



SOUTH AFRICAN HERITAGE RESOURCES AGENCY

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TERMS OF REFERENCE

RFQ SAHRA 50/2026

THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA)
INVITES SUITABLE QUALIFIED SERVICE PROVIDERS TO SUBMIT
QUOTATIONS TO PRODUCE AND DELIVER EIGHT (8)
CHROMODECK SIGNAGE BOARDS

TERMS OF REFERENCE

1. PURPOSE

- 1.1. The South African Heritage Resources Agency (SAHRA) invites suitable qualified service providers to submit quotations to produce and deliver eight (8) chromodeck signage boards.

2. BACKGROUND

- 2.1. The MUCH unit has undertaken an initiative to raise public awareness of maritime cultural resources. In 2017 - 2018 a series of interpretative signs were installed in selected locations within the Western Cape with historical maritime significance. As part of the ongoing management of the signs, the MUCH unit has now re-assessed their condition with the aim of replacing those that are damaged.
- 2.2. This project is in line with SAHRA's mandate to identify, protect, and promote heritage resources across South Africa, and the signs work to raise public awareness of heritage value and conservation. Additionally, the presence of signage may facilitate tourism around these locations.
- 2.3. Recent site visits revealed that six of the existing signs have been badly sun-damaged, graffitied or removed and need replacement:

Shipwreck	Location
SAS Pietermaritzburg	Miller's Point
HMS Sybille	Lambert's Bay
São José	Clifton
SS Māori	Hout Bay
Commodore II (x2)	Milnerton

- 2.4. Additionally, the MUCH unit intends to install signs at the Noordkapperpunt Fish Traps in Still Bay and at the Mendi Memorial at the University of Cape Town. Both are National Heritage Sites (NHS), and it is therefore a priority to install interpretative signage to assist with public education and conservation efforts.

3. SCOPE AND SERVICES REQUIRED

- 3.1. The MUCH Unit requires eight (8) printed signs.
- 3.2. Installation of signs by the service provider is **NOT** required.
- 3.3. The following is required from potential service providers:

Item description	Number
Chromodeck board with UV resistant vinyl printing measuring: 1185 x 850mm with 25mm lip on all sides (bending backwards). Must be mounted on an aluminium frame made with 25mm square tubing.	8



4. THE FOLLOWING IS REQUIRED FROM THE POTENTIAL SERVICE PROVIDER:

- 4.1. The service provider must be able to meet all the abovementioned requirements.
- 4.2. The service provider must be based in Cape Town and be able to deliver the materials to the SAHRA offices in Cape Town.
- 4.3. A mock-up of the signs must be provided for SAHRA approval prior to printing.
- 4.4. The delivery fee must be included in the quotation.

5. MANDATORY REQUIREMENTS

- 5.1. 2 projects completed using cold-cast bronze resin to produce plaques or badges supported by reference letters.

6. TERMS AND CONDITIONS OF PROPOSALS

- 6.1. 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.
- 6.2. SAHRA reserves the right to request new or additional information regarding each bidder and any individual or other persons 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 from 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. Any and all project 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. 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.

- 6.13. 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.
- 6.14. All returnable bid documents must be completed in full and submitted together with the bidder's proposal.
- 6.15. 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.
- 6.16. 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.
- 6.17. 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.

7. RETURNABLE DOCUMENTS

- a) SBD 1 Invitation Bid
- b) SBD 2 Tax Compliance 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) 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 a 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 to the terms of reference and conditions of the proposal. Failure to meet any of the conditions of the proposal will automatically disqualify your proposal on 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 the maximum 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 50/2026**

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

10. CLOSING DATE AND TIME: 27 July 2026 at 11:00 am NO LATE BIDS WILL BE ACCEPTED.



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

Mr. Paul Tiyago

Finance Contractor

South African Heritage Resources Agency

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