVIRONMENT TO SUBMIT QUOTATIONS FOR THE DESIGN, COMMISSIONING AND ERECTION OF A NEW STATUE, FENCING, REPAIRS AND UPGRADE OF THE DUNCAN VILLAGE MEMORIAL SITE IN DUNCAN VILLAGE TOWNSHIP, EASTERN CAPE PROVINCE.

1. PURPOSE

1.1 To invite suitably qualified and experienced structural engineers to submit proposals for consideration to undertake work of assessing the Duncan Village Memorial structure, identify the structural defects, assess the suitability of the existing plinth to mount a new statue, develop a suitable design and scope for the commissioning of a new life size statue, landscaping, fencing and draft a Bill of Quantities for the intervention.

2. BACKGROUND

2.1 The South African Heritage Resources Agency (SAHRA) is an agency of the Department of Sport, Arts and Culture (DSAC) and is the national administrative body responsible for the management and protection of South Africa's cultural heritage resources. It is a statutory entity established under the National Heritage Resources Act, Act No. 25 of 1999. SAHRA's role is to coordinate the identification and management of the national estate. The national estate encompasses heritage resources of cultural significance for the present community and future generations.

2.2 In terms of the National Heritage Resources Act, 25, (1999) (NHRA), SAHRA is enjoined with the responsibility of identifying and conserving graves of cultural significance and victims of conflict including those died in the liberation struggle. This is done through the erection, rehabilitation and refurbishment of memorials associated with these graves as part of preserving the national estate. The construction of such memorials is considered according to the provisions of Section 44 of the NHRA as sites of cultural significance and national memory.



2.3 The Duncan Village massacre is a historical event in which approximately 31 people were killed because of violent clashes between the residents of Duncan Village and the apartheid security forces on 11 August 1985. Subsequently, a memorial was constructed and unveiled in 2008 to honour the victims who were killed in the massacre. Over time, the memorial has deteriorated due to vandalism, and there is a need for repairs and improvements to be done on the site.

2.4 Pursuant to the above mandate, part of the work involves engaging stakeholders particularly families of those who died in coordination with SAHRA. SAHRA was requested by the DSAC to initiate a project to remove the existing statue, design and commission a new approved statue and undertake repairs and upgrades to the Duncan Village Massacre Memorial in Duncan Village. A consultation exercise between the DSAC, the DSRAC, BCMM, ECPHRA and SAHRA and the community has necessitated the erection of a new statue be installed in its place.

2.5 It is against this background that SAHRA is soliciting the services of a service provider of a structural engineer to undertake the work of assessing the memorial structure, identifying the structural defects, assessing the suitability of plinth to mount a new statue and developing a suitable design and scope for the commissioning of a new life size statue.

1. PROPERTY INFORMATION

a) The Memorial

The memorial site has various components within the yard where it is located. The memorial structure has a plinth that rests on octagonal shaped steps around it. The plinth is clad in polished granite and has inscriptions that provide interpretation, while the octagonal shaped steps are also clad in polished granite. However, the granite cladding on both the plinth and the steps have been vandalised and would need to be replaced with the same granite.

b) The Fence & Paving

The memorial is fenced with steel palisade fence with entrance gates. These have been partially vandalised. Furthermore, a portion of the site around the octagonal shaped steps is also paved. This paving has now been obscured by grass.

2. Description and Location of Property

Duncan Village Township, Msimango Street, Buffalo City Metropolitan Municipality (BCMM), Eastern Cape Province.



Fig.1 Location of the memorial in Duncan Village Township.

a) Existing Condition

The memorial is in a state of disrepair as it has been vandalised. Its octagonal shaped steps cladded in polished granite have been chipped off in several places as people attempted to remove the granite cladding. The plinth on which the statue stands has also been stripped of granite. Access gates to the site have been vandalised and portions of the steel palisade fence has been removed. The entire paving on the site has also been obscured by growing grass.

3. SCOPE OF SERVICES

1. The structural engineer is required to provide the full scope of services ranging from inception to close out of the project lifecycle including principal duties in the assessment of the overall memorial site, commissioning and mounting of a new life size statue, assessment of the suitability of the existing plinth to mount a new

statue, repairs to the octagonal shaped steps, paving works and erection of a Clearview fence around the site.

2. The size of the statue will be 1800mm in height and 500mm in breadth on the shoulders.
3. The statue must be mounted on plinth that is currently on site.
4. The structural engineer must certify the suitability of the plinth to mount the proposed statue, and to certify its stability after it is mounted.
5. The results of the assessments must be submitted as a full set of detailed drawings with the relevant quantities specifications required to execute all the identified works.
6. The service provider must develop a project brief, finalize the project concept in accordance with the brief and develop an approved method of intervention, outline specifications, cost plan, timeline schedule tied to specific deliverables, financial viability and documentation programme for the project.
7. The service provider must undertake a thorough assessment of the entire memorial structure, including the octagonal shaped steps, the plinth where the statue is mounted and the paving.
8. In order to finalize completion, the engineer is required to inspect the works and issue practical completion and defects lists, inspect and verify rectification of defects, prepare as-built drawings and documentation and receive, comment and approve relevant payment valuations and completion certificates.

4. Project Cost Estimates

- a) The overall cost estimate for commissioning of a new statue, assessment of the suitability of the plinth to mount a new statue design, installation of the newly procured statue on the memorial site, paving works and erection of a new Clearview fence is **R 1 500 000. 00** (*One million five hundred thousand rands*).
- b) The estimated project time frame for completion is 6 months.
- c) Construction work on the memorial will be independent contracts.

5. Reporting Requirements and Approval Procedure

- a) The service provider shall meet with the Employer as and when reasonably instructed by the Employer to discuss and minute progress of the services. Notwithstanding any other requirements, the service provider shall submit a monthly progress report to the Employer in a format approved by the Employer.



- b) All project milestones including associated reports are to be approved by the employer prior to proceeding to the next stage of the project. Budgets, cash flows and execution programmes are also subject to the approval of the employer.

6. THE FOLLOWING ARE REQUIRED FROM THE POTENTIAL SERVICE PROVIDER

- a) The Final Offer inclusive of VAT.
- b) Valid and certified copies of professional registration with the verified and approved bodies in South Africa must be submitted with the bid.
- c) Company profile
- d) Track record of structural engineer in undertaking projects in the built environment (provide full details including references with names and contact numbers)
- e) The tendering Service Provider must be registered in terms of the:
- Engineering Profession Act (Act no 46 of 2000)
- f) Copies of certified certificates (not older than three months from the date of bid closure) or a letter from the relevant bodies clearly proving current professional registration with the relevant council, including registration numbers, of all the registered principals mentioned above are included with the tender as part of the returnable documentation.
- g) Sole Proprietors, Partners in Partnerships, and Members of Close Corporations are principals as defined above and information/documentation in respect of such persons must be provided as described.
- h) 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.
- i) An hourly rate (inclusive of VAT) must also be submitted for any extension of services which may be required.





7. TERMS AND CONDITIONS OF TENDERING

- a) 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.
- 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) Any and 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 gives rise to no 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.

8. RETURNABLE DOCUMENTS

- a. SBD 1 Invitation to BID
- b. SBD 2 Tax Compliance Status Pin
- c. SBD 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 may automatically disqualify your quotation. Please ensure that you submit the CSD Registration Report.

9. MANDATORY REQUIREMENTS

- Bidders must attend the compulsory briefing meeting online.
- Registered with Engineering Council of South Africa (ECSA) in terms of the Engineering Profession Act (EPA) 46 of 2000.
- 3 Reference letters or Final Completion Certificate of similar completed works

10. ANTICIPATED TIME SCHEDULE AND PROCESS

Request for Quotations Issued	SAHRA Website	20 April 2026
Closing date & Opening of BIDs	SAHRA Head Office	5 May 2026 @ 11:00am

11. EVALUATION CRITERIA

All proposal offers received shall be evaluated based on the following phase out approach: Before evaluating Tender offers, the Bids will be in accordance with Method 2 of the CIDB Standard Tender Evaluation in three stages, namely:

Stage 1: Administrative Compliance.

Stage 2: Technical Compliance

Stage 3: Financial Offer and Specific Goals

10.1 Stage 1: Administrative Compliance - Mandatory

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 online.

b) Proof of Registration with the Engineering Council of South Africa - Mandatory

Bidders must be registered with Engineering Council of South Africa (ECSA) in terms of the Engineering Profession Act (EPA) 46 of 2000.

Bidders must submit proof of registration. Bidders without a registration certificate will not be considered. It is the responsibility of the service provider to ensure that the status of their registration is active/ valid for the duration of the bidding process until award. Should the status of the bidder be inactive or suspended during the evaluation process the bidder will be disqualified.

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.

10.2 Stage 2 Technical Compliance - Mandatory

- a) **Company Experience:** 3 Reference letters or Final Completion Certificate of similar completed works
- b) Registered with Engineering Council of South Africa (**ECSA**) in terms of the Engineering Profession Act (EPA) 46 of 2000 – Registration Certificate required.

The following evidence is required for company experience:

- Final Completion Certificate of the completed works and proof from the Client/ Employer of completed project in the form of project number (Reference number) and Financial Year it was implemented and completed.

- The bidder must note that Appointment Letters, Purchase Orders and Sub-contracting Agreements without Completion certificates will not be accepted as evidence for company experience.
- SAHRA will verify evidence provided and no consideration if experience provided as evidence is not verifiable.

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.

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.

10.3 Stage 3: Price and Specific Goals

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

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.



12. SUBMISSION OF TENDERS

Tenders must be submitted clearly marked for the attention of

Supply Chain Management

Project Name:

Project Number: RFR SAHRA 07/2026

Compulsory Site Briefing Session:

Date: 28 April 2026

Time: 10:30 am

Microsoft Teams Online:

Join: <https://teams.microsoft.com/meet/363575973429709?p=3keVMRrr2BY126YofH>

Meeting ID: 363 575 973 429 709

Passcode: V7HC6e3Q

BIDS must be emailed to tenderinfo@sahra.org.za

SAHRA takes no responsibility for late emailed tender documents. It is the onus of the service provider to ensure that the email reaches SAHRA before closing date and time.

15. CLOSING DATE AND TIME: 05May 2026 AT 11H00 AM NO LATE TENDERS WILL BE ACCEPTED

16. All queries may be sent in writing to:

Ms. M. Tantsi
Supply Chain Management Officer
South African Heritage Resources Agency
111 Harrington Street
Cape Town
8000

Email: mtantsi@sahra.co.za

For Technical Queries

Mr N. Madida
Manager Burial Grounds & Graves
South African Heritage Resources Agency
Email: nmadida@sahra.org.za

