



SOUTH AFRICAN HERITAGE RESOURCES AGENCY

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TERMS OF REFERENCE RFQ SAHRA 03/2026

THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES ALL SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDERS TO SUBMIT QUOTATIONS FOR THE ONLINE ADVERTISING AND RESPONSE HANDLING OF SAHRA VACANCIES FOR A PERIOD OF THIRTY-SIX (36) MONTHS.



FACEBOOK



@YOUTUBE



@LINKEDIN

WWW.SAHRA.ORG.ZA



TERMS OF REFERENCE

1. PURPOSE

The South African Heritage Resources Agency (SAHRA) invites all suitably qualified and experienced service providers to submit quotations for the online advertising and response handling of vacancies on behalf of SAHRA.

2. BACKGROUND

SAHRA is a statutory organization established under the National Heritage Resources Act, No 25 of 1999. The primary objective of SAHRA is to co-ordinate the identification and management of the national estate, which is defined as heritage resources of cultural, historical and other significance

3. SCOPE AND SERVICES REQUIRED

3.1 Branded Listings

SAHRA would like to be credited with 69 Branded Listings, to actively market its vacancies through automatic alerts sent directly to candidates. SAHRA would like candidates to be alerted in the right industry and sector for positions at no extra cost, ensuring SAHRA brand receives the maximum attention

3.2 Response Handling

- a) SAHRA requests the service provider to conduct dedicated Response Handling for the shortlisting of 69 listings. This service provider when furnished with a detailed Job Specification and closing date must create a Weighted Scoring Questionnaire and Job Listing. The service provider and SAHRA will agree on a qualifying Shortlist Score.
- b) On the closing date all successful candidates will be moved to a shortlist folder, and unsuccessful candidates will be regretted.
- c) service provider will be notified of the Shortlisted candidates available in the folder for further processing by SAHRA's Recruitment Team



3.3 Careers Widget or similar

Service provider to ensure a wider audience by duplicating adverts to website; candidates that click on 'apply' on your website vacancies will be re-directed to SAHRA positions

Summary of services is depicted in the table below:

Details	Year 1	Year 2	Year 3
Adverts	23	23	23
Search	50	50	50
Recruit Assist	23	23	23
Data Reports	2	2	2

4. THE FOLLOWING IS REQUIRED FROM THE POTENTIAL SERVICE PROVIDER

- The Final Offer inclusive of VAT
- Company profile
- Track record of similar projects undertaken (provide full details including references with names and contact numbers)

5. MANDATORY REQUIREMENTS FROM THE POTENTIAL SERVICE PROVIDER

- DEL Registration Certificate (required by law)
- APSO Membership (Industry standard for ethics)
- Valid COIDA letter of good standing (required if they handling payroll or temp staff)
- B-BBEE Certificate (Standard requirement for doing business in SA)

6. TERMS AND CONDITIONS OF PROPOSALS

- 6.1. All costs and expenses incurred by the potential supplier relating to their proposal will be borne by the service provider. SAHRA is not liable to pay such costs and expenses or to reimburse or compensate suppliers 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 person 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 with 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. All 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. SAHRA reserves the right to disqualify any bidder based on one or more negative reviews of past work received.
 - 6.13. 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.
 - 6.14. 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.
 - 6.15. All returnable bid documents must be completed in full and submitted together with the bidder's proposal.
 - 6.16. 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.
 - 6.17. 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.

- 6.18. 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 (valid BBBEE certificate must be submitted together with this completed document.
- f) SBD 7 Contract Form – Rendering of Services
- g) General Conditions of Contract

NB: Failure to submit original completed returnable forms as mentioned above will automatically disqualify your quotation. Please ensure that you submit CSD registration report

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 with the terms of reference and conditions of the proposal. Failure to meet any of the conditions of the proposal will automatically disqualify your proposal in this phase.
- **Phase two:** 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

8.2. 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 a maximum of 80 points.

9. SUBMISSION OF PROPOSALS

Project proposals must be submitted via email to tenderinfo@sahra.org.za for the attention of **Supply Chain Management – Quote No: RFQ SAHRA 03/2026**.

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

**10. CLOSING DATE AND TIME: 04 May 2026 at 11: 00 AM
NO LATE TENDERS WILL BE ACCEPTED.**

11. FOR THE SUPPLY CHAIN RELATED ENQUIRIES, PLEASE CONTACT:

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Cape Town 8000
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