



SOUTH AFRICAN HERITAGE RESOURCES AGENCY

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TERMS OF REFERENCE

RFQ SAHRA 08/2026 - THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDERS TO SUBMIT QUOTATIONS FOR THE PROCUREMENT OF BRUSH CUTTER AND OPERATOR PROTECTIVE EQUIPMENT.





TERMS OF REFERENCE

1. PURPOSE

The South African Heritage Resources Agency (SAHRA) invites suitably qualified and experienced service providers to submit quotations for the procurement of brush cutter and operator protective equipment.

2. HISTORICAL 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. 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 Specifications:

Supply of STIHL FS 250 heavy duty petrol-driven brush cutter and specified operator equipment or approved equivalent, meeting or exceeding all specified performance, durability and reliability requirements.

Proof of equivalence (technical specifications and/or product data sheets) must be submitted with the bid

Reference to the STIHL FS 250 heavy duty petrol brush cutter is used as a benchmark for quality and performance. Equivalent products will only be considered if they meet or exceed all specified requirements.

- 1 x STIHL FS 250 petrol driven brush cutter. Features a 1.6 KW (2.2 HP) 2 stroke engine, 6.3 kg weight and 420 mm cutting diameter with 0.64-liter fuel tank. The brush cutter must have a valid warranty of 2 years that covers the repairs or replacement of faulty parts such as engine and gearbox

The brush cutter should be of service to any specialized power tool repair





shops.

Brush cutter should come with maintenance kit that include allen keys, plug spanner and grease for the gear box.

The brush cutter must also come with a 2 kg roll nylon with 3.5 mm diameter line and 2litre stihl two stroke engine oil.

- 2 x STIHL double shoulder harness with adjustable straps for a custom fit, quick release mechanism and compatible with most STIHL brush cutters.
- 1 x Safety helmet & earmuff brush cutter chainsaw (combine industrial hard hat, adjustable hearing protection and face visor). It should include compliance with EN 397(helmet), EN 352 – 3(earmuff) and EN 1731(mesh visor) standards.

2.3 The prices and rates to be included in the pricing schedule attached are to be the full inclusive prices for the work described below the several item. Such prices and rates shall cover all costs and expenses that may be required in and for the execution of the work described, and shall cover the costs of all general risks, liabilities, and obligations set forth implied in the documents on which the tender is based, as well as overhead charges and profit. Reasonable pricing shall be set as these will be used as a basis for assessment of payment for the additional work that may have to be carried out.

2.4 All pricing for the project must be completed on the pricing schedule. Any item left unpriced shall be deemed to be covered in rates and prices incorporated elsewhere in the document.

2.5 The delivery of the tools and equipment must be included in the offer.

Delivery address: SAHRA, 40A Somerset Street, Makhanda, 6139, Eastern Cape.

2.6 The service provider must submit one invoice for all products provided.

3. TERMS AND CONDITIONS OF PROPOSALS

3.1 All costs and expenses incurred by potential service providers relating to their Tender Offer 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 Tender Offer or the Cancellation of this project.





- 3.2 While SAHRA endeavors to ensure that all information provided to all potential service providers is accurate, it makes no warranty as to the accuracy or completeness of any information provided by it.
- 3.3 SAHRA reserves the right to request new or additional information regarding each service provider and any individual or other persons associated with its project proposal.
- 3.4 SAHRA reserves the right not to make any appointment with the proposals submitted.
- 3.5 Service providers shall not make available or disclose details pertaining to their project proposal with anyone not specifically involved, unless authorized to do so by SAHRA.
- 3.6 Service providers shall not issue any press release or other public announcement pertaining to details of their project proposal without the prior written approval of SAHRA.
- 3.7 Service providers are required to declare any conflict of interest they may have in for which the tender is submitted or any potential conflict of interest. SAHRA reserves the right not to consider any proposal where such a conflict of interest exists or where such potential conflict of interest may arise.
- 3.8 Any and all project proposals shall become the property of SAHRA and shall not be returned.
- 3.9 The proposals should be valid and open for acceptance by SAHRA for a period of **90 days** from the date of submission.
- 3.10 Service providers are advised that submission of a project proposal gives rise to no contractual obligations on the part of SAHRA.
- 3.11 SAHRA reserves the right not to accept any proposal which does not comply with the **TERMS OF REFERENCE** and conditions set out in the proposal documents.
- 3.12 SAHRA reserves the right not to award the proposal to the service provider that scores the highest points.
- 3.13 Disputes that may arise between SAHRA and a service provider must be settled by means of mutual consultation, mediation (with or without legal representation) or, when unsuccessful, in a South African court of law.
- 3.14 All returnable Bid documents must be completed in full and be submitted together with the service provider's proposal.



- 3.15 The “Requirements for content of the project proposal” section above outlines the information that must be included in proposal offers. Failure to provide all or part of the information will result in your proposal being excluded from the evaluation process.
- 3.16 All goods/service or products to be supplied to SAHRA shall be in full compliance with South African approved standards and in compliance to the specifications provided.
- 3.17 It is in the conditions of this RFQ that a quotation is submitted together with the following completed forms; **kindly submit fully completed Bid Documents.**
- a) SBD 1 Invitation Bid
 - b) Tax Compliance Status Pin
 - c) SBD 3.1 Pricing Schedule
 - d) SBD 4 Bidder’s disclosure
 - e) SBD 6.1 Preference points claim form (valid BBBEE certificate must be submitted together with this completed document.
 - f) SBD 7 Contract form
 - g) General Conditions of Contract
 - h) Proof of Registration with National Treasury Central Supplier Database (CSD Report).

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

4. EVALUATION CRITERIA

4.1. 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 tender. Failure to meet any of the conditions of the tender will automatically disqualify your tender in this phase.
- **Phase Two:** The applicable preference point system for this tender is the 80/20 preference point system. Preference points on specific goals are as follows.



Preference Point System	Points
Price	80
Special Goals	20
Black owned company	10
Women	5
Youth	2
Disability	3
Total points for Price and SPECIFIC GOALS	100

5. 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.

6. SUBMISSION OFFER

Project proposals must be submitted via email to tenderinfo@sahra.org.za for the attention of Supply Chain Management - **Bid No: RFQ SAHRA 08/2026**.

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.

7. CLOSING DATE AND TIME: 28 April 2026 at 11:00 am.

No late quotes will be accepted.

8. For the Supply Chain related enquiries, please contact:

Paul Tiyago
Supply Chain Management
South African Heritage Resources Agency
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Cape Town
8000
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