SOUTH AFRICAN HERITAGE RESOURCES AGENCY

SOUTH AFRICAN HERITAGE RESOURCES AGENCY

TERMS OF REFERENCE RFQ SAHRA 27/2026

APPOINTMENT OF A SUITABLY QUALIFIED SERVICE PROVIDER TO SUBMIT QUOTATIONS FOR THE PROCUREMENT OF PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT

+27 21 462 4502

info@sahra.org.za

111 Harrington Street
Cape Town

TERMS OF REFERENCE

1. PURPOSE

The South African Heritage Resources Agency (SAHRA) hereby invites suitably qualified service providers to submit quotations for the procurement of personal protective clothing and equipment.

2. BACKGROUND

2.1 The South African Heritage Resources Agency (SAHRA) is an agency of the Department of Sport, 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 SAHRA manages four (4) offices across the country namely: Head Office (Cape Town), Dal Josafat (Paarl), Old Goal (Makhanda) and in Pretoria.

2.3 General Assistants and Maintenance staff undertake essential duties like grass cutting, landscaping, office cleaning and minor maintenance works on properties and offices.

2.4 There are certain positions within the Properties and Facilities unit namely: General Assistants / Maintenance Staff and Site Supervisors that require the necessary protective clothing and equipment to effectively execute their daily tasks.

2.5 According to SAHRA's OHS policy sub-section 10.7, it states that SAHRA will designate which jobs and areas require safety clothing and SAHRA will provide it accordingly.

+27 21 462 4502
info@sahra.org.za
111 Harrington Street
Cape Town

3. SCOPE AND SERVICES REQUIRED

3.1 The successful bidder will be expected to supply and deliver the following items. The following brands or equally approved is required:

- Jonsson or Similar
- Pienaar or Similar
- Dromex or Similar

3.2 Embroidery colors should reflect the SAHRA Logo Colors. (SAHRA logo is attached as an annexure).

Item	QTY	Size	Embroidery and Position
Johnson STC Chelsea Boot or similar - brown	6	4 - 10	No.
Pienaar Gumboots Wet Terrain GRN or similar	9	4 - 10	No.
Dromex Rainsuit Rubberised or similar-Navy	10	Medium – X Large	No.
Johnsons or similar denim work trouser indigo.	8	36 - 40	No.
Johnson or similar denim work jacket indigo	8	Medium – X Large	Yes. (Front, Top, Left Side)
Johnson or similar Classic golfer - Maroon	20	Small – 2X Large	Yes. (Front, Top, Left Side)
Johnson or similar Classic golfer - Black	20	Small – 2X Large	Yes. (Front, Top, Left Side)
Dromex or similar safety glasses sporty spec clear.	100		No.

+27 21 462 4502
info@sahra.org.za
111 Harrington Street
Cape Town

Dromex or similar gloves Miizu 9	100		No.

ex or similar Gloves crayfish	100		No.
Dromex or similar masks FFP1 20 Pack	20		No.
Dromex or similar ear Flourescent foam corded	100		No.
Johnsons or similar softshell Jacket - Black	11	Small – 2X Large	Yes (Front, Top, Left Side)
Dromex or similar Reflective lime	6	Small – X Large	No.
Johnsons or similar shoe JW258 Grey	3	4 - 9	No.
Dromex or similar flame or acid technical utility Pants.	4	26 - 40	No.
Dromex or similar flame or acid technical utility Jacket.	4	Medium – X Large	Yes (Front, Top, Left Side)
All Digitizing per Set Up Cost to be included			
Embroidery to be included: Embroidery on all caps 40mm diameter and all other where indicated 50mm diameter as per official SAHRA Logo.			

+27 21 462 4502

info@sahra.org.za

111 Harrington Street
Cape Town

4. TERMS AND CONDITIONS OF PROPOSALS

4.1 All costs and expenses incurred by 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.

4.2 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.

4.3 SAHRA reserves the right to waive deficiencies in project proposals. The decision as to whether a deficiency will be waived or will require the rejection of a project proposal will be solely within the discretion of SAHRA.

4.4 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.

4.5 SAHRA reserves the right not to make any appointment from the proposals submitted.

4.6 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.

4.7 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.

4.8 Service providers are required to declare any conflict of interest they may have in the transaction for which the tender is submitted or any potential conflict of interest. SAHRA reserves the right not to consider further any proposal where such a conflict of interest exists or where such potential conflict of interest may arise.

4.9 A valid original Tax Clearance Certificate, issued by the South African Revenue Services, must be submitted, <u>failing which the relevant service provider's proposal shall not be considered</u>. (See attached application form for Tax Clearance Certificate)

4.10 Any and all project proposals shall become the property of SAHRA and shall not be returned.

4.11 The proposals should be valid and open for acceptance by SAHRA for a period of 30 days from the date of submission.

+27 21 462 4502
info@sahra.org.za
111 Harrington Street
Cape Town

4.12 Service providers are advised that submission of a project proposal gives rise to no contractual obligations on the part of SAHRA.

4.13 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.

4.14 SAHRA reserves the right not to award, or not award the proposal to the service provider that scores the highest points.

4.15 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.

4.16 All returnable proposal documents must be completed in full and submitted together with the service provider's quote and a sample annual report book.

4.17 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 may result in your proposal being excluded from the evaluation process.

4.18 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.

4.19 It is 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 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 7.2 Contract Form (Rendering Services).
g. General Conditions of Contact. On the 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 an original valid tax clearance certificate.

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

+27 21 462 4502
info@sahra.org.za
111 Harrington Street
Cape Town

5. EVALUATION CRITERIA

5.1 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**: Prequalification criteria (Obtaining the minimum threshold for functionality as set out below)

1.	Design team and/or DTP graphic artists in-house	40
2.	In-house or proof of contract with printing company	20
3	Full profile of editor	30
4	Methodology	10
	Total:	100

A Bidders who comply with all the above requirements will proceed to Phase 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.

- Phase three: 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.

Phase 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

+27 21 462 4502
info@sahra.org.za
111 Harrington Street
Cape Town

5.2 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.

6. SUBMISSION OF PROPOSALS

Quotations must be submitted via email for the attention of **Supply Chain Management - Bid No: RFQ SAHRA 27/2026**

Quotations must be emailed to : tenderinfo@sahra.org.za

Closing date for bid offers and proposals: *02 November 2026* at *11:00* no late proposals will be accepted after the closing time.

For the Supply Chain related enquiries, please contact:

Mr. Paul Tiyago
Acting SCM Manager
South African Heritage Resources Agency
111 Harrington Street
Cape Town
8000
Tel: 021 202 8665
Fax: 021 462 4509
Email: ptiyago@sahra.org.za

+27 21 462 4502

info@sahra.org.za

111 Harrington Street
Cape Town