



## **TERMS OF REFERENCE**

### **REQUEST FOR QUOTATIONS TO DEVELOP A CONSERVATION MANAGEMENT PLAN FOR BROSTER BEADWORK COLLECTION HOUSED AT WALTER SISULU UNIVERSITY- MTHATHA CAMPUS AS COMMISSIONED BY SOUTH AFRICAN HERITAGE RESOURCES AGENCY**

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#### **1. PURPOSE**

The South African Heritage Resources Agency (SAHRA) hereby invites suitably qualified and experienced service providers to submit proposals to develop a Conservation Management Plan (CMP) for Beadwork Collection housed at Walter Sisulu University (WSU), Mthatha Campus in the Eastern Cape. WSU is an academic institution not as museum although in the past years it has tried its best to manage the collection. This therefore means that, an approach by a service provider must take into consideration the fact that, the collection will be looked after by people with no museum background whatsoever and who do not have capacity. It therefore means that the approach of the service provider or recommendations should be at the level of these people however, taking into consideration the International Best Practises of Conservation Management.

#### **2. BACKGROUND**

SAHRA is a statutory organisation established under the National Heritage Resources Act (NHRA), No 25 of 1999. The primary objective or mandate of SAHRA is to identify, manage, protect, preserve and conservation of heritage resources that have the national significance. These heritage resources include but not limited to Heritage Objects and or Collection as stipulated in the NHRA, section 32 of the Act. SAHRA is therefore responsible for declaration of these heritage objects and or collection that have the national significance. One of the requirements for declaring heritage objects is to develop a Conservation Management Plan (CMP) which is a guiding document that would assist in the conservation of the collection for future generations.

#### **3. SCOPE AND GOODS REQUIRED**

**The suitable service provider must:**

- Have an experience working with Beadwork of AmaXhosa to be exact.
- Understanding of the diverse tribes of AmaXhosa and their history in the Eastern Cape and in South Africa.
- Have worked closely with Museums as a curator or conservator.
- Have in the past developed a CMP or Conservation Assessment reports for Museums Collection or Heritage Objects and or Collection.
- An appointed service provider will have to work closely with the Architects on site and to give advice on the construction of the storage building intended to house the Beadwork Collection.
- To conduct workshops for people who will be looking after the collection once it is declared (Management Authority).
- Working closely with WSU officials responsible for the Collection and East London Museum (ELM) officials as WSU and SAHRA are in partnership with ELM.
- Willing to be called on awkward times for experts' advice as the Architects are also busy with construction to house the collection.
- Be available to effect ongoing changes, until the job is complete to the satisfaction of SAHRA.
- To attend all public participation workshops that will be facilitated by SAHRA.

#### **4. REQUIREMENTS FOR FORMATS**

NB. A Conservation Management Plan (CMP) is valid for five (5) years of which after that it has to be reviewed. A consultant or service provider therefore is advised to take this matter in consideration when developing the CMP.

SAHRA shall accept the CMP with the following:

- ✓ To separate the two collections housed at WSU as there is Broster Beadwork Collection and Dr. Lamla's Collection
- ✓ Provide SAHRA with a short history of Broster Beadwork Collection
- ✓ Write an extended or comprehensive statement of significance
- ✓ Provide a physical description of the collection include colour images size:
- ✓ Provide a locality and the site plan which include GPS coordinates of WSU and the intended storage building.

- ✓ Clear time frames of tasks that are going to be done by managing authority and officials.
- ✓ Training of officials or staff that will be responsible for the collection after it is declared
- ✓ Monitoring process, it should state clearly who does what, when and how. Time frames should be very clear with the activities to be done by responsible officials.
- ✓ Access to the collection both by researchers, public etc, how often, number of visitors allowed for instance in a week, month or year and what would be the rules during these visits so that they do not impact negatively to the collection (minimize risks factors).
- ✓ How often will SAHRA go and view the collection and state clearly what would be expected from SAHRA when it assesses or view the collection. Perhaps SAHRA will have to be provided also with a manual with some guidelines on how to assess the condition of the collection as recommended by a service provider or consultant.
- ✓ Loaning of the collection – policy on loan
- ✓ Inventory- detailed list of the collection.

**PRODUCTION DELIVERY OF THE SPEC INCLUDES THE FOLLOWING:**

- Three hard copies of Conservation Management Plan Documents that is inclusive of all the requirements stated above.
- Three copies of CMP documents saved on Compact Discs with colour images.
- Three user friendly manuals of the CMP for staff that will be responsible to look after the collection.

**5. TERMS AND CONDITIONS OF PROPOSALS**

- 5.1 All costs and expenses incurred by potential service providers relating to their project proposal will be borne by the 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.
- 5.2 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.
- 5.3 SAHRA reserves the right to waive deficiencies in project proposals. The decision as to whether a deficiency may be waived or may require the rejection of a project proposal may be solely within the discretion of SAHRA.

- 5.4 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.
- 5.5 SAHRA reserves the right not to make any appointment from the proposals submitted.
- 5.6 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.
- 5.7 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.
- 5.8 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.
- 5.9 A **valid original Tax Clearance Certificate**, issued by the South African Revenue Services, must be submitted, failing which the relevant service provider's proposal shall not be considered. (See attached application form for Tax Clearance Certificate)
- 5.10 Any and all project proposals shall become the property of SAHRA and shall not be returned.
- 5.11 The proposals should be valid and open for acceptance by SAHRA for a period of 30 days from the date of submission.
- 5.12 Service providers are advised that submission of a project proposal gives rise to no contractual obligations on the part of SAHRA.
- 5.13 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.
- 5.14 SAHRA reserves the right not to award the proposal to the service provider that scores the highest points.
- 5.15 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.

- 5.16 All returnable proposal documents must be completed in full and submitted together with the service provider’s proposal.
- 5.17 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.
- 5.18 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.
- 5.19 It is the conditions of this RFQ that, a quotation is submitted together with the following completed forms;
- a. SBD 6.1 Preference points claim form (valid BBBEE certificate must be submitted together with this completed document)
  - b. SBD 4 Declaration of Interests form
  - c. SBD 2 Tax Clearance certificate application form
  - d. SBD 8 Declaration of Bidder’s Past Supply Chain Management Practices.
  - e. SBD 9 Certificate of Independent Bid Determination

**NB: Failure to submit completed returnable forms as mentioned above may automatically disqualify your quotation. Please ensure that you submit an original valid tax clearance certificate.**

## 6. ANTICIPATED SCHEDULE OF EVENTS

<b>Request for Proposals issued</b>	SAHRA supplier database, if supplier is not on database, SUPPLIER REGISTRATION FORMS MUST BE SUBMITTED.	<b>3 June 2013</b>
<b>Closing date &amp; Opening of proposals</b>	Proposals opened at SAHRA Head Office	<b>1 2012</b>
<b>Evaluation and Adjudication of proposals</b>	Proposals evaluated & Adjudicated	<b>13-16 April 2012</b>

<b>Award</b>	Notification of a successful service provider	<b>17 April 2012</b>
<b>Project Finalising</b>	The project must be completed by this dates.	<b>31 May 2012 – Draft</b> <b>30 June 2012 - Print</b>

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

## **7. EVALUATION CRITERIA**

7.1 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 may automatically disqualify your proposal on this phase.
- Phase two: Submission of the samples with as stated in no. 4 of the terms of reference.
- Phase three: preference points for Broad-Based Black Economic Empowerment (BBBEE) Status Level of Contribution (80/20 preference points system), where 80 points are allocated to price, and 20 points are allocated to BBBEE status level as follows;

<b>B-BBEE Status Level of Contributor</b>	<b>Number of points (80/20 system)</b>
1	20
2	18
3	16
4	12
5	8
6	6

7	4
8	2
Non-compliant contributor	0

## 7.2 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.

## 8. SUBMISSION OF PROPOSALS

Project proposals must be submitted in a sealed envelope, marked as confidential and for the attention of the contact person. It must be posted to the following address: South African Heritage Resources Agency, 111 Harrington Street, Cape Town, 8000, or placed in the tender box at the SAHRA Head Office, of the same address. We will accept emailed and faxed copies on the condition that the originals are provided when required.

9. **Closing date for proposal offers and proposals:** Proposals and quotations must be submitted in hard-copy on or before closing, being 12 April 2012 at 15:00. No late quotes shall be accepted.

### **Contact Person regarding these terms of reference:**

Mr Simphiwe Yende- Finance Officer  
South African Heritage Resources Agency  
111 Harrington Street, Cape Town, 8000  
Tel: 021-462 4502  
E-mail: [syende@sahra.org.za](mailto:syende@sahra.org.za)